



Dear SGMP Supplier, Associate Supplier, and Contract Planner Members:

SGMP – 28 years and holding! Next year will mark another milestone in the existence and successes of our National Education Conferences. Conferences that have been largely supported by dedicated and committed members like you and the companies that you represent. Despite the economic downturn that has an impact within the meetings industry and, of course others around the world, somehow you are managing to stay in the game, win or lose. Staying in the game is what I am asking each of you to do. Make plans now to join your fellow exhibiting supplier members at SGMP's 2010 National Education Conference in Kansas City, MO, to showcase your venue and services like never before. My hope for each of you is that you will leave the conference feeling secure about the opportunity to host one of many meetings/conferences that our planner members execute throughout the year.

Each year, the National conference team brainstorm to come up with new and enhanced educational sessions that specifically cater to the professional development of our supplier and planner members. Some of the new endeavors include:

- Expanding the Supplier Boot Camp training session to two one-half days that will include topics, such as: working with the Military, FedBizOps, Trends in Contracting, and other hot topics that will be useful to our supplier members when conducting business with the federal government.
- Offering a certificate of completion training session on Protocol for members who want to learn more about the do's and don'ts when it comes to hosting senior-level officials, visiting dignitaries, working with embassies, and other related protocol tips.
- A mini reverse trade show for our sponsor supplier members to have that one-on-one dialog with some of our planner members.
- Two one-hour sessions on how to complete the Certified Government Meeting Professional (CGMP) Recertification Application and how points are earned towards recertification.
- New sponsorship opportunities that range from sponsoring a single breakout session, workshop track, morning/afternoon breaks, right down to the bidding paddles that will be used for the live auction.
- Technology Fair with Jim Spellos and other vendors who conduct hands-on training for the novice and savvy.

The Sam Gilmer Awards Banquet will be held on Thursday night. Friday night will remain a free evening to allow more quality time networking and building relationships with new and returning members. Our National Live Auction was such a success last year that we will host it once again right after the banquet. So, start saving those dollars to participate in a fun-filled night of raising funds for our educational programs and member scholarships.

My upcoming magazine article "What's Your Return on Investment?" will focus on what some of our members are doing to maximize their benefits within the Society. Come join fellow members on the trade show floor, in the educational workshops, and evening events to share your experience in getting the most out of their return on investment.

On behalf of the National Leadership, Gilmer Institute of Trustees, and Chapter Boards of Directors I welcome you to join us in Kansas City, Missouri.

Melody Kebe, CMP, CGMP
SGMP National President

GENERAL INFORMATION

INSTRUCTIONS TO APPLICANTS

1. Read through this prospectus thoroughly, especially the Rules & Regulations section in this booklet.
2. Register on-line or complete the contract (page 10 in this prospectus) in full, sign and return with your payment in accordance with the Rules & Regulations, to:
SGMP Headquarters
908 King Street, Lower Level
Alexandria, VA 22314
3. If payment is not received, and membership # not provided with the application, exhibit space will not be confirmed.
APPLICATIONS MUST BE RECEIVED BY FEBRUARY 1, 2010. *
*Space available basis.

DATES – LOCATION – RESERVATIONS

CONFERENCE DATES:

Wednesday, May 19 – Saturday, May 22, 2010

CONFERENCE LOCATION:

This year's conference will be housed at the beautiful Crown Center in Kansas City, MO. We will be utilizing the following two hotels for both sleeping rooms and meetings.

Hyatt Regency Crown Center
2345 McGee Street
Kansas City, Missouri, 64108
Tel: 816-421-1234
Fax: 816-435-4190
Website: www.crowncenter.hyatt.com



Westin Crown Center
One East Pershing Road
Kansas City, Missouri, 64108
Tel: 816-474-4400
Fax: 816-391-4438
Website: www.westincrowncenterkansascity.com



EXHIBITION LOCATION:

Crown Center Exhibit Hall at the Hyatt
2345 McGee Street
Kansas City, Missouri 64108
Tel: 816-221-0525
Fax: 816-471-1602

HOTEL RESERVATIONS:

Hyatt Regency Crown Center
2345 McGee Street
Kansas City, Missouri, 64108
Tel: 816-421-1234
Fax: 816-435-4190
Website: www.crowncenter.hyatt.com

Westin Crown Center
One East Pershing Road
Kansas City, Missouri, 64108
Tel: 816-474-4400
Fax: 816-391-4438
Website: www.westincrowncenterkansascity.com

SUPPLIER ROOM RATES:

Single/Double: Prevailing Government per diem \$107/night ++
Additional person: \$20/night

On-line Reservations for the Hyatt:
<http://crowncenter.hyatt.com/groupbooking/mkcrksqmp2010>

On-line Reservations for the Westin:
<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0910220869&key=30A91>

Rates do not include state and local taxes. Rates are applicable three days before and three days after the conference with limited availability.

Housing Opens: Monday, November 2, 2009

Web registration will be on the SGMP website, www.sgmp.org.

GENERAL INFORMATION

Room Guarantee/Deposit:

Rooms will not be held unless guaranteed with a major credit card or by mailing a check in the amount of one night's room rate and tax **DIRECTLY TO THE ASSIGNED HOTEL WITHIN 30 DAYS PRIOR TO THE ARRIVAL DATE. CHECKS MUST BE MADE PAYABLE TO THE ASSIGNED HOTEL.** Deposit applied to first night's room and tax upon attendee's arrival. Deposit refunds available if reservations cancelled five (5) days prior to arrival.

Housing Changes/Cancellations:

All changes and cancellations must be made directly with the hotel.

HOTEL RESERVATION DEADLINE: April 19, 2010

REGISTRATION

DO NOT REGISTER TWICE! Your exhibitor registration is also your conference registration, which includes all official programmed events, materials, social events, and meal functions. Payment must accompany your registration. **REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT AND COMPLETE INFORMATION.**

Special Assistance:

We will be happy to assist you with any special needs (i.e., physical, dietary, etc.). Please identify any of these needs in the "Special Needs" section on your registration.

EXHIBITION:

The 2010 Exhibition is open only to planners, contract planners, associate suppliers, retired members, student members and paid exhibiting suppliers. **NON-EXHIBITING SUPPLIERS ARE NOT PERMITTED ON THE SHOW FLOOR AT ANY TIME.** This prospectus is for registration of exhibitors only. Should you be bringing a guest, or others in your organization are planning to attend as non-exhibitors, please advise them to register as an attendee January 25, 2010, with the release of the Attendee Registration Brochure.

Membership:

All persons listed as exhibitors must be SGMP members as of the date of the application and must be a member in good standing for the duration of the conference.

EXHIBITION LOCATION:

Crown Center Exhibit Hall at the Hyatt
2345 McGee Street
Kansas City, Missouri 64108
Tel: 816-221-0525
Fax: 816-471-1602

EXHIBITION DATE/TIME:

Friday, May 21, 2010; 12:30pm - 3:00pm

Lunch will be served to attendees on the trade show floor. Exhibitors will be allowed on the floor at 12:00pm, lunch will be provided.

EXHIBITION SETUP:

Thursday, May 20, 2010; 6:00pm – 9:00pm

Friday, May 21, 2010; 7:00am – 11:00am

At 11:00am on Friday, May 21, 2010, all exhibit set-ups must be complete. At 11:30am the hall will be cleared: **ANY BOOTHS NOT YET SET UP WILL BE RESOLD** and the hall cleaned. Exhibitors will be allowed back in at 12:00pm.

EXHIBIT DEADLINES AND TIMELINES:

Exhibit Application Deadline is Monday, February 1, 2010 or until booths are sold. This is a first-come, first-served show. Please note that the show sells out several weeks before the deadline. We strongly encourage you to apply early. Please check the last page of this prospectus for other due dates.

GENERAL INFORMATION

SHOW DECORATOR:

George Fern Company
751 Wyoming Street
Kansas City, MO 64101
Tel: 816-221-0525
Fax: 816-471-1602
www.georgefern.com

SHOW THEME:

“Get Connected to SGMP”

SHOW COLORS:

Red, white and blue.

10' X 8' BOOTH SPECIFICATIONS AND FEES:

Booth Size: 10' X 8'
Booth Includes: Signage, back wall and side rail drapes, one six foot table, two chairs and carpeting.
Rental Charge: \$1,600 – first person in booth*
\$850 – second person in booth*
\$850 – third person in booth*

*Exhibit registration fees include conference registration.

ISLAND BOOTHS:

Booth Size: 20' X 20'
Booth Includes: Signage, carpeting, four highboys and carpeting.
Rental Charge: 1 – 4 pp.....\$5,760
5 – 8 pp.....\$8,820
9 – 12 pp.....\$11,710



For more than 12 people, please contact SGMP directly for pricing.

SERVICE MANUALS:

These will be available on-line beginning mid-March, 2010. All primary booth holders will be emailed exhibitor kits no later than March 31, 2010.

DISMANTLING:

Exhibit dismantling will take place from 3:00pm – 6:00pm on Friday, May 21, 2010. If you dismantle prior to 3:00pm you will forfeit the final attendee list.

FOOD AND BEVERAGE ORDERS:

The Hyatt Regency Crown Center is the authorized food and beverage vendor for the exhibit floor. Please contact Denise Odell at 816-398-4921 at the Hyatt to make arrangements.

LEAD RETRIEVAL SYSTEM RENTALS:

SGMP has contracted with Eland & Associates to provide Bartizan electronic lead retrieval terminals for exhibitors during SGMP's National Education Conference Exhibition.

The pre-show cost is \$300 until May 7, 2010 for use throughout the show and \$340, if rented after that date through on-site ordering. All rental fees are to be retained by Eland. The rental fee includes paper for machine hard copy reports, a USB/flash drive for retaining scanned data and laser scanner gun. Eland will be on the show floor the day before opening to provide exhibitors with machines and instructions on using the lead tracking system and will be available to answer technical questions and handle technical problems throughout the length of the show.

If you plan to use a lead retrieval system during the exhibition, please note that you may need to order an electrical outlet to be installed in your booth. This will depend on the type of unit that you order. Electrical forms will be included in the Exhibitor Kits that will be available March 2009 through George Fern Company.

ELECTRONIC MAILING LIST:

An electronic mailing list* of all SGMP planner members is available for a fee of \$395. Please specify the sort order for your list. Your list will be sent to you four weeks prior to the conference. **THIS LIST WILL ONLY BE SENT ONCE.**

*The list includes all SGMP planner members, not just those attending the conference.

GENERAL INFORMATION

QUESTIONS:

Please contact:

Mark Harvey
Exhibits Manager
908 King Street – Lower Level
Alexandria, VA 22314
Tel: 703-549-0707
Fax: 703-549-0708
E-mail: mark.harvey@sgmp.org



SHIPPING EXHIBITS MATERIALS:

If you are shipping exhibit material to Kansas City, please make arrangements to ship through George Fern and Company. If you must bring your exhibit materials personally to the exhibit hall, then materials that can be transported by one person without assistance (not requiring a cart, etc.) may be brought into the exhibit hall.

TRANSPORTATION

AIRPORT SHUTTLE:

Super Shuttle has offered a discount on round-trip transportation from the Kansas City Airport to the hotel. One-way cost is \$17 to downtown and \$28 (includes discount) roundtrip. To make your online reservations, use the following link:

<http://www.supershuttle.com/default.aspx?GC=QZV3E&PORT=MCI>

RENTAL CAR RESERVATIONS:

SGMP has negotiated special car rental rates for our conference in Kansas City. A special discount has been set up with AVIS Car Rental to make traveling to the conference and getting around town easier and more affordable. The discount will be valid beginning May 17 so that you may explore the surroundings at your own pace.

For rates/reservations, call 1-800-331-1600 and mention your AVIS **DISCOUNT NUMBER G027999**

To reserve on-line, use the following link,

https://www.avis.com/AvisWeb/reservation/ReservationsInitializer?&AWD_NUMBER=G027999

SPECIAL AIRFARES FOR SGMP CONFERENCE:

American Airlines has been designated as the conference airline for SGMP's National Education Conference in Kansas City. Some restrictions may apply, so please call early for the best fare.

To take advantage of a 5% discount on American Airlines, American Eagle® and American Connection® is simple!

AMERICAN AIRLINES DISCOUNT CODE: 9550AI

AIRLINE RESERVATIONS AND TICKETING ON-LINE:

Go directly to www.aa.com to book your flights.

After you have selected your flight(s) under the "Enter Passenger Details" tab, go to the "AA.com Discount Code" field and enter 9550AI

Note: Some fares are not valid for the discount.

Discount fares are valid for travel on American Airlines, American Eagle®, American Connection®, One World Alliance and code share partners from anywhere (domestic) to your meeting destination.

AIRLINE RESERVATIONS AND TICKETING BY PHONE:

For reservations and ticketing information, call American Airlines Meeting services Desk or have your travel professional call 1-800-433-1790 from anywhere in the United States or Canada seven days a week from 5a.m. to 12 midnight (Central Time) and reference the authorization number 9550AI. Reservations for hearing and speech impaired are also available at 1-800-543-1586.

SGMP EXHIBITION RULES & REGULATIONS

These rules and regulations of the Society of Government Meeting Professionals (SGMP) govern exhibits, displays, and presentations in connection with SGMP's National Education Conference and Exhibition to be held in Kansas City, MO on Friday, May 21, 2010. The exhibitor must follow the rules and regulations set forth by the Society, or this contract will be terminated.

ELIGIBILITY:

Only member suppliers and contract planners will be considered for exhibit space. All exhibit staff must be SGMP members as of the date of receipt of application and must be a member in good standing for the duration of the conference. If membership is not renewed or determined ineligible within 15 days of notification, exhibit space will be released. An SGMP member may not transfer his/her member number(s) to a non-member company. A member company is entitled to one representative per member number.

SHARED/SUBLEASED BOOTH SPACE:

Exhibitors may have up to three people in their booth. Exhibitors are encouraged to share with other SGMP supplier members. If monies have been paid for additional booth members, the names of those persons must be supplied to the conference office by April 2, 2010. Additional member names will be accepted after that date only upon payment of a **\$25 LATE FEE REGISTRATION FEE**. A written extension request must be obtained from the SGMP conference office if circumstances prevent compliance with this rule. No extensions will be granted after April 2, 2010.

REGISTRATION:

Exhibit fee includes one conference registration. Exhibitors are entitled to attend all conference functions.

GENERAL CONDUCT:

The general rule on the exhibit floor is "Be a Good Neighbor." **NO EXHIBIT SHOULD BE SET UP SO ITS ARRANGEMENT OR MANNER OF PRESENTATION WILL OBSTRUCT OR INTERFERE WITH THE GENERAL VIEW OR RIGHTS OF ANY OTHER DISPLAY.** No exhibit shall extend beyond the official floor plan dimensions or into an aisle. Verbal announcements, phonograph or tape recordings, radios, closed circuit or videotape TV, sound-slide presentations, motion picture, or other attention-getting devices are prohibited. For an exception to the rule, approval must be obtained in writing in advance.

LIABILITY:

The exhibitor agrees to protect, save and hold SGMP harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Hyatt Crown Center, George Fern and Co. and SGMP regarding the exhibition premises and further, exhibitor shall at all times protect, indemnify, save, and hold harmless SGMP against and from any and all losses, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and the use of the exhibition premises or part hereof. SGMP cannot assume responsibility for the safety of the property of the exhibitor, its officers, or employees from theft, damage by fire, accident, or other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants wishing to insure their property must do so at their own expense. It is especially recommended that all occupants have representatives in attendance at all times when the exhibits are open and especially when exhibits are being set up or dismantled, to protect against loss.

APPLICATIONS FOR SPACE:

All completed applications for booth space must be completed on-line or forwarded to SGMP conference office by 5p.m., February 1, 2010. Booth assignments are on a first-come, first-served basis. February 1, 2010 is the deadline for applications and fees or until all exhibit booths have been sold.

BOOTH "BLOCKS":

A booth "block" is defined as any grouping of four or more booths. If several hotel chains, representative firms or other organizations would like a block of booths, completed application forms and payments must be received and SGMP membership verified by January 4, 2010. There are no exceptions to this rule. After January 4, 2010, no additional group blocks will be accepted. As with all other booths, a booth "block" will be considered on a first-come-first-served basis and will be assigned based on availability of space.

FEES:

Full payment must accompany your application for booth space. Space will not be held without payment in full. (Each exhibitor MUST be an SGMP member at the time of application.)

SGMP EXHIBITION RULES & REGULATIONS

ADDING EXHIBITORS OR NAME CHANGE DEADLINE AND FEE:

The deadline for exhibitor names and/or name changes is April 9, 2010 and addition or change that will result in the printing or reprinting of a name badge will be charged a \$25 processing fee in addition to the regular registration fee.

OCCUPANTS PER BOOTH:

The maximum number permitted to exhibit in a 10' X 8' booth is three persons.

OCCUPANTS PER ISLAND BOOTH:

Please contact SGMP directly.

HOSPITALITY ACTIVITIES:

Please contact Chris Middleton at 703-549-0892 to reserve hospitality suites.

BADGES:

Badges are required for admission to the exhibition. Badges for entrance to the show are restricted to SGMP meeting planner members, associate supplier members, retired members and exhibitors. Lost badges will be replaced for a fee of \$25. Badge swapping is prohibited. Anyone in the exhibition without a proper badge will be evicted from the show.

CANCELLED BOOTHS:

Booth cancellations will be filled in the order (date and time) that the applications were reserved.

ADMISSION:

The 2010 Exhibition is open only to planners, contract planners, associate suppliers, retired members student members, invited press, SGMP's National Board and staff, and exhibiting suppliers. **NON-EXHIBITING SUPPLIERS ARE NOT PERMITTED ON THE HSHOW FLOOR AT ANY TIME.**

NO-SHOWS:

If the exhibitor fails to install a product or display in assigned space, fails to staff the space, pay the rent, or fails to comply with any other provision of this agreement, SGMP shall have the right without notice to the exhibitor to take possession of said space and sell to another party.

CANCELLATION:

In the unfortunate event that your property must cancel its participation, a 50% refund will be returned if written notice is received by February, 22, 2010. There will be no refunds after February 22, 2010. There are no exceptions to this rule.

INSTALLATION OF EXHIBITS:

Exhibit installation hours are:
Thursday, May 20, 2010, 3 p.m. – 9 p. m.
Friday, May 21, 2010 7 a.m. – 11:00 a.m.

DISMANTLING OF EXHIBITS:

Exhibit dismantling hours are:
Friday May 21, 2010, 3:00 p.m. – 6:00 p.m.

OFFICIAL DECORATING COMPANY:

George Fern Company
751 Wyoming Street
Kansas City, MO 64101
Tel: 816-221-0525
Fax: 816-471-1602
www.georgefern.com



SGMP EXHIBITION RULES & REGULATIONS

BOOTH INFO:

Each 10' X 8' booth includes pipe and drape, and up to three 7' X 44' identification signs showing company name, city, state and booth number. This year's exhibit registration fee includes pipe and draping for back and side panels, one six foot table, chairs, and carpeting. Additional equipment may be acquired through the official decorating company at additional costs. All necessary order forms will be provided in the Exhibitor Service Manuals. The floor plan contains all booth dimensions, which are believed to be accurate to SGMP's best knowledge. SGMP assumes no responsibility for such measurements, and plans are subject to Fire Marshall approval.

RULES:

SGMP reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by SGMP. SGMP reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision the exhibitors will be advised of any such changes.

FORCE MAJEURE:

SGMP shall not be held responsible for any loss, damage, or delay due to strikes, lockouts, Acts of God, governmental restrictions, enemy action, civil commotion, unavoidable casualty, or other cause similar or dissimilar, beyond the control of SGMP.



MEETING PROFESSIONALS

SUMMARY OF PRE-CONFERENCE COURSES

COURSES	DATES	WHO SHOULD ATTEND
CGMP Training Seminar and Exam.....	May 16-19, 2010.....	All qualified members
Supplier Boot Camp.....	May 18-19, 2010.....	Hotel Suppliers
Protocol and the Government Meeting Professional....	May 18-19, 2010.....	All members
So You're New To SGMP.....	May 19, 2010.....	New SGMP Members

CGMP TRAINING SEMINAR & EXAM

Sunday, May 16 – Wednesday, May 19, 2010

The Certified Government Meeting Professionals' Certification Training course is designed to provide training for the government meeting professional whose work is governed by the rules and regulations of the federal, state and local government. Through discussion and practice, you will be introduced to the agencies that write policy related government events, and learn where to find answers to your questions.

SGMP is delighted to offer this course at our National Conference once again. The dates of the course are May 16-19, 2010. Below is important information that will help you and your supervisors to support your goal to earn your CGMP.

COURSE BENEFITS:

- Demonstrates your commitment and ability to perform the duties of a meeting planner
- Enhances the image of excellence in coordinating and planning government meetings
- Builds self-esteem that measures the quality of education, experience, and ethics required of a meeting planner
- Establishes a professional credential that serves as an endorsement of your knowledge and experience
- Prepares you for greater on-the-job responsibilities indicating your willingness to invest in your professional development
- Provides for greater earning potential, monetary incentives, and recognition
- Improves skills and knowledge by confirming proficiency and knowledge
- Offers greater professional recognition from peers and superiors

COURSE JUSTIFICATION:

Obtaining the CGMP designation further defines one's ability to "get the job done", and establishes one's level of knowledge and expertise in planning and executing government meetings. Participating in this CGMP exam not only helps the credibility of the meeting planner, but also reflects an achievement of professional competency within one's agency.

COURSE CONTENT:

Day 1: Overview/Administration and Event Management Facilities & Services Part I

Day 2: Financial and Risk Management

Day 3: Event Management Facilities & Services Part II

Day 4: Exam

COURSE SCHEDULE:

All classes begin at 8:30 a.m. and end at 5:00 p.m.

COURSE CRITERIA:

- Participants must be members of SGMP for at least six months
- Participants must have one year of meeting planning experience to qualify to take the training course
- Participants need to be available to attend all three sessions and exam

REGISTRATION COST AND PROCESS:

You will be able to register and pay for the class when you register for the conference online. Please select that you wish to take the CGMP course under the pre-conference course section.

Course Fee \$595—Includes all materials and exam.

SUMMARY OF PRE-CONFERENCE COURSES

SUPPLIER BOOT CAMP

Tuesday, May 18, 2010 and Wednesday, May 19, 2010

SGMP has seen an increase in questions and members seeking advice on the best practices to market and sell to the government. The economy has impacted the travel and meetings industry, but the government sector remains strong and consistent. If you want to have an edge in the government market, SGMP has planned a special series of programs for our supplier members in response to your needs.

COURSE SCHEDULE:

Sessions 1 & 2: Tuesday, May 18, 2010, 1:30 PM – 5:00 PM

Session 3: Wednesday May 19, 2010, 9:00 AM – 11:30 AM

COURSE CONTENT:

Session 1 - *The First Steps for Preparing Your Company to Bid on Government Business*

This session covers Central Contractor Registration (CCR) and other required processes to bid on government business

Session 2 - *What You Need to Know When Responding to a Government RFP*

This session covers the methods, rules and how to's, when it comes to responding to an RFP

Session 3 - *Ethics in Conducting Government Business*

This session unravels the mystery of how to work with a government planner and the business protocol for following ethics standards and practices

REGISTRATION COST AND PROCESS:

You will be able to register and pay for the class when you register for the conference online. Please select that you wish to take the "Supplier Booth Camp" course under the pre-conference course section.

Course Fee \$100

PROTOCOL AND THE GOVERNMENT MEETING PROFESSIONAL

Tuesday, May 18 and Wednesday, May 19, 2010

It is no secret that competition in today's business arena has grown by leaps and bounds, making it imperative that the protocol skills known in the diplomatic world be deployed in the business arena to remain competitive and successful. Knowledge of business protocol is necessary for enhanced customer relations and global business development. We must be an envoy for the firm or organization we represent, equipped with a knowledge and understanding of the business and social customs and cultures of those whom we are negotiating – whether within our own culture or internationally.

COURSE SCHEDULE:

Tuesday, May 18, 2010, 1:00 PM – 5:00 PM

Wednesday, May 19, 2010, 9:00 AM – 12:00 AM

COURSE CONTENT:

This program will deliver a stronger awareness of operational protocol practices for the government meeting professional through specialized training with an emphasis on business etiquette, official government precedence and its application to official events, hosting VIPs, Flag Protocol and working with the US Military. A certificate completion will be issued by SGMP.

REGISTRATION COST AND PROCESS:

You will be able to register and pay for the class when you register for the conference online. Please select that you wish to take the "Protocol and the Government Meeting Professional" course under the pre-conference course section.

Course Fee \$100

SO YOU'RE NEW TO SGMP

Wednesday, May 19, 2009, 3:30 p.m. – 4:30 p.m.

If you are, you won't feel that way for long!! This informational session gives an overview of the society and the opportunity to meet other attendees before the formal educational conference begins. Past attendees have commented on the warmth and comfort knowing a few friendly faces can bring! So make this pre-conference session a must on your list.

Course Fee: Free

EXHIBITOR APPLICATION

	Primary Booth Holder	2nd Person in Booth	3rd Person in Booth
Nickname (for Badge)			
First Name			
Last Name			
Title/Position			
Company/Agency			
Mailing Address 1			
Mailing Address 2			
City			
State			
Zip			
Work Phone			
Work Phone Ext.			
Work Fax			
E-mail Address			
SGMP Membership Number			
SGMP Chapter Affiliation			
Designations (check all that apply)	CGMP <input type="checkbox"/> CHSC <input type="checkbox"/> CMP <input type="checkbox"/>	CGMP <input type="checkbox"/> CHSC <input type="checkbox"/> CMP <input type="checkbox"/>	CGMP <input type="checkbox"/> CHSC <input type="checkbox"/> CMP <input type="checkbox"/>
Enter Other Designations			
Emergency Contact			
Emergency Contact Phone #			
Special Needs			
EXHIBIT/CONF. REG. FEES			
Exhibitor - \$1600			
2nd or 3rd person in booth - \$850			
PPRE-CONFERENCE EDUCATION FEES			
CGMP Seminar - \$595			
Supplier Boot Camp			
So You're New to SGMP - Free			
Electronic Mailing List - \$395			
List Sorted by	Alpha <input type="checkbox"/> Zip <input type="checkbox"/>	Alpha <input type="checkbox"/> Zip <input type="checkbox"/>	Alpha <input type="checkbox"/> Zip <input type="checkbox"/>
Sponsorship	For Sponsorship information, please visit SGMP's website and click on Conference Information		
Subtotal	\$	\$	\$
Grand Total	\$	\$	\$
<p>1. The Primary Booth Holder is the person in control of the booth and has final say in all booth issues. * Your exhibitor registration confirmation will be sent to this email address. ** Your member number appears on your membership card and in the upper right corner of the label on your Government Connections Magazine. Membership is verified upon receipt of your application</p>			

BOOTH NUMBER SELECTION

Please indicate choice of booth number(s) in order of preference.
 Booths assigned on first come, first served basis

1st Choice _____ 2nd Choice _____ 3rd Choice _____

BOOTH SIGNAGE

Please indicate how you would like your booth sign to read. If sharing your booth, please confer on wording before submitting. Each line can have a maximum of 44 characters. 1 Line for each Exhibitor in a booth:

Line 1 _____
 Line 2 _____
 Line 3 _____

By submitting this Exhibition Application and Contract, I/We request space in the Society of Government Meeting Professionals' National Education Conference and Exhibition May 21, 2010. We agree to pay SGMP in accordance with the terms and conditions outlined herein and understand that, once accepted by SGMP, this document including the rules and regulations printed in this brochure, constitute a valid and binding contract between me/us and SGMP. I/We agree to comply with all instructions, rules, and regulations set out herein.

I, the duly authorized representative for the above named company on behalf of said company subscribe and agree to all the terms and conditions, authorizations, and covenants contained in this Exhibition Prospectus and contract and the rules and regulations set out on the attached pages.

Signature _____ Date _____

Enclosed is my check in the amount of \$ _____

Please Charge my: VISA MASTERCARD AMEX Card Number _____ Exp Date _____

Name as it appears on Card: _____ Signature: _____

IMPORTANT DATES

Monday, November 2, 2009
Exhibitor Housing & Registration Open

Monday, January 4, 2010
Application Deadline for “Booth Blocks”

Monday, February 1, 2010
Application Deadline for All Exhibitors

Monday, February 22, 2010
Cancellation Deadline (50% Refund)
(No refunds after February 22, 2010)

No Later Than March 22, 2010
Exhibitor Service Manuals sent to all Registered Exhibitors

Friday, April 2, 2010
Shared Booth Member Name Deadline

Friday, April 9, 2010
Name Change Deadline
(See page 7 for Badge restrictions)

Monday, April 19, 2010
Hotel Reservation Deadline

Monday, April 19, 2010
Deadline for Pre-Conference Course Registration

Thursday, May 20, 2010
Exhibit Set-Up
6:00 p.m. – 9:00 p.m.

Friday, May 21, 2010
Exhibit Set-Up
7:00 a.m. – 11:00 a.m.

Friday, May 21, 2010
Official Exhibit Hours
12:30 p.m. – 3:00 p.m.

Friday, May 21, 2010
Exhibit Dismantle
3:00 p.m. – 6:00 p.m.