February 4–6, 2018
The Jekyll Island Convention Center
75 N. Beachview Dr. | Jekyll Island, GA 31527

Dear Exhibitor:

It is a pleasure to have you join us at the spring 2018 Georgia Clerks Education Institute (GCEI) conference to be held at the Jekyll Island Convention Center on Jekyll Island, Georgia, February 4-6, 2018. We appreciate your taking 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. to 5:00 p.m. on Sunday, February 4, but no later than 7:00 a.m. on Monday, February 5.

REGISTRATION
To exhibit at the conference, please register online at 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. Fee selections include:

- $600.00 for exhibit space, one representative
- $800.00 for exhibit space, two representatives
- $1200.00 for exhibit space, three representatives

CANCELLATION AND REFUND POLICY
Written notice of cancellation must be postmarked/dated no later than January 12, 2018, to receive a full refund of registration fees. Written requests postmarked/dated between January 13, 2017, and January 20, 2017, will be assessed a 25% administrative fee, and requests postmarked/dated after January 20, 2018, 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.
EXHIBITOR/VENDOR SETUP
Following are items of note to assist you in your planning:

1. Please register online by visiting the Carl Vinson Institute of Government website at www.cviog.uga.edu/clerks and pay by credit card, the only payment method available 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.

2. 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 only available through the online method.

3. Payment of fees must be received before space can be confirmed.

4. Confirmation will be sent to the email address listed on the registration form.

5. Postmark deadline for exhibitor registration is Saturday, January 20, 2018. After this date, please call to check on availability of exhibit spaces.

6. Your exhibitor fee includes a 3’ x 6’ draped and skirted table, one chair per paid representative, 110/60Hz electricity, and all meals for each representative.

7. All exhibits and displays must be directly related to and supportive of the conference and appropriate to the overall mission of the Georgia Municipal and County Clerks Finance Officer Education session 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 is permitted to the general public.

8. Vehicle entry onto Jekyll Island requires a valid parking pass, which must be purchased at the entry gate or Guest Information Center upon arrival on the island. This pass gives you access to many of the island’s public outdoor areas, including picnic areas, beach parking and access points, playground, soccer complex, historic landmark district, fishing pier, bicycle and nature trails and more. The parking fee is charged per vehicle per day.

Parking Pass Options

- Daily Pass $6 – Valid for 24 hours from time of purchase
- Weekly Pass $28 – Valid for 7 consecutive days from time of purchase
- Oversized Vehicles, 8-feet or taller
  - Daily Pass $10
9. Exhibits may be set up on Sunday, February 4, 2018, from 2:00 p.m. to 5:00 p.m., but must be set no later than Monday, February 5, 2018, by 7:00 a.m.

10. Representatives may pick up their name tag(s) at the Conference Registration Desk, on Sunday, February 4 from 2:00 p.m. to 5:00 p.m., or Monday, February 5, from 7:00 a.m.-8:00 a.m.

11. Please plan to dismantle your exhibit by 2:00 p.m. Tuesday, February 6, 2018.

12. Please plan to attend the General Session in Banquet Hall F–H at 8 a.m. on Monday, February 5, 2018, to be recognized, and on Tuesday at 8 a.m. to participate in exhibitor door prize drawings.

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**

For more information, please contact Precious Cooper at 706-542-0402 or pcooper@uga.edu.

**Lodging:**
A block of rooms is held at each of the following hotels until the specified dates for each hotel or until all rooms have been reserved, whichever comes first.

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**Hampton Inn & Suites Jekyll Island**
200 South Beachview Drive
Jekyll Island, GA 31527
Phone for registration: 1-800-426-7866
Rates: $129-$149 + applicable taxes and $5.00 per night state fee
Please note, the entire URL must be copied and pasted for it to work properly.
Registration link: [http://group.hamptoninn.com/GA-Clerks-Education-Institute](http://group.hamptoninn.com/GA-Clerks-Education-Institute)
Block Code/Group Name: GA Clerks Education Institute
Block rate deadline: January 3, 2018

**Holiday Inn Resort at Jekyll Island**
701 Beachview Drive
Jekyll Island, GA 31527
Phone: 912-635-2211
Rates: $109-$179 + applicable taxes and $5.00 per night state fee
Block code: CLE or ask for GA Clerks Education Institute block
Block rate ends: January 3, 2018
Jekyll Island Club
371 Riverview Drive
Jekyll Island, GA 31527
Phone: 912.635.2600  800.535.9547
Email: reservations@jekyllclub.com
Reservation link:  http://www.jekyllclub.com/group-reservations/
Submit the form and a reservationist will get back with you to guarantee.
Group Number: 9168238
Rates: $169-$200 + applicable taxes and $5.00 per night state fee

Westin Hotel
110 Ocean Way
Jekyll Island, GA 31527
Phone number for registration: 888-625-4988
Group name: Georgia Clerks Education Institute 2018 Meeting
Registration link:  GA Clerks Education Institute
(OR copy and paste the following link into a web browser)
https://www.starwoodmeeting.com/events/start.action?id=1710312083&key=ECCCBE9
Rates: $122-$272 + applicable taxes, $15 per night resort fee, and $5.00 per night state fee
Block rate ends: January 10, 2018

Shipping Information
JEKYLL ISLAND COVENTION CENTER
75 North Beachview Drive; Jekyll Island, GA 31527
T:912-635-6400 F: 912-635-6515

Shipping & Receiving Fee Schedule
$10.00 per box/$100 per pallet
$25.00 Moving Fee
Daily Storage Fees: $25.00 per Box and $75 per pallet

All packages must be labeled accordingly:
Jekyll Island Convention Center
SHOW NAME
BOOTH NUMBER
75 North Beachview Drive; Jekyll Island, GA 31527

***If Freight is not properly labeled delivery may be refused***

***JICC is NOT responsible for arranging outgoing freight***

Any questions concerning this information, please contact your
Convention Center Event Manager at (912) 635-6400
The Georgia County Clerk’s Association (GCCA) was organized nearly 50 years ago to create a coordinated interest among County Clerks and their Boards of Commissioners in county affairs, and to promote the welfare of county government in general.

It is the goal of the organization to better acquaint the general public with difficulties faced in efforts to provide government services at the local level. Likewise, the association seeks the cooperation of every county and state official, as well as residents of Georgia, in efforts to provide methods that will enable them to meet the new challenges and demands placed on county governments. To learn more about GCCA, visit www.georgiacca.com.

The Georgia Municipal Clerks and Finance Officers Association (GMC/FOA) is a professional association comprised of people just like you—City Clerks and Finance Officers—from all across Georgia. Founded in 1956 in Athens, Georgia, GMC/FOA has 49 years of experience improving the professionalism and education of City Clerks and Finance Officers. GMC/FOA has grown to exceed 500 members representing small and large municipalities.

The purpose of GMC/FOA is to promote professionalism, integrity, and excellence in the Office of the Clerk and Finance Officer by providing educational training opportunities and professional development, exchanging ideas and experiences, to strengthen and support its Membership, and to enhance its image. To learn more about GMC/FOA, visit www.gmcfoa.com.