



November 1, 2024

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 5 – Friday May 9, 2025.*

Included is our exhibitor package which outlines the information needed to confirm hospitality and/or meeting space, guest room needs and billing information. See description of hospitality packages on page 2. **Please return the enclosed exhibit request Form by Monday, March 17, 2025. The credit card authorization from will follow in a separate secure email via Sertify.** For those wishing to remain in their existing space, I will need both documents returned together by the above date. A \$500 deposit will be charged to the credit card to hold/confirm the space. If paying the deposit by wire or check this must also be received by the above date. **Again, please note if BOTH forms are not returned by Monday March 17, 2025 your exhibit space is NOT confirmed.** As in previous years I already have a waiting list for exhibit spots for the 2025 conference.

*Any exhibitor that wishes to explore alternate arrangements or any exhibitor that has not returned their documentation by Monday, March 17, 2025 will be assigned space on a first come first serve basis beginning on March 24 2025.*

If your company would like to reserve a meeting room for a seminar in conjunction with the PRC Conference, please include the meeting request on your exhibit form and return it to me with your other paper work.

<http://bookings.ihotelier.com/bookings.jsp?groupID=4480518&hotelID=75983>

Non-smoking King/Double Queen bedding accommodations have been blocked for this group. **Please note that all guestrooms are non-smoking.** *For any other requests or inquiries, please enter this information within the appropriate request boxes during the reservations process or call the hotel directly by calling (800) 706-2899 or (404) 838-2100.*

**Booking Deadline: 04/04/2025**

**A deposit equal to the first night's stay plus taxes and Georgia State lodging fee (totaling \$272.70) will be processed on or about April 5, 2025. In order to avoid a cancellation fee equal to this amount, the reservation must be cancelled by the guest by 4:00pm on April 13, 2025. Any reservations cancelled after 4:00pm on April 13, 2025 will forfeit this deposit as a cancellation fee. A change if arrival or departure date (shortening overall length if stay) received after 4:00pm on April 13th is considered a cancellation of that night or nights and guest will be charged (\$272.70) for each night that the length of reservation is shortened.**

**For any additional nights needed before or after the posted group dates, please contact the hotel directly at (800)706-2899 to check availability.**

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](mailto:Edie.havens@gatechhotel.com)  
P-404-838-2031



### Hospitality Package Options

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

**\$1,490.00++** (Total Food and Beverage Sales Per Day) ++Indicates 25% Service Charge and 8.9% Sales Tax **OR** \$990.00++ 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 5 to Thursday May 8 2025.*

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

**\$890.00+** 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 \$5.00++ Each and Beer and Wine Tickets at \$9.00++ Each and Mixed Drinks at \$10.00++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 5 to Thursday May 8, 2025.*

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

**\$990.00+** 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 \$5.00++ Each and Beer and Wine Tickets at \$9.00++ Each and Mixed Drinks at \$10.00++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 5 to Thursday May 8, 2025.*

### Setup Hours

- ◆ Hospitality Rooms and Booths will be available for setup beginning either Monday May 5 or Tuesday, May 6 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 5 for (Fault Disturbance) and Tuesday, May 6 - Thursday, May 8 for (PRC), **5:00pm-9:00pm.**

### Teardown Hours

- ◆ Hospitality Rooms and Booths: Thursday, May 8, 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 Booth/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 70pounds or less. There will be a charge of \$15.00 per BOX inbound and outbound per box.
• Direct shipments to the hotel may NOT arrive prior to Friday April 25, 2025 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 a charge of \$15.00 per box for both in bound and out will be charged.

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.

Table with 2 columns: Item, Price. Includes (1) 20 AMPS/120 Volts (Free of Charge), Each additional 20 Amps Circuit (\$75.00++), and 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 \_\_\_\_\_