

***GAPPA 2018***  
***Striving for Facilities to Promote***  
***“Student Success”***

# **GAPPA Tradeshow Exhibit/Sponsor APPLICATION PACKET**

**May 27 – 28, 2018  
(Memorial Day Weekend)**



**Full Event  
May 26-30, 2018**



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## 2018 ANNUAL MEETING AND TRADESHOW EXHIBITOR/SPONSOR REGISTRATION PACKET

Business Partners, don't miss this occasion to display your wares and interact with representatives from over 40 university, college and K-12 institutes. We, in GAPPA, value our exhibitors and sponsors, and realize that it has been with your help that our association has attained recognition for its progress at both the southeastern and national levels.

### EXHIBIT BOOTHS

The Tradeshow portion of the annual meeting is open on Sunday afternoon and Monday morning. The early registration deadline is February 15, fee will increase on February 16. The Tradeshow is extremely popular and sells out quickly each year, so register early. The exhibit hall accommodates 100 booths. As in years past, strategies have been developed to enhance participation in the exhibit area, which includes activities to ensure maximum exposure to all displays, regardless of location.

Exhibit Fee Includes (\$1200 Active Member, \$1300 Non-Member):

- 10' x 10' booth, one six (6) foot table with skirt, two chairs, individual draped dividers and one company identification sign. Other amenities will be the responsibility of exhibitor.
- Up to 4 drink tickets for Sunday Cocktail reception
- Up to 2 meal tickets for the Sunday Vendor Appreciation Dinner/Casino Night (make select when registering)
- Up to 2 meal tickets for Monday Lunch, immediately following the tradeshow (make selection when registering)
- Educational sessions, Saturday – Tuesday
- **New for 2018:** If you want to register for two booths, you must register twice. Note: The key field for registration is the attendee's email address. Use a different email address for second registration.

Exhibitors are welcome to attend all event functions starting with the Saturday pre-conference workshop through the Wednesday closing breakfast and experience exchange; simply purchase any additional meals tickets as applicable.

Refer to the Exhibitor hall layout below for booth selection(s). We ask that exhibitors select a booth in each of the four quadrants (E, F, and G & H) in order of preference.

**Exhibit registrations are accepted through February 15, or until sold out**

### SPONSORSHIP INFORMATION

GAPPA extends sponsorship opportunities to vendors who prefer not to exhibit, or who are not able to secure a booth before event is sold out.

Sponsor Fee Includes (\$1200 Active Member, \$1300 Non-Member):

- Vendor passes/name badges for tradeshow on Sunday Afternoon and Monday Morning
- Up to 4 drink tickets for Sunday cocktail reception
- Up to 2 meal tickets for the Sunday Vendor Appreciation Dinner/Casino Night (make select when registering)
- Up to 2 meal tickets for Monday Lunch, immediately following the tradeshow (make selection when registering)
- Educational sessions, Saturday – Tuesday
- **New for 2018:** No individual tables will be provided to sponsors

#### Additional Sponsor Information:

- Sponsors have all the rights and privileges of exhibitors to network with and entertain attendees.
- Sponsors are recognized at the Sunday night dinner, in the event booklet, and with onsite signage.
- Sponsors may bring additional representatives, simply purchase additional meal tickets as needed.
- Sponsors may bring printed marketing materials for distribution (A table will be identified in the foyer for all sponsors to share)
- Sponsors are welcome to attend all event functions starting with the Saturday pre-conference workshop through the Wednesday closing breakfast and experience exchange; simply purchase any additional meals tickets as needed
- Sponsors may bring door prizes for drawings
- Sponsors may bring a pop-up sign to display during the event sponsored

**Sponsor registrations are accepted through May 1, 2018**

#### ONLINE REGISTRATION

Registration is online, find link at [www.gappa.org](http://www.gappa.org).

- You should receive an immediate email confirmation once registered.
- If you need to add-on items, update information, or if you experience any difficulties, contact LaVonne at [gappareg@gmail.com](mailto:gappareg@gmail.com), or call 404-713-7920 (cell).

#### PAYMENT/REFUND

All payments are due at time of registration.

- Payment options are **credit card** (through PayPal, no account required), **check**. You Note: If paying by check be careful to select that option, otherwise your registration will appear as invalid.
- Unpaid registrations are subject to cancellation if payment isn't received by March 31.
- **No refunds will be issued after March 31, 2018.**

Mail check payment to:

GAPPA  
c/o Ralph Johnson, AVP  
UGA/FMD  
1180 E. Broad Street (FedEx/UPS, etc.)  
0201 Chicopee Complex (USPS)  
Athens, GA 30602

#### GAPPA BUSINESS PARTNER MEMBERSHIP

Renew or check membership status with APPA at 703-542-3821

- **New for 2018** – We are offering a member discount to exhibitors. Active Business Partners (BP) will receive a discount code via email. If you don't receive a code, and believe you should have, contact [LaVonne Goldschmidt](#).
- Active Membership period is April 1, 2017 – March 31, 2018.
- To become a new GAPPA Business Partner complete the application attached and mail with payment to the **Alexandria Virginia address** on the application form.
- **Dues must be current at the time of registration to take advantage of the member discount.**
- See active BP list on page 9.

## CONTACT INFORMATION

Questions regarding booths or sponsorships should be directed to:

Todd Bermann

[Todd.Bermann@ung.edu](mailto:Todd.Bermann@ung.edu)

(470) 239-3034

Questions regarding registration or payment should be directed to:

LaVonne Goldschmidt

[gappareg@gmail.com](mailto:gappareg@gmail.com)

404-713-7920

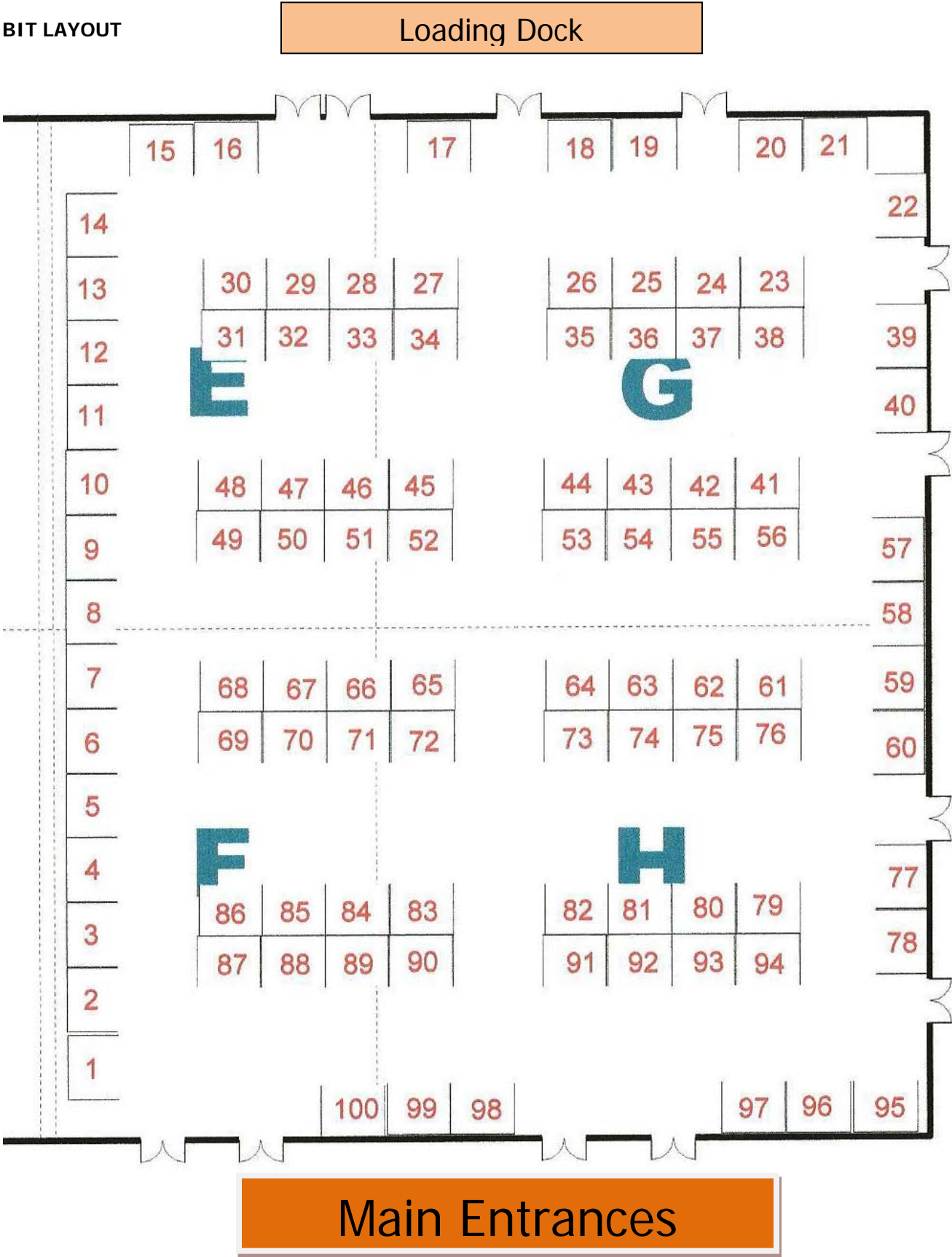
## LODGING

Exhibitors are responsible for their own Hotel accommodations. For your convenience, most hotels on Jekyll Island offer an event rate. Make your reservations early, as hotels sell out quickly for the holiday weekend.

## TENTATIVE SCHEDULE

Saturday, May 26	<ul style="list-style-type: none"><li>• Vendor Registration and Set-up: 12:00 noon – 6:00 p.m.</li><li>• Pre-Conference Workshop - 2:30 – 5:00 p.m.</li></ul>
Sunday, May 27	<ul style="list-style-type: none"><li>• Golf Tournament: 7:30 a.m. - 2:30 p.m.</li><li>• Tennis Outing: 9:00 a.m. – 12:00 p.m.</li><li>• Vendor Registration and Set-up: 12:00 noon - 3:00 p.m.</li><li>• <b>Tradeshow: 3:30 - 6:30 p.m.</b></li><li>• Cocktail Reception: 6:30 - 7:00 p.m.</li><li>• Vendor Appreciation Dinner &amp; Casino Night: 7:00 - 10:30 p.m.</li></ul>
Monday, May 28	<ul style="list-style-type: none"><li>• Opening Breakfast: 8:30 a.m. (tickets available for purchase)</li><li>• <b>Tradeshow: 9:30 a.m. - 12:30 p.m.</b></li><li>• Vendor Appreciation Lunch: 12:30 - 1:30 p.m.</li><li>• Exhibitor Breakdown 12:30 – 5 p.m.</li><li>• Educational Sessions: 1:30 – 3:45 p.m.</li></ul>
Tuesday, May 29	<ul style="list-style-type: none"><li>• Educational Sessions: 8:00 a.m. – 3:30 p.m.</li><li>• Lunch: 12:00 noon - 1:00 p.m.</li><li>• Social Hour: 5:00 – 6:00 p.m.</li><li>• Family Night: 6:00 - 8:00 p.m.</li></ul>
Wednesday, May 30	<ul style="list-style-type: none"><li>• Closing Breakfast: 8:00 a.m. – 9:30 a.m.</li><li>• Experience Exchange: 10:30 a.m. – 12:30 p.m.</li></ul>

EXHIBIT LAYOUT



**GAPPA**  
**Georgia Chapter of APPA**  
 Business Partner Membership Form

<b>Business Partner Membership Dues</b> Membership period is April 1 – March 31	<b>\$75.00</b>
<i>Make check payable to GAPPA and Mail to:</i>	<b>GAPPA Membership Department</b> <b>1643 Prince Street</b> <b>Alexandria, VA 22314-2818</b>

<b>Business Name:</b>			
<b>Street Address:</b>			
<b>City/State/Zip</b>			
<b>Primary Representative</b> (individual):			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

**Associate Representatives**

<b>Individual 1</b>			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

<b>Individual 2</b>			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

<b>Individual 3</b>			
Title:			
Address (if different from above):			
City/State/Zip			
Phone:		Fax:	
Email:			

# TAX IDENTIFICATION NUMBER - W-9

<b>Form W-9</b> (Rev. December 2011) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	<b>Give Form to the requester. Do not send to the IRS.</b>
Name (as shown on your income tax return) <b>APPA, Association of Higher Education Facility Officers</b>		
Business name/disregarded entity name, if different from above <b>GAPPA (Georgia Chapter of APPA)</b>		
Print or type See Specific Instructions on page 2.	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee	
	<input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Non-Profit Association</b>	
	Address (number, street, and apt. or suite no.) <b>0201 Chicopee Complex (c/o Ralph F. Johnson)</b>	Requester's name and address (optional)
	City, state, and ZIP code <b>Athens, GA 30602</b>	
	List account number(s) here (optional)	
<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.  <b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
		Social security number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> <span style="border: 1px solid black; width: 20px; height: 20px;"></span> </div>
		Employer identification number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">9</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">7</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">8</span> <span style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">7</span> </div>
<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).  <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.		
<b>Sign Here</b>	Signature of U.S. person ▶ <i>Bill Moody</i>	Date ▶ <i>10/12/16</i>
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted.  <b>Purpose of Form</b> A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.		
<b>Note.</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.  <b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). <b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		

Cat. No. 10231X

Form W-9 (Rev. 12-2011)



## CURRECT ACTIVE BUSINESS PARTNER MEMBERS

As of October 2017

2WR + Partners	Level Creek Property Restoration
Andrews Hammock & Powell	Lord, Aeck & Sargent
Automated Logic Contracting Services	Matheson-Ball & Associates, Inc
Benning Construction Company	May Architecture + Interiors
Best Access Solutions, Inc.	Mike Nix & Associates
Blue Team Restoration/BBMK Contracting	MSC Industrial Supply Co.
Borie Davis Inc	Nalco Company
Bradfield Richards Rhodes & Associates, Architects, Inc	New South Construction Company
Bristol Facilities	OFS Brands
BSI Mechanical Sales and Services, Inc.	Raymond Engineering Inc
Calloway Engineered Systems	RMF Engineering, Inc.
CDH Partners, Inc.	Rochester & Associates, Inc.
Classic Groundcovers, Inc.	Sheridan Construction
Control Concepts, LLC	Siemens Industry, Inc. - Building Technologies Division
Cooper Carry, Inc.	Sika Sarnafil, Inc.
Daikin McQuay	Smallwood, Reynolds, Stewart & Stewart Associates
EPIC Response	SP Design Group
Gainesville Mechanical, Inc	The University Financing Foundation Inc
Gale Associates, Inc.	Trane
GEO-HYDRO ENGINEERS INC	Travis Pruitt & Associates, Inc.
Gleeds	Trilogy FM
Griffith Engineering, Inc.	Turner Construction
Hendessi & Associates LLC	Vanasse Hangen Brustlin, Inc.
Hussey Gay Bell	Vanguard Commercial Flooring
IPG Incorporated	Wakefield Beasley & Associates
ISES Corporation	Wallace Engineering
JE Dunn Construction Company	WFF Facility Services
JMA Architecture, Inc.	Wiley   Wilson