



December 14, 2022

Dear Valued Exhibitor:

It is my pleasure to welcome you to the Georgia Tech Hotel and Conference Center for the ***Annual Georgia Tech Protective Relay/Fault Disturbance Conference taking place Monday May 1 – Friday May 5, 2023.***

Attached is our exhibitor package which outlines the information needed to confirm hospitality and/or meeting space, guest room needs and billing information. Please return the enclosed exhibit request and Credit Card Authorization Form by **Monday, March 13, 2023.** For those wishing to remain in their existing space, I will need both documents returned together by the above date.

Any exhibitor that wishes to explore alternate arrangements or any exhibitor that has not returned their documentation by Monday, March 13, 2023 will be assigned space on a first come first serve basis beginning on March 16 2022.

Sleeping room reservations may be made online by clicking the link below.

[Protective Relaying Conference PRC-Reservations Link](http://www.secure-res.com/res/vn3/cglogin.aspx?hotelid=2871&rlog=957&pd=protective)

<http://www.secure-res.com/res/vn3/cglogin.aspx?hotelid=2871&rlog=957&pd=protective>

Or guests can call the hotel directly at (800) 706-2899 or (404) 838-2042.

All reservations must be received by the Hotel accompanied by first and last night's stay plus taxes and Georgia State lodging fee (totaling \$510.34), deposit will be processed on or about March 13, 2023. Hotel will not hold any reservation unless the reservation is secured by a deposit acceptable to Hotel. In the event a guest wishes to cancel a reservation, the deposit is refundable if notice is received per the terms above and a cancellation number is obtained. If credit card declines on April 1, 2023, the guest will be contacted and have 24 hours to provide another form of payment. After 24 hours, the reservation will be cancelled.

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Both King and Double Queen bedding accommodations have been blocked for this group. Please note that all guestrooms are non-smoking. Hotel reservation's hours are Monday through Friday 8am-5pm; Saturday 9am-5pm.

Please make sleeping room reservations early as demand is very high over these dates.

Thank you again for participating in this annual event. We look forward to making this year's Protective Relay/Fault Disturbance Conference the best yet!

Sincerely,

Edie Havens, CMP
Director of Conference Planning
Georgia Tech Hotel and Conference Center
Edie.havens@gatechhotel.com
P-404-838-2031
F-404-347-9088



Hospitality Package Options

1. Hospitality Room Packages (Various Private Meeting Rooms)*:

\$1,475.00++ (Total Food and Beverage Sales Per Day) ++Indicates 25% Service Charge and 8.9% Sales Tax **OR** \$975.00++ Per Day (Rental Fee).

Price Includes: Hospitality Room, (1) 6' Skirted Table with (2) Chairs, (1) 20 Amp/120 Volt Circuit.

**Minimum three (3) day rental on exhibit space is required. Exhibitors can request any three consecutive days starting from Monday, May 1 to Thursday May 4, 2023.*

2. Hospitality Booth Packages (Shared Booth space in Conference Room A)*:

\$875.00+ Per Day Per Booth

+Indicates 8.9% Sales Tax.

Price Includes: Either a 8'x10' or a 6' x10' Hospitality Booth (Booth size will vary based on meeting room assignment), (1) 6' Skirted Table With (2) Chairs, (1) 20 Amp/120 Volt Circuit, Food and Beverage to Include Chef's Choice Hot and Cold Hors D'oeuvres Monday-Thursday (Soft Drink Tickets May be Purchased at \$4.00++ Each and Beer and Wine Tickets at \$7.00++ Each and Mixed Drinks at \$8.00++Each).

++Indicates 25% Service Charge and 8.9% Sales Tax.

**Minimum three (3) day rental on exhibit space is required. Exhibitors can request any three consecutive days starting from Monday, May 1 to Thursday May 4, 2023.*

3. Hospitality Pre Function Booth Packages (High visibility area outside the Ballroom and breakout rooms)*

\$975.00+ Per Day Per Booth

+Indicates 8.9% Sales Tax.

Price Includes: Either a 8'x10' or a 6' x10' Hospitality Booth (Booth size will vary based on size of foyer space), (1) 6' Skirted Table With (2) Chairs, (1) 20 Amp/120 Volt Circuit, Food and Beverage to Include Chef's Choice Hot and Cold Hors D'oeuvres Monday-Thursday (Soft Drink Tickets May be Purchased at \$4.00++ Each and Beer and Wine Tickets at \$7.00++ Each and Mixed Drinks at \$8.00++Each).

++Indicates 25% Service Charge and 8.9% Sales Tax.

**Minimum three (3) day rental on exhibit space is required. Exhibitors can request any three consecutive days starting from Monday, May 1 to Thursday May 4, 2023.*

Setup Hours

- ◆ Hospitality Rooms and Booths will be available for setup beginning either Monday May 1 or Tuesday, May 2 at 11:00am. Set up day and time will be based on which days have been selected to exhibit. Additional charges will apply for earlier set up.

Hospitality Hours

- ◆ Monday, May 1 for (Fault Disturbance) and Tuesday, May 2 - Thursday, May 4 for (PRC), **5:00pm-9:00pm.**

Teardown Hours

- ◆ Hospitality Rooms and Booths: Thursday, May 4, 10:00pm-12:00am



REQUEST FOR HOSPITALITY ROOM / BOOTHS

Vendor hereby applies for hospitality space at the Georgia Tech Hotel and Conference Center for the Annual Georgia Tech Protective Relay Conference. Exhibitor understands that Georgia Tech Hotel and Conference Center may reject this application in its sole and absolute discretion. If accepted by Georgia Tech Hotel and Conference Center, vendor agrees that by the submission of this contract for hospitality space (this "contract") and its authorized signature below, this contract is accepted by vendor according to the terms and conditions as stated on the following pages of this application. The stating of additional or different terms will be deemed to constitute a reject of this contract.

Please print or type:

Name: _____ Title: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Cell Phone: _____

Specific Quantity of Booths/specific Room Request: _____

Dates/Times Space Needed: _____

MATERIAL HANDLING

- If you plan to ship any products directly to GT Hotel, the maximum amount allowed will be 70 pounds or less. There will be a charge of \$15.00 per BOX inbound and \$15.00 per BOX outbound.
- Direct shipments to the hotel may NOT arrive prior to Friday April 28, 2023 due to limited loading dock space and storage space. Hotel does not have a pallet jack so no pallets will be accepted if shipped directly to the hotel.
- All other freight MUST be handled through Cherry Convention Services, Inc. Large freight must be addressed C/O Cherry Convention Services for them to handle.
- Cherry Convention Services material handling services includes roundtrip of both inbound and outbound shipping of freight. Service kit information from them will be sent out soon.

(Please Choose One)

_____ I am shipping _____ box(es) to the Georgia Tech Hotel and Conference Center.
I understand the cost to be \$15.00 per box up to 70lbs both in bound and out bound charges apply.

OR

_____ I am using Cherry Convention Services for my shipping needs.

ELECTRICAL NEEDS

Electrical needs must be requested at least (3) three weeks prior to your date of arrival to ensure accuracy and capability.

_____ (1) 20 AMPS/120 Volts	Free of Charge
_____ Each additional 20 Amps Circuit	\$75.00++
_____ Extension Cords and Power strips	\$25.00

EQUIPMENT

_____ Additional Banquet Chair(s) at \$2.00 each _____ Additional 6' x30" skirted table(s) at \$10.00 each

Signature of applicant _____ Date _____



REQUEST FOR MEETING SPACE (THIS FORM IS FOR EXTRA MEETING SPACE IN ADDITION TO HOSPITALITY ROOMS/BOOTHS/SUITES). IF EXTRA SEMINAR SPACE IS NOT NEEDED DO NOT SEND BACK

Vendor hereby applies for meeting space at the Georgia Tech Hotel and Conference Center for the Annual Georgia Tech Protective Relay Conference. Exhibitor understands that Georgia Tech Hotel and Conference Center may reject this application in its sole and absolute discretion. If accepted by Georgia Tech Hotel and Conference Center, vendor agrees that by the submission of this contract for meeting space (this "contract") and its authorized signature below, this contract is accepted by vendor according to the terms and conditions as stated on the following pages of this application. The stating of additional or different terms will be deemed to constitute a rejection of this contract.

Please print or type:

Name: _____ Title: _____

Company Name: _____

Mailing Address: _____

City: _____ State _____ Zip Code: _____

Cell: _____

Email: _____

Meeting Room Space Request

Day/Date	Start/End Time	Event	Setup	# of People

Food, Beverage and Audio/Visual requests may be requested through Edie Havens once meeting space is assigned and confirmed.

REQUESTED METHOD OF PAYMENT (Please Circle One) Credit Card, Check or Wire
(PLEASE ENCLOSE ATTACHED BILLING FORM)

Signature of applicant _____ Date _____



CREDIT CARD AUTHORIZATION FORM

800 Spring Street, N.W., Atlanta, Georgia 30308
Credit Manager's Phone: 404-838-2129; Fax Number: 404-838-9088

Today's Date: _____ Group Name: _____

Date(s) of Function: _____ Conference Planning Director: Edie Havens, CMP

Authorized Charges to Credit Card (please **initial** all acceptable charges)

Initials	
	Deposit (s) - Amount - \$500.00 To be charged when forms are signed & received by the hotel.

Initials		Initials	
	All Charges to the Group's Master Account		Audio Visual and Tax
	Exhibit Room/Booth		Parking
	Sleeping Rooms and Tax		Telephone
	Food and Tax		Postage
	Beverage and Tax		Internet

If Group elects to pay via credit card (in lieu of check or electronic funds transfer), a 3% transaction fee will be added to the total charged.

The above named guest of the Georgia Tech Hotel and Conference Center has my permission to use my credit card for the above-initialed purpose(s). I understand that this form constitutes a legally binding contract and that by affixing my signature to this form I will be held responsible for all agreed upon initialed charges, any and all collection, and legal fees. This form is only valid after sufficient authorization has been obtained by the cardholder's institution.

Authorized Signature: _____

Printed Name: _____

(Must be signed by person whose name appears on the credit card)

Credit Card Type (Please Indicate which card):

_____ American Express _____ Discover _____ Diner's Club

_____ Master Card _____ VISA

Credit Card #: _____

Expiration Date: _____

***NOTE: A legible copy of the front and back of the above mentioned signed credit card must accompany this form to be accepted.**