

GABCON 2018 EXHIBITOR SERVICE MANUAL

Thank you for your interest in participating in GABCON 2018, taking place at the Westin Savannah Harbor Resort October 20th-21st. Below are important details pertaining to your exhibition experience. Please pay particular note to delivery and installation dates.

EXHIBIT SPACE DETAILS

Exhibits will be installed in Ballrooms A & B of the Westin, which is also the main event space for the convention. Tables are assigned on a first-come, first-served basis. Each exhibitor will be provided the following as part of their fee:

- 6 ft Skirted Table*
- Two Chairs
- Electrical**
- Internet Access
- Drink Tickets for Attendees during Saturday Lunch Event
- Participation in exhibitor match game
- Attendee list delivered prior to the show
- Placement of marketing collateral in attendee tote bag.
- Placement of logo on the convention website

**Ballroom C will be added at 2pm in order to make room for the 2018 GABBY Awards. Location of the exhibit tables will be adjusted at that time by the Westin and GAB staff. We appreciate your patience as this layout change takes place.*

***Electrical is ordered by GAB and will be installed at each exhibitor table.*

RECEIVING OF MATERIALS

Shipments will be received ONLY between October 12th and 19th. Please ship your booth materials directly to the host hotel following the directions below.

Ship To:

The Westin Savannah Harbor Golf Resort & Spa
Attn: Gina Barnet
1 Resort Drive
Savannah, GA 31421

The label should clearly state **HOLD FOR GAB CONVENTION**.

EXHIBITOR INSTALLATION

Due to time constraints and conflicts from an earlier event, access to the exhibit hall is only available beginning at 10 AM on Saturday, October 20th. Exhibits will open at noon that same day.

EXHIBITOR DISMANTLE

Exhibitors must begin dismantling individual booth displays on Sunday, October 21st at 12:00 PM. The exhibit hall must be cleared by 1:00 PM that day.

Thank you again for your interest in the GABCON 2018 and Georgia Association of Broadcasters. Should you have questions regarding your exhibit, please feel free to reach out to Ben Henson (bhenson@gab.org).

QUESTIONS

Please contact Ben Henson at Georgia Association of Broadcasters (bhenson@gab.org or 770-395-7200) with any questions regarding your exhibit space or the convention as a whole.

GABCON 2018 Exhibitor Hours

Saturday, October 20

Setup	10:00 AM to 12:00 PM	
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Exhibit Hall Hours (Afternoon)	12:00: PM to 3:15 PM	As part of Tailgate lunch and Education Session Coffee Break
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Exhibit Hall Hours (Evening)	5:30 PM to 7:00 PM	Optional - occurs in conjunction with GABBYs cocktail reception
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Sunday, October 20th

Exhibit Hall Hours (Morning)	9:00 AM to 12:00 PM	Optional - Occurs during Small Market Radio Forum and the GAB Honors Brunch
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Tear Down	12:00:00 PM to 1:00 PM	
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[CLICK HERE](#) to view the entire calendar of events during GABCON 2018