Dear Exhibitor:

We look forward to seeing you at the Georgia Clerks Education Institute (GCEI) conference to be held at the University of Georgia Center for Continuing Education, September 9-11, 2018. The conference is a wonderful opportunity for you 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 that 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 9, 2018, but no later than 7:00 a.m. on Monday, September 10, 2018.

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. Mail-in registration also is available. When registering online, you will be prompted to enter your password, or to request a password if you don't already have one, to access the online registration system. With the password, you can view and update your profile and register for the conference.

Fee selections include:
- $625.00 for exhibit space, electricity, one representative
- $825.00 for exhibit space, electricity, two representatives
- $1,225.00 for exhibit space, electricity, three representatives

CANCELLATION AND REFUND POLICY
Written notice of cancellation must be postmarked/dated no later than August 17, 2018, to receive a full refund of registration fees. Written requests postmarked/dated between August 18, 2018, and August 25, 2018, will be assessed a 25% administrative fee, and requests postmarked/dated after August 25, 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 send notification to 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 mail-in 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 meals (breakfast and lunch) for each representative.
• Postmark deadline for exhibitor registration is **Saturday, August 25, 2018**. After this date, please call to check on availability of exhibit spaces.

• To guarantee your logo will be included in the conference program and on signage, provide a copy of your logo (or your intention of registering for the conference) by July 13 to smaxwell@uga.edu.

• 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 9, 2018, but no later than 7:00 a.m. on Monday, September 10, 2018.

• 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](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 Front Desk at (706) 548-2111.

• Representatives may pick up their name tag(s) at the Conference Registration Desk on Sunday, September 9, from 2:00 p.m. to 5:00 p.m., or Monday, September 10, 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 11, 2018.

** 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.
- $114 per night for Classic Room with one queen bed/one king bed plus tax and $5.00 state fee. Parking is included.
- $114 per night for Classic Room with two custom beds (4’x6’- each bed accommodates one person) plus tax and $5.00 state fee. Parking is included
- $154 per night for a Select Room with two queens or two kings plus tax and $5.00 state fee. Parking is included.
- Suites are available from $179-$429. Parking is included.
- ** Room block will end August 9, 2018, or when all rooms are reserved, whichever comes first**
  - Registration link: www.UGAHotel.com
  - Register by phone: (706) 542-2134 or (800) 884-1381
  - Group Code: #85682

** Best Western **
170 N. Milledge Avenue
Athens, GA 30601
- $129 per night for a king or two queens plus tax and $5.00 state fee. Complimentary parking.
- By phone: (706) 546-7311
- Group code: Carl Vinson Center September Training
**Game Day Hotel (suites)**
250 W. Broad Street
Athens, GA 30601

- $149.00 per night plus tax and $5.00 state fee for a 1 bedroom suite. Includes parking.
- $169.99 per night plus tax and $5.00 state fee for a 2-bedroom suite. Includes parking.
- **Register by phone:** (706) 583-4500
- Link is for hotel information only (register by phone): http://www.gagamedaycenter.com/
- Block registration deadline: August 8, 2018
- **Group code:** GCEI18

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

- $159 per night for standard king or two queens plus tax, $5.00 state fee, and $9.95 parking.
- Room block will end August 10, 2018, or when all rooms are reserved, whichever comes first
- **Group name:** Georgia Clerks Education Institute Fall
- **Group code:** 00GCE
- **Register by phone:** (706) 353-6800 and reference group name: Georgia Clerks Education Institute fall conference HGI

**Holiday Inn Athens**
197 E. Broad Street
Athens, GA 30601

- $101 for a standard room with two double beds per night plus tax and $5.00 state fee. Parking included.
- The block rate will be available until August 10, 2018
- **Register by phone** (706) 549-4433, and reference block name GCE
- **Group code:** GCE

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

- $119 for a king per night plus tax and $5.00 state fee + $10 parking
- $129 for two queens per night plus tax and $5.00 state fee + $10 parking
- The block rates will be available until August 9, 2018
- Registration link: Hotel Indigo Athens–GA Clerks Education Institute Fall Conference (click "book now" and enter requested dates between check-in 09/09/18 to check-out 09/11/18)
- Call the hotel directly at 1-866-808-1483 and reference the GA Clerks Education Institute Fall Conference
- **Block code:** GAC
Door Prizes
Exhibitor door prize drawings will be held on Tuesday morning, September 11, during General Session at 8:00 a.m. Exhibitors will have the opportunity to come to the stage to introduce themselves and say a few words during the door prize event. Thank you for participating in the door prizes; it encourages clerks to visit your booth – and they appreciate the prizes!

Program Questions
Contact Susan Maxwell, GCEI Director
Phone: (706) 542-3887
Email: smaxwell@uga.edu

Registration Questions or Special Needs
Contact Precious Cooper, Event Manager
Phone: (706) 542-0402
Email: pcooper@uga.edu

Connect With Us!
Facebook: facebook.com/VinsonInstitute
Twitter: Twitter@CVIOG_UGA
LinkedIn: Carl Vinson Institute of Government

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.