

Terms & Conditions

1. Exhibit Fees and Payment

Applications must be submitted with payment IN FULL for space rental fees. Applications received without such payment may not be processed, nor will space assignments be made. Deposit of payment does not constitute acceptance of application. In the event of cancellation by exhibitor, the cancellation policy below shall apply. All cancellation requests must be made in writing. Included in exhibit costs: one (1) 6x8 exhibit space, two (2) chairs, one (1) skirted table, and two (2) conference registrations

2. Cancellation of Space Contract

In the event it is necessary for exhibitors to cancel their space rental agreements, a full refund (less an administrative expense fee of \$50 per booth) will be made for requests received no later than March 21, 2025. No refunds will be made on cancellation requests

received after March 21, 2025. Cancellations must be received in writing from the authorized exhibitor representative. Cancellation notices should be sent to gmgma@gmgma.com.

3. Space Rental and Assignment of Location

Space for exhibitors is available by invitation only. GMGMA reserves the right to refuse rental to any individual or company whose goods or services are not compatible with the general character and objectives of the trade show. An applicant's right to space and the continued use of space during the Show is a right governed solely by the provisions hereof, and is not a lease or tenancy, nor shall it be construed as such. Management will make reasonable efforts to separate exhibitors of like products/services, but no assurance can

be given as to such separation. MANAGEMENT RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS AND TO CHANGE ASSIGNMENTS AT ANY TIME.

4. Exhibitor's Authorized Representative

Each exhibitor must name one person to be his/her representative in connection with the company's exhibit. This representative shall have authority to contract for the company, be responsible for payment of booth rental, and during show times, keep the exhibit staffed and orderly. Exhibit personnel must wear attire consistent with the professional decorum of the GMGMA Annual Meeting and conduct themselves in a professional manner.

5. Installation and Removal of Exhibits

At the time of the writing of these rules, it is planned that installation may take place on Sunday, May 4, from 12:00 pm - 4:00 pm. In the event that the exhibitor fails to complete installation of his/her exhibit by 4:00 pm on Sunday, May 4, 2025, GMGMA shall have the right to take possession of said space and resell some, or any part thereof. Exhibitors shall be liable for 100% of said booth rental. (Exhibits must be completely removed by 4:30 pm on Tuesday, May 6, 2025.) Any exhibitor who breaks down his/her booth before 3:30 pm, Tuesday May 6, 2025, will be assessed a \$200 per booth charge.

6. Exhibits and Public Policy

Each exhibitor is charged with the responsibility for knowledge of and shall comply with all applicable laws, ordinances, and regulations while participating in the Show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Management and service contractors have no responsibility for any exhibitor compliance. All exhibits must conform to the rules and regulations for the Fire Department having local jurisdiction. All drapery, carpet, cloth, paper banners, and other decorative effects shall be flame-retardant treated. No

signs or advertising devised shall be displayed outside of the exhibit booth space other than those furnished by GMGMA.

No alcoholic beverages of any kind may be prepared, served or distributed by an exhibitor. Food and/or non-alcoholic beverage products must be approved by GMGMA. Photography of individual exhibits is not permitted at the Show except with permission from the exhibitor whose booth is photographed, or by special written permission from Management, or by representatives of the press who are so credentialed by Management.

7. Booth Construction

Since each exhibitor (regardless of the size of their exhibit) is entitled to a reasonable sightline from the aisle, all exhibit materials and/or backdrops in excess of 4 feet tall must be kept within 5 feet of the back line of the exhibit, except for back-to-back booths where exhibit materials and/or backdrops in excess of 4 feet tall must be confirmed to within 5 ½ feet of the centerline. In addition, GMGMA has the authority to approve a height limit in the exhibit hall in cases where a special need has been satisfactorily shown and where the increased height limit will not interfere with neighboring exhibits or the overall appearance of the trade show.

8. Display and Selling of Products

GMGMA provides display space for suppliers to exhibit and demonstrate products to customers and potential customers. All exhibitors are required to adhere to such rules and regulations that may be established by the Internal Revenue Service to ensure continued

income tax exemption for the trade show. Exhibitors, in the presentation of their products and services, cannot make claims that may be construed as misleading or unsubstantiated, in accordance to FTC Regulations. It is the exhibitor's responsibility to know Georgia

tax codes, apply for any necessary permits, collect the appropriate fees, and submit payments accordingly.

9. Credentials

GMGMA will provide exhibitors with two (2) exhibitor badges per booth assignment for booth personnel while on the exhibit floor. These badges are intended for use by employees of the exhibiting company. Additional exhibitor personnel will be charged a \$500 registration fee. All requests for additional exhibitor badges must be approved by the exhibiting firm's authorized representative. No refunds will be issued for badges not picked up by the exhibitor.

10. Liability

Each exhibitor is entirely responsible for the booth space contracted by him/her, and has sole responsibility for keeping said space free from any conditions which might be dangerous to persons coming upon the premises. The exhibitor agrees to defend, indemnify and hold harmless GMGMA, its management, sponsors, members, officers, representatives or employees of the Westin Resort or their management company, the designated exposition/decorating company or their owners, managers, officers, directors, agents, employee, subsidiaries, affiliate, or subcontractors, from any damages or charges resulting from the exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the facilities or any part thereof.

11. Force Majeure or Cancellation of the Show

In case said premises shall be destroyed by fire or the elements or by any cause, or in case of Governmental intervention or regulations, military activity, strikes, or any other circumstances make it impossible or inadvisable to hold the show at the time and place provided

in the application and contract for exhibit space, then and thereupon, the contract shall terminate, and the exhibitor shall waive any claim for damages or compensation, except the pro-rated return of the amount paid for the space, after deduction of actual expenses

incurred in connection with the show, and there shall be no further liability on the part of either party. In the event that the Show is not held for any reasons determined by GMGMA, this contract shall be deemed terminated and a full refund of exhibit rental fees shall be refunded to the exhibitor, less GMGMA's actual incurred expenses. Should the Show be closed by management prior to the scheduled closing date and time, a proportional remedy will be determined at the sole discretion of GMGMA.

12. Insurance

Each exhibitor is responsible for his/her own equipment. Exhibitors desiring to ensure their exhibits and displays against fire, theft, etc. must do so at their own expense.

13. Amendments/Enforcement

GMGMA reserves the right to interpret, amend and enforce these rules and regulations. Written notice of any amendments or interpretations shall be given to exhibitors. Each exhibitor, for himself, his agent, and employees, agrees to abide by the rules and regulations

set forth herein, or by any subsequent amendments or interpretations. GMGMA reserves the right to enforce compliance with these rules and regulations. If an exhibitor violates one or more of these rules and regulations, GMGMA may refuse to allow the exhibitor to set up and/or continue to exhibit, and may refuse to permit that exhibitor to the Show in future years.

14. Americans with Disabilities Act (ADA)

The exhibiting company shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act (ADA), and shall hold GMGMA harmless from any consequences that may result from the exhibiting company's failure in this regard.

15. Music Licensing

The exhibitor shall be responsible for securing any and all necessary licenses or consents for: a) any performances, displays, or other uses of copyrighted works or patented inventions, and b) use of any name, likeness, signature, voice or other impression or intellectual

property owned by any third party used, directly or indirectly, by the exhibitor. The exhibitor hereby agrees to indemnify, defend and hold GMGMA harmless from and against any claim of liability and any resulting loss, cost, or damage (including costs of lawsuit and attorney's fees) for failure to obtain these licenses or consents and/or for infringements or other violations of the property rights, or the rights of privacy or publicity of any third party.

16. Attendee Game

GMGMA may provide a game for attendee and exhibitor interaction, with incentive to participate. GMGMA cannot guarantee attendees will participate in this game, nor can GMGMA guarantee that any attendees who participate will stay at any booth long enough for a discussion with booth personnel. It is the responsibility of

exhibit booth personnel to instigate interaction while attendees are at their booth.

17. "Suitcasing"

No suit casing will be allowed at any of the GMGMA meetings. Please note that while all meeting attendees are invited to the exhibit hall, any attendee who is observed to be soliciting business in the aisles or other public spaces and another company's booth or in violation of any portion of the exhibition policy will be asked to leave immediately. Additional penalties may be applied. Show Management recognizes that suit casing may also take the form of commercial activity conducted from a hotel guest, guest room or hospitality suite, a restaurant, club or any other public place of assembly. For the purposes of this policy- suit casing violations may occur at venues other than the exhibition floor and at other events. Show management must be informed of any hospitality suites and express consent must be received prior to the event.

18. Vendor Hall Visitors

No one is allowed inside the vendor hall without a GMGMA conference name badge. If you invite colleagues to "drop in" because they are close by or for a meeting, and they are not registered for the conference, they are not allowed in the hall just because you do business with them or know them. You will have to register for them as a booth attendee for \$500. Any "meetings" with outside vendors not registered for the conference must take place outside the conference area of the hotel. Anyone in violation of this rule will be asked to leave the hotel along with the exhibitor they are there to visit.

19. Tuesday Night Event

All registered booth attendees are invited to all events during a GMGMA conference. Including the Tuesday night dinner. However, spouses, children, friends etc. may not attend unless they are registered for the event. If you have a guest for Tuesday night, please see Elaine or Amy at registration to purchase a name badge. Name badges will be checked at the entrance for all events.

20. Booth Placement & Location

At no time will the members of the GMGMA Business Partner Committee or the Board of Officers discuss your booth location with you at the event. If you are unhappy with your location, you are welcome to email the Business Partner Committee Chair anytime following the meeting. The volunteers are there serving everyone and do not have time to spend listening to folks complain about where they are in the hall. Please respect others time. Also, if you choose to habitually complain about your booth location, you will be refused registration at future events.

21. Other Matters

The rules and regulations incorporated in this agreement have been formulated in the best interest of our exhibitors. We request your full cooperation in their observance. Any and all matters not specifically covered will be subject to the decision of GMGMA.