Vendor Memo

To: GLGPA Exhibitor/Vendor

From: Precious Cooper
Conference Coordinator
Carl Vinson Institute of Government
University of Georgia

Date: April 5, 2019

RE: GLGPA Spring Conference

You are invited to exhibit at the Georgia Local Government Personnel Association’s (GLGPA) 2019 Spring Conference June 11-14, 2019, at Savannah Marriott Riverfront, 100 General McIntosh Blvd, Savannah, GA 31401. For more information, please visit their website at https://www.marriott.com/hotels/travel/savrf-savannah-marriott-riverfront/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2

For conference information, please visit the Carl Vinson Institute of Government web site at http://www.cviog.uga.edu/glgpa.

REGISTRATION
To exhibit at the conference, please register online at http://www.cviog.uga.edu/glgpa. Online registration provides the opportunity for a company representative to register and pay fees via credit card (preferred method of payment) for one or several representatives. Fee selections include:

• $650.00 for exhibit space, one representative, meals and breaks
• $1,000.00 for exhibit space, two representatives, meals and breaks
• $1,350.00 for exhibit space, three representatives, meals and breaks

CANCELLATION AND REFUND POLICY
Written notice of cancellation must be postmarked/dated no later than May 18, 2019, to receive a full refund of registration fees. Written requests postmarked/dated between May 19 and May 26 will be assessed a 25% administrative fee, and requests postmarked/dated after May 26 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 or via mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.
EXHIBITOR/VENDOR SETUP
You may set up your exhibit booth and pick up your name badges at the conference center on Tuesday, June 11, from 3:00 p.m. to 5:00 p.m. or Wednesday, June 12, from 7:30 a.m. to 8:30 a.m. Please plan to dismantle your booth Thursday evening after 3:00 pm.

Exhibit space includes a 6-foot skirted table and two chairs. 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, lunch, and dinner.

LOGISTICS
Packages will be received as early as Saturday, June 8, 2019. Please see attached documents for further instructions on how to ship packages and purchase additional services.

LODGING
Governor Nathan Deal signed a transportation bill on Monday, May 4, 2015, that will affect your lodging reservation during the conference. The new bill creates a statewide fee of $5.00 per night per room on all hotel lodging rooms, effective as of July 1, 2015. This fee is not tax exempt.

A block of rooms has been reserved at Savannah Marriott Riverfront, 100 General McIntosh Blvd, Savannah, GA 31401. Make your room reservation directly at 1-912-233-7722 or 800-285-0398 or via the hotel reservation link at: [https://www.marriott.com/event-reservations/reservation-link.mi?id=1544815139976&key=GRP&app=resvlink](https://www.marriott.com/event-reservations/reservation-link.mi?id=1544815139976&key=GRP&app=resvlink) The conference rate for single/double guest rooms is **$162.00 plus state and local taxes.** The room block will close on **May 10, 2019.** When you make your reservation, be sure to mention Reference: **GLGPA Spring Conference.** Check-in is at 4:00 p.m.; checkout is at 12:00 p.m.

SPECIAL NEEDS
If you have a medical or dietary inquiry, need information concerning cancellations, substitutions, receipt of conference registration, or need additional information, contact:
Precious Cooper – conference logistics
(706) 542-0402 direct
[pcöopper@uga.edu](mailto:pcöopper@uga.edu)
Carl Vinson Institute of Government
INSTRUCTIONS FOR PACKAGE STORAGE/DELIVERY/ SHIPPING SERVICES

Event-related Packages/Exhibit Materials must be addressed as follows:

Name of Guest/Contact
Name & Date of Conference
(Important: Please note on Label if packages are for an Exhibitor)
Savannah Marriott Riverfront
100 General McIntosh Blvd
Savannah, GA 31401

All incoming packages should be specifically labeled and addressed to the Exhibitor or guest receiving package and marked with the name and date of your meeting. Because there is limited storage space, boxes can be accepted no more than three (3) working days prior to your meeting. Storage fees will apply if packages arrive prior to the 72 hour grace period or are left more than 72 hours following the conclusion of your function. Handling and/or Shipping charges will also apply for all group related packages. (See Fees Below). Exhibitors will be charged directly for any applicable storage, delivery or shipping fees and are responsible for providing a method of payment (See Form Attached)

Note: The facility will not accept or store packages/exhibit materials addressed to the Hotel or Hotel staff. Event-related Packages/Exhibit Materials must be addressed as follows : Guest/Contact Name, Name and Date of Conference. Hotel will not be liable for the security of materials left in the facility following the conclusion of your move-out date(s), nor can Hotel assume responsibility for the shipping of such materials. Any items remaining after one week will be discarded.

<table>
<thead>
<tr>
<th>Package Size</th>
<th>Handling Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelope</td>
<td>$5.00</td>
</tr>
<tr>
<td>1 – 25#</td>
<td>$10.00</td>
</tr>
<tr>
<td>26-50#</td>
<td>$20.00</td>
</tr>
<tr>
<td>51# and Over</td>
<td>$30.00 &amp; Up</td>
</tr>
<tr>
<td>Golf Club/Display Cases</td>
<td>$200.00</td>
</tr>
<tr>
<td>Pallets ½ under 36”</td>
<td>$200.00</td>
</tr>
<tr>
<td>Pallets Full</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
Exhibitor Services Form

Exhibitor Service requests must be received by the Convention Services Department at least (14) days prior to your conference. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final.

Return to: Savannah Marriott Riverfront
Convention Services Department –Attention: Cindy Johnson
100 General McIntosh Boulevard
Savannah, GA 31401
DIRECT: 912/373-2007  FAX: 912/233-8897  EMAIL: cjohnson@marriottsales.com

NOTE: We cannot guarantee service on late requests. There will be (without exception), a $50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional $100.00 for service. Also, a minimum $25 service fee will be applied to any equipment requiring on-site wiring.

<table>
<thead>
<tr>
<th>Outlet Item</th>
<th>Number Needed</th>
<th>Regular Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 Volt Each/10 Amp Standard Outlet – (2) Plug-Ins</td>
<td></td>
<td>$75 per day</td>
<td></td>
</tr>
<tr>
<td>220 Volt Each/20 Amp Standard Outlet – (1) Plug-In</td>
<td></td>
<td>$150 per day</td>
<td></td>
</tr>
<tr>
<td>Power Strips</td>
<td></td>
<td>$15 per day</td>
<td></td>
</tr>
<tr>
<td>Extension Cords</td>
<td></td>
<td>$10 each per day</td>
<td></td>
</tr>
<tr>
<td>High Speed Internet Access (Choose Wired or Wireless)</td>
<td></td>
<td>$250 per line, per day</td>
<td></td>
</tr>
<tr>
<td>42” Monitor</td>
<td></td>
<td>$250 per day</td>
<td></td>
</tr>
<tr>
<td>60” Monitor</td>
<td></td>
<td>$450 per day</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td></td>
</tr>
</tbody>
</table>

Equipment Description: _____ Volt  _____ Amps

Special Notice:
- Package Handling Fees Apply. Please contact your Convention Services Manager for a full list of charges.
- All packages to mailed to the address listed above – ATTN: YOUR NAME/GROUP NAME AND ARRIVAL DATE
- Any power requirements other than those specified on this sheet, must be discussed with your Convention Services Manager
- All electrical equipment must have Underwriter’s Laboratory seal
- The hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The hotel will not hook up improperly wired equipment

Convention Name: GLGPA  On-Site Contact:

Company Name:  Email:

Address:  Booth # (If Available):

City/State/Zip:  Phone No:

Credit Card Number:  Expiration:

Signature:________________________  Date: ________________________