



GEORGIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

P. O. Box 1484, Snellville, Georgia 30078-1484

770-972-2722 (voice); 770-972-8240 (Fax)

E-mail: gasbo.org@att.net

Webpage: www.gasbo.org

Dear Exhibitor:

The Georgia Association of School Business Officials (GASBO), comprised of leading school business officials from throughout the state, will be holding their 44th Annual Conference November 3 – 6, 2009 at the Augusta Marriott Hotel, formerly the Radisson Riverfront Hotel, in Augusta, Georgia. **GASBO is a non-profit 501c3 association under the Internal Revenue.**

As a vendor this is one of the most important and influential Conferences you can attend to establish and maintain contacts for future sales. Vendors who attend the Conference overwhelmingly state GASBO is one of the most important Conferences they attend because those in attendance are the decision makers. Participants attending will include Superintendents, Assistant and Associates Superintendents, Finance Directors, Comptrollers, Purchasing Directors, Human Resource Directors and Business Department support personnel. We are expecting 390 participants at this year's conference. Last year we had over 390 in attendance.

As a vendor you will have the opportunity to meet all those in attendance. You will receive in your exhibit registration package a listing of those in attendance at the conference, including their position and school system for later contacts on a DVD. Don't miss this opportunity.

Please read over the enclosed information on exhibiting and sponsoring for the 44th Annual GASBO Conference. **The final date for submitting registration is October 20, 2009. The registration form and your company check must be received on or before October 20th.** Exhibit fee is \$600.00, which provides a 10 ft. exhibit space, with one **6 ft.** skirted table (white) with or without one electrical box, and one set of meal tickets as explained in the enclosed information. Eight (8) foot skirted tables are not available. Door prizes are provided by the exhibitors, which are given by the exhibitor at breaks and meal functions during the conference. Door prizes range from golf balls, umbrellas, cameras, camcorders, DVD players, software, TV's, paintings, up to vacations with spending money. I recommend you give a door prize(s) to receive maximum exposure.

We look forward to you being a part of our 44th Annual Conference in Augusta, Georgia. If you need additional information, please contact me at (770) 972-2722. Exhibit space is assigned after receipt of the Exhibit Registration Form and Exhibit Fee of \$600.00. We plan to have 60 exhibitors at this conference.

Sincerely,

Cookie Roland

Cookie Roland, Executive Secretary
and Exhibit Co-Coordinator

Attachments

cc: Mr. Gene Spires, GASBO Exhibit Coordinator

**GEORGIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
44th ANNUAL CONFERENCE, AUGUSTA, GEORGIA**

**IT IS TIME TO REGISTER FOR THE 2009 GASBO CONFERENCE!
WE EXPECT 390 PARTICIPANTS TO ATTEND THIS CONFERENCE.**

CONFERENCE DATE:

November 3 – 6, 2009

CONFERENCE LOCATION:

**Augusta Marriott Hotel
(Former Radisson Riverfront Hotel)**

Two Tenth Street

Augusta, Georgia 30901

(706) 722-8900

Hotel Rate: \$126.00 plus tax per night

EXHIBIT FEE:

The cost for exhibit space will be \$600.00 for one exhibit space 10 ft. wide including a 6 ft. white skirted table with two or more chairs. Eight (8) foot skirted tables are not available. This fee includes one GASBO registration package, which includes one ticket for each meal function. This includes Wednesday and Thursday breakfast and lunch plus a ticket for our Thursday evening GASBO social event and breakfast on Friday morning, which will feature a special guest speaker. Exhibitors may purchase one registration package (\$100.00), which includes one ticket for each of the above-mentioned functions, or for \$75.00 you may purchase one set of meal tickets for breakfast and lunch on Wednesday and Thursday. Please indicate on the registration form the number of each package you wish to purchase.

EXHIBIT SETUP/BREAKDOWN:

Exhibit setup begins at 3:00 p.m. on Tuesday, November 3, 2009 and breakdown is to be completed by 2:00 p.m. on Thursday, November 5, 2009. GASBO will provide exhibit security from 5:00 p.m. to 8:00 p.m. each day, Tuesday afternoon through Thursday morning. Exhibitors are responsible for their own security at other times. Exhibitors are also responsible for lighting their booth area if normal light in the assigned area is not sufficient.

REGISTER NOW BY RETURNING THE ATTACHED REGISTRATION FORM WITH YOU CHECK IN THE AMOUNT OF \$600.00. MUST BE RECEIVED ON OR BEFORE October 20, 2009. Refund request must be in writing and received no later than September 25, 2009.



**GEORGIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
44th ANNUAL CONFERENCE, AUGUSTA, GEORGIA**

2009 EXHIBIT REGISTRATION FORM

Name of Company _____

Address of Company _____

Phone Number: Area Code (____) _____ FAX: Area Code (____) _____

E-mail Address: _____

Contact Person: _____ Phone Number: Area Code _____

Mailing Address: _____

Email Address: _____

Type of Product: _____

Please list the name and title of representative(s) attending this GASBO conference. (It would be helpful if you would please attach a business card for each representative.)

(NAME)	(TITLE)
_____	_____
_____	_____
_____	_____
_____	_____

_____ **\$600.00 for one 10 ft. wide exhibit space with a 6 ft. skirted (white) table, with or without electricity, and one set of meal tickets. (8 ft. skirted tables are not available at the hotel).**

_____ **Please indicate if you will need electricity.**

Please check below any special requests you may have (i.e. additional electricity, space, etc.)

_____ Additional Electricity
_____ Additional chairs _____ (number)
_____ Additional space i.e. 10 ft. wide with or without a skirted table – cost \$250.00.
_____ Other: i.e. modem phone line, etc. (additional charge by the hotel)

Please indicate below the number of additional meal tickets: (Only one set of meal tickets are included with the registration cost.)

_____ \$100.00 – one set of meal tickets (breakfast & lunch on Wednesday and Thursday) plus one ticket for the Thursday evening social and one ticket for the breakfast on Friday.

_____ \$ 75.00 – one set of meal tickets for breakfast and lunch on Wednesday and Thursday only.

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TOTAL AMOUNT OF YOUR CHECK \$ _____ FOR YOUR REGISTRATION. Please attach your company check to this form and mail as follows:

**GASBO
P. O. BOX 1484
SNELLVILLE, GEORGIA 30078-1484**

We look forward to seeing you in Augusta on November 3 - 6, 2009.