Dear Exhibitor:

Please join us at the Georgia Clerks Education Institute (GCEI) conference to be held at the University of Georgia Center for Continuing Education, September 10-12, 2017. We encourage you to take this opportunity to visit with our state's city clerks and county clerks in an educational setting. The clerks value each of you for the knowledge, services, support, and understanding you provide to enhance their professional lives.

Please plan to have your exhibit set up between 2:00 p.m. and 5:00 p.m. on Sunday, September 10, 2017, but no later than 7:00 a.m. on Monday, September 11, 2017.

REGISTRATION
To exhibit at the conference, please register online at [www.cviog.uga.edu/clerks](http://www.cviog.uga.edu/clerks). Online registration provides the opportunity for a company representative to register and pay fees via credit card for one or several representatives. Mail-in registration also is available. When registering online, you will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile, and register for the conference.

Fee selections include:
- $600.00 for exhibit space, one representative
- $800.00 for exhibit space, two representatives
- $1,200.00 for exhibit space, three representatives

CANCELLATION AND REFUND POLICY
Written notice of cancellation must be postmarked/dated no later than August 18, 2017, to receive a full refund of registration fees. Written requests postmarked/dated between August 18, 2017, and August 26, 2017, will be assessed a 25% administrative fee, and requests postmarked/dated after August 26, 2017, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please notify Precious Cooper at pcooper@uga.edu, via fax at 706-542-2176, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

GENERAL INFORMATION
- If you are unable to register online and pay by credit card, please download the registration form, complete it, and mail with a check to the address listed on the registration form. We cannot accept credit card payments through the mail; payment by credit card is available only through the online method.
- Payment of fees must be received before space can be confirmed.
- Confirmation will be sent to the email address listed on the registration form.
• The exhibitor fee includes a 3’ x 6’ draped table, two chairs, electricity, and all meals for each representative.
• Postmark deadline for exhibitor registration is Friday, September 1, 2017. After this date, please call to check on availability of exhibit spaces.
• Unloading your exhibit: Please use the entrance on Cedar Street (the street between the South Campus Parking Deck and the Georgia Center) to unload your exhibit. Unloading at the hotel front circle is not allowed.
• Please plan to have your exhibit set up between 2:00 p.m. and 5:00 p.m. on Sunday, September 10, 2017, but no later than 7:00 a.m. on Monday, September 11, 2017.
• All exhibits and displays must be directly related to and supportive of the conference and appropriate to the overall mission of the Georgia Clerks Education Institute and the Carl Vinson Institute of Government. We reserve the right to refuse space to any organization or activity deemed inappropriate for the conference mission. Any activity involving an open flame or heat is prohibited. Organizations may advertise and sell products or services in the exhibit/display area only to participants attending the event. No advertising or selling to the general public is permitted.
• Directions to the Georgia Center for Continuing Education are available at http://www.georgiacenter.uga.edu/uga-hotel/directions-and-parking
• The University of Georgia Parking Services coordinates all parking on campus. If you park illegally, you may be ticketed or towed. The University of Georgia Center for Continuing Education and Hotel is not responsible for any ticketing or towing charges assessed. For more information, contact UGA Parking Services at (706) 542-7275 or the Georgia Center Hotel Desk at (706) 548-2111.
• Representatives may pick up their name tag(s) at the Conference Registration Desk on Sunday, September 10, from 2:00 p.m. to 5:00 p.m., or Monday, September 12, from 7:00 a.m. to 8:00 a.m.
• The UGA Center for Continuing Education and Hotel does not have permanent, reserved secure space for storing exhibits and displays. Representatives should plan to bring all items with them. However, in the event it is necessary to ship items to the UGA Center for Continuing Education and Hotel, please ship at such a date that items arrive no earlier than one business day (Monday–Friday) prior to the event. Please use this address: UGA Center for Continuing Education, c/o Alex Ligon/Name of Conference/Name of Company, 1197 S. Lumpkin Street, Suite 289, Athens GA 30622. If return shipping is necessary, representatives must sufficiently arrange these details on their own so that items can be picked up from the UGA Center for Continuing Education as soon as feasible upon conclusion of the event. The mailroom must have all outgoing shipments by 3:00 p.m. on weekdays in order to guarantee shipment on that same date. The UGA Center for Continuing Education and Hotel assumes no liability for items and materials that are lost or damaged while at the UGA Center for Continuing Education and Hotel.
• No displays will be allowed that are over the 6-foot limit unless you purchase two vendor spaces in advance. **NO ONSITE EXCEPTIONS WILL BE MADE.**
• Exhibitors/vendors will have access to conference participants before and after classes and during breaks and lunch.
• Please dismantle your exhibit by 2:00 p.m. on Tuesday, September 12, 2017.

**LODGING**

Please contact the hotel of your choice in the Athens area to secure lodging for the conference. The UGA Center for Continuing Education is the conference site; lodging is limited, so please call early. A block of rooms at each of the following hotels will be held until the date referenced or until all rooms have been reserved, whichever comes first.

**Important:** The UGA Center for Continuing Education and Hotel, a state building, provides a smoke free environment. If you require a smoking room, please contact one of the other hotels listed below.

**UGA Center for Continuing Education and Hotel**
1197 South Lumpkin Street
Athens, GA 30602

Rooms are on a first-come, first served basis.

- $99 for a single per night plus tax, $5.00 state fee, and $10.00 parking
- $139 for a double per night plus tax, $5.00 state fee, and $10.00 parking
- Room block will end August 14, 2017, or when all rooms are reserved, whichever comes first
- Register by phone: (706) 542-2134 or (800) 884-1381. When calling, reference Group Code: #85679

**Hotel Indigo-Athens**
500 College Avenue
Athens, Ga 30601

- $119 for a king per night plus tax and $5.00 state fee
- $129 for two queens per night plus tax and $5.00 state fee
- The block rates will be available until August 11, 2017
- Registration link: [GA Clerks Education Institute Fall Conf](#). Click "book now" and enter your block dates between check in 9/10/2017 to check out 9/12/2017
- You may call the hotel reservations directly at 1-866-808-1483. When calling, please reference the **Georgia Clerks Education Institute Fall Conference (block code: GCE)**
**Holiday Inn**  
197 E. Broad Street  
Athens, GA 30601

- $98 for double per night plus tax and $5.00 state fee
- The block rate will be available until August 20, 2017
- Register by phone (706) 549-4433
  - Reference block name Georgia Clerks Education Institute and/or group code CEI

**Hilton Garden Inn**  
390 East Washington Street  
Athens, GA 30601

- $159 per night plus tax, $5.00 state fee, and $9.95 parking per night
- Room block will end August 20 or when all rooms are reserved, whichever comes first
  - Register by phone: (706) 353-6800
  - Reference group name: Georgia Clerks Education Institute fall conference HGI and group code 00GCE