



**STAFF USE ONLY:**

Date Received: \_\_\_\_\_

## GCA Village Participation Form

**STEP 1:** Submit this form, on or before **Friday, April 20, 2018** to GCA Meetings Associate, Maggie McDonnell. **Submitting this form does not guarantee availability of a space in the GCA Village.**

Email: [maggie@greetingcard.org](mailto:maggie@greetingcard.org)

Fax: 202.216.9646

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list the names of those who will use the complimentary exhibitor badges (up to 2):

1. \_\_\_\_\_ 2. \_\_\_\_\_

**STEP 2:** Logo submission (*due with form*).

Please e-mail your logo in high resolution jpeg **and** eps format to [maggie@greetingcard.org](mailto:maggie@greetingcard.org).

The GCA Village offers companies up to 3 feet of wall panel space in which to display your cards, and a space for placement of your company's logo/likeness, with little additional set-up required.

Additional instructions regarding booth logistics and shipping will be provided to you no later than **Friday, April 27th**. Please contact GCA Meetings Associate Maggie McDonnell at [maggie@greetingcard.org](mailto:maggie@greetingcard.org) or 202.216.9627 with any questions.

**STEP 3:** The cost for an all-inclusive space is **\$1,375.00**. Submit payment for your booth space (*due with form*). Payment must be received before a space will be reserved.

I hereby authorize GCA to charge \$1375.00.

Credit Card: \_\_\_ MC \_\_\_ VISA \_\_\_ Discover \_\_\_ AMEX

Card Number: \_\_\_\_\_

Name or Company Name on Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_