Exhibit Hall Information

Columbus Georgia Convention and Trade Center Exhibits Chair:

801 Front Avenue Sharon Boyer

Columbus, GA 31901 sharongsta14@gmail.com

706-327-0162 770-403-9836

**Exhibit Booth Information:**

The exhibit booth (10’ x 10’) consists of one (1) 8 ft. table, two (2) chairs, waste basket, and pipe and drape. If your exhibit is larger, you must reserve an additional booth.

**Exhibit Hall Hours:**

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| **Date** | **Time** | **Activity** |
| Wednesday, 13 February | 4:00pm - 8:00pm | Exhibitor move in |
| Thursday, 14 February | 8:00am - 5:00pm | Exhibit Hall open |
| Friday, 15 February | 8:00am - 5:00pm | Exhibit Hall open |
| Friday, 15 February | 5:00pm - 9:00pm | Exhibitor move out |

**Benefits for Exhibitors**

* Dedicated exhibit hall hours
* Complimentary membership to GSTA
* Company listing and website in conference program
* Exhibitor lounge with complimentary morning breakfast

**Registration and Cancellations:**

Each exhibitor is entitled to register four (4) representatives without charge per booth purchased. Each additional representative will be billed $100.

Exhibitors who request cancellation of their exhibit space before November 15, 2018, are entitled to a complete refund. For cancellations made by December 15, 2018, a 50% refund will be provided. **No refunds** after January 1, 2019. All cancellation requests must be made in writing to the Exhibits Chair.

Please list your website correctly on the registration form and provide the email address of one of your exhibitors to receive future correspondence about the conference.

**EXHIBITORS MUST AGREE NOT TO DISMANTLE OR TEAR-DOWN EXHIBITS BEFORE 5:00 P.M. ON FRIDAY**