January 4, 2016

Dear Exhibitor:

You are invited to exhibit at the at the 47th Annual Georgia Children’s Book Awards Conference and Children’s Literature Conference to be held on Friday, March 18, 2016 to Saturday, March 19, 2016 at The Georgia Center's UGA Hotel and Conference Center.

The 47th Annual Georgia Children’s Book Awards and Conference on Children’s Literature is a two day conference for teachers, media specialists, teacher educators, administrators, public librarians, and parents. Attendees will hear notable children’s authors and illustrators, and celebrate the Georgia Book Awards. It is also the state level competition of the Helen Ruffin Reading Bowl. We hope to see you there! http://gcba.coe.uga.edu/

For your reference, additional exhibit information and a registration form are included with this invitation.

Complete and send your application and payment to the address listed on the registration form. The postmark deadline for registration is Friday, March 4, 2016. After this date, please call me to check on availability of exhibit space.

Prepayment is required for your space to be held. No forms will be accepted without payment.

- You may set up your booth on Thursday, March 17, 2016 after 3 pm. Registration will be on Friday, March 18, 2016 at 7:30 a.m. ending at 9:00 a.m. at the Registration Desk.
- Please plan to dismantle by 1:00 p.m. on Saturday, March 18, 2016
- Questions? Please call 706-542-1740 or e-mail Pamela.McNair@georgiacenter.uga.edu

We hope you will join us for this event. For more information, please call me at 706-542-1740.

Cordially,

Pam McNair
Exhibit Coordinator
CONTACT INFORMATION: (Please print or type)
Name of attending representative: __________________________________________________________
Attending representative’s birthdate: ________________________________________________________
Name of organization/company: ___________________________________________________________
Representative’s mailing address: ___________________________________________________________
Phone: Office_________________________ Cell:__________________________________________
Email address:________________________________________________________________________

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RETURN FORM TO:
47th Annual Conference on Children’s Literature (73948)
Exhibitor/Display Registration
The UGA Hotel and Conference Center
1197 S. Lumpkin Street, Athens, GA 30602-3603

Method of payment to reserve your exhibit/display space (checks are payable to The University of Georgia):

**NOTE: YOUR FORM WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED.

**Due to the USG policy; payment cannot and will not be accepted by email. Mail, fax or online only.

__Check     __MasterCard __Visa __American Express __Discover

Card Number ___________________________ Expiration Date ______________________

Name on credit card ____________________

The FEI number for the UGA Hotel is 58-6001998
Updated 1/8/2016
### Exhibit Booth & Sponsorship Information

**5 x 8 Booth**

All spaces include the following amenities:

- pipe and black and silver drape backdrop and sides
- one 3' x 6' draped and skirted table
- 1 chair
- 1 sign hanging from top of the backdrop
- one nametag per paid representative
- $400 per booth

**Sponsorships**

Sponsorship opportunities are available as follows for the Annual Conference on Children’s Literature. Each sponsor will be recognized in the conference program and with special signage displayed at the conference. Sponsors are also invited to send a flyer or handout to be placed in the conference packet.

- **Gold Level**: $2,000
- **Silver Level**: $1,000
- **Bronze Level**: $500

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### Payment Options

UGA Hotel will not be responsible for any charges related to travel. Credit card payments are preferred and will expedite the official registration process to reserve your space and requested resources. When paying by check, the check must be received before your registration and reservation for these services will be processed.

### Guidelines

All exhibits and displays must be directly related to and supportive of the event and appropriate to the overall mission of the College of Education and the UGA Hotel and Conference Center at the Georgia Center. Companies or programs in direct competition with the University of Georgia, College of Education will not be accepted for exhibiting at the Annual Conference on Children’s Literature. The UGA Hotel reserves the right to refuse space to any organization or activity deemed inappropriate for the College of Education and the Georgia Center. *Any activity involving an open flame or heat is prohibited. The UGA Hotel follows the State of Georgia statutes (GA Code Section 16-11-127.1) which prohibits the possession of weapons (including firearms whether operable or inoperable, swords, knives with blades over 2 inches in length, etc.) on University property.* Organizations may advertise and sell products or services in the exhibit/display area to participants attending the host event.

### Unloading your Exhibit

Please unload your exhibit at the UGA Hotel’s Lumpkin Street entrance which faces the South Campus Parking Deck. Use of the Hotel Guest Services entrance circle for exhibit loading/unloading is not allowed.

### Receiving, Storage, and Shipping

The UGA Hotel does not have permanent reserved, secure space for storing/displaying exhibits and displays. Representatives should plan to bring all items with them. If it is necessary to ship items to the UGA Hotel, please ship at such a date that items arrive no earlier than one business day (Monday – Friday) prior to the event.

Please use the address below:

**UGA Hotel at the Georgia Center**

C/O Pam McNair/Children’s Literature Conference/Name of Attending Representative and Company

1197 S. Lumpkin Street
Room 289
Athens, GA 30602

If return shipping is necessary, representatives must sufficiently arrange these details so that items can be picked up from the UGA Hotel as soon as feasible upon conclusion of the event. The UGA Hotel assumes no liability for items and materials that are lost or damaged while at the Georgia Center.

### Directions

Directions to the UGA Hotel are available online at [www.georgiacenter.uga.edu/sections/directions.phtml](http://www.georgiacenter.uga.edu/sections/directions.phtml).