Vendor Memo

To: GLGPA Exhibitor/Vendor

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

Date: April 10, 2018

RE: GLGPA Spring Conference

You are invited to exhibit at the Georgia Local Government Personnel Association’s (GLGPA) 2018 Spring Conference June 12 - 15, 2018, at the Augusta Marriott at the Convention Center, 2 Tenth Street, Augusta, Georgia 30901. For directions, please visit their web site at http://www.marriott.com/hotels/maps/travel/agsmc-augusta-marriott-at-the-convention-center/#directions.

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 20, 2018, to receive a full refund of registration fees. Written requests postmarked/dated between May 21 and May 28 will be assessed a 25% administrative fee, and requests postmarked/dated after May 28 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 at the conference center on Tuesday, June 12, from 2:00 p.m. to 5:00 p.m. or Wednesday, June 13, from 7:30 a.m. to 8:30 a.m. Please plan to dismantle your booth Thursday evening after 3:00 pm. Exhibitors may pick up their names badges during early registration at the conference center on Tuesday, June 12, from 2:00 p.m. to 5:00 p.m. or Wednesday, June 13, from 7:30 a.m. to 8:30 a.m.

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 Monday June 11, 2018. Packages sent prior to a group’s arrival should be addressed to:

Exhibitor’s Name
% GLGPA Spring Conference
Augusta Marriott at the Convention Center
2 Tenth Street
Augusta, GA 30901

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 the Augusta Marriott at the Convention Center, 2 Tenth Street, Augusta, GA 30901. Make your room reservation directly at -1800-868-5354 or online Book your group rate for GLGPA Spring Conference 2018. The conference guest room rate for single/double is $145.00 plus state and local taxes. The room block will close on May 21, 2018, but the special rate will be honored after that date based upon availability. 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
pcooper@uga.edu
Carl Vinson Institute of Government