

Benefits of being a conference Exhibitor/ Partner:

Administrative Professionals are usually the first contact you will have to gain a company's interest and ultimately, their business. Administrative Professionals have always played a crucial and indispensable role of any business or organization. This unique conference will have the attention of over a hundred Administrative Professionals locally and throughout the country.

By being a conference Exhibitor/Partner, you will help your company increase its visibility and name recognition, gain new clients not only from Georgia but nationally, create future partnerships, and decrease your marketing dollars!

There are a limited number of spaces to exhibit at the conference and we will make our selection on a first come basis. Should your company be interested in a partnership opportunity not listed here, please feel free to contact us to discuss your preferences.

Advertising Potential

Target Audience: Administrative Professionals: (i.e. Executive Assistants, Administrative Assistants, Personal Assistants, Virtual Assistants, Receptionists, Secretaries, Front Desk Personnel, Office Managers, etc.)

Payment Terms:

- Payment in full must be received prior to the conference.
- Payments can be made through the following:
 - Online with a Credit Card – We accept all major credit cards such as American Express, Visa, MasterCard, Diner's Club, and Discover.
 - Online through your PayPal Account.
 - By check or money order. Payments postmarked after April 2, 2010, must be by cashier's check, certified bank check or money order.

Application Deadline: April 2, 2010. Don't miss this inexpensive opportunity to promote your business today!

Questions: You may contact **Danielle Sweat or Arsed Joseph** at gears@getingears.com or at 404-328-9850, with any questions regarding partnering/exhibiting.

Exhibitor Opportunities

\$1000 – Platinum Exhibitor Package:

- Includes 2 exhibitor passes for 2 representatives.
- One free full conference registration pass.
- Featured on the conference website.
- 1 page color advertisement in the conference book.
- 1 (landscape) page advertisement featured in the continuous slide show during breaks and lunch.
- Included in the “GEARS Exhibitor Passport” for greater traffic.
- Each space is equipped with 1 draped 6 ft. table, 2 chairs and 1 wastebasket.
- 2 beverage and lunch passes.
- 10% discount to exhibit at the 2011 GEARS Administrative Professionals Conference.
- Participant list shared after the conference.
- 1 Free parking pass.
- Recognized at the podium.

\$800 – Gold Exhibitor Package:

- Includes 2 exhibitor passes for 2 representatives.
- One free full conference registration pass.
- Featured on the conference website.
- ½ page black and white advertisement in the conference book.
- 1 (landscape) page advertisement featured in the slide show during breaks and lunch.
- Included in the “GEARS Exhibitor Passport” for greater traffic.
- Each space is equipped with 1 draped 6 ft. table, 2 chairs and 1 wastebasket.
- 2 beverage and lunch passes.
- 5% discount to exhibit at the 2011 GEARS Administrative Professionals Conference.
- Participant list shared after the conference.

\$600 – Silver Exhibitor Package:

- Includes 2 exhibitor passes for 2 representatives.
- Featured on the conference website.
- Listed in the conference book.
- 1 (landscape) page advertisement featured in the slide show during breaks and lunch.
- Included in the “GEARS Exhibitor Passport” for greater traffic.
- Each space is equipped with 1 draped 6 ft. table, 2 chairs and 1 wastebasket.
- 2 beverage and lunch passes.
- 3% discount to exhibit at the 2011 GEARS Administrative Professionals Conference.

\$400 – Bronze Exhibitor Package:

- Includes 1 exhibitor pass for 1 representative.
- Featured on the conference website.
- Listed in the conference book.
- Each space is equipped with 1 draped 6 ft. table, 1 chair and 1 wastebasket.

Conference Partnership Opportunities

\$400 - 1 Page Advertisement in Conference Booklet

- 1 page black and white advertisement included in the conference booklet (no scanned business cards please).

\$300 – 1/2 Page Advertisement in Conference Booklet

- 1/2 page black and white advertisement included in the conference booklet (no scanned business cards please).

\$150 – 1/4 Page Advertisement in Conference Booklet

- 1/4 page black and white advertisement included in the conference booklet (no scanned business cards please).

\$75 – 1/8 Page Advertisement in Conference Booklet

- 1/8 page black and white advertisement included in the conference booklet (no scanned business cards please).

\$100 – Advertisement in the Continuous Conference Slide Show:

- 1 color advertisement slide featured in the continuous conference slide show during breaks and lunch.

Door Prize Donations:

If you are interested in donating a prize for the conference door prize giveaway (a great inexpensive way to promote your business!) please call **Danielle Sweat or Arsed Joseph at 404-328-9850**, or email gearsevents@getingears.com.

Promotional Items (i.e. conference bags, ink pens, magnets, note pads):

If you are interested in sponsoring a conference promotional item (a great inexpensive way to promote your business!) please call **Danielle Sweat or Arsed Joseph at 404-328-9850**, or email gearsevents@getingears.com.

Need Assistance With Your Advertisements?

We would be glad to create your advertisement for a one-time fee of \$50.00. Call Arsed Joseph at 404-328-9850 or email gearsevents@getingears.com.