


Vendor Memo

To: GLGPA Exhibitor/Vendor

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

Date: September 17, 2018

RE: GLGPA Fall Conference

You are invited to exhibit at the Georgia Local Government Personnel Association’s (GLGPA) 2018 Fall Conference November 13-16, 2018, at Chateau Elan Winery & Resort, 100 Rue Charlemagne, Braselton, Georgia 30517. For directions, please visit their web site at https://www.chateauelan.com/atlanta-meeting-space/transportation-service-meetings

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 October 21, 2018, to receive a full refund of registration fees. Written requests postmarked/dated between October 22 and October 29 will be assessed a 25% administrative fee, and requests postmarked/dated after October 29 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, November 13, from 3:00 p.m. to 5:00 p.m. or Wednesday, November 14, 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 November 10, 2018. Packages sent prior to a group’s arrival should be addressed to:

The Inn at Chateau Elan
Attn: Group Name/Recipient Name
100 Rue Charlemagne
Braselton, GA 30517

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 Chateau Elan Winery & Resort, 100 Rue Charlemagne, Braselton, GA 30517. Make your room reservation directly at 1-678-425-0900. The conference guest room rate for single/double is $159.00 plus state and local taxes. The room block will close on October 15, 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 Fall 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
Dear Vendor,

On behalf of Chateau Élan Winery & Resort, we are pleased to host the UGA Carl Vinson Institute of Government GLGPA 2018 Fall Conference. Please feel free to contact me at the number below if you have any questions or concerns.

Additionally, please find the attached Vendor Kit and Order Form.

You will be provided with (1) 6’ x 24” Skirted Table, (2) Chairs, and (1) Small Wastebasket

The following information is enclosed in this packet of information:

- Critical Show Information
- Shipping and Material Handling Information and Pricing
- Inbound Shipping Label
- Outbound Shipping Form
- Credit Card Authorization Form

To order any additional items, you will need to fill out the attached form and send it to myself via email. See page 2 for deadlines concerning this show.

Sincerely,

Perry Stevenson
Event Planning Manager
Chateau Élan Winery & Resort
100 Rue Charlemagne
Braselton, GA 30517
678-425-6016 DIRECT
678-425-6003 FAX
PStevenson@chateauelan.com
www.chateauelan.com
Critical Show Information

Booth Package:
(1) 6’x24” Table Draped and Skirted
(2) Chairs
(1) Small Wastebasket
**Please contact your Event Planning Manager if other furniture is needed

Hall Hours

Vendor Install:
Tuesday, November 13, from 2:00 p.m. – 5:00 p.m. or Wednesday, November 14, from 7:30 a.m. – 8:30 a.m.

Vendor Dismantle:
Thursday, November 15, after 3:00 p.m.

Deadlines

Electrical and AV Deadline Friday, November 2nd 2018

Advance Freight Deadline Friday, November 2nd 2018
Shipping and Material Handling Information

Vendor materials being shipped to Chateau Élan Winery & Resort should be scheduled to arrive no more than 3 business days prior to the Show Load In date. Packages received prior to Friday, November 9, 2018 may incur additional storage fees at the discretion of the property. Please use the attached label on all items being shipped to Chateau Élan.

Please note that the resort does not provide full service drayage. For large boxes or heavy equipment, special arrangements will need to be made by you with your carrier. No forklift is available on property.

Chateau Élan Winery & Resort will not release any packages on show site without full and valid credit card information supplied.

MATERIAL HANDLING CHARGES FOR RECEIVING BOXES AND DISPLAYS

Small Packages (Under 25 Pounds): $8.00 per package
Large Packages (50 Pound Minimum): $25.00 per 50 Pounds*
Pallets: $50.00 per pallet
Crates (100 Pound Minimum): $75.00 per 100 Pounds*

*All shipments will be rounded up to the nearest 50 pounds

PERSONALLY OWNED VEHICLES

If you are planning to drive and unload your own items, please call ahead to schedule a time at the appropriate loading area.

Those who do not schedule a load in time will need to wait until all schedule vehicles are finished or until there is an opening.
Inbound Shipping
Please place a copy of this label on each item that you are sending to the Chateau Élan Winery & Resort

Vendor Name
Vendor Company & Booth Number
Company Address
Company Phone

ATTN: Perry Stevenson
Hold for GLGPA 2017 Fall Conference
C/O Chateau Élan Winery & Resort
100 Rue Charlemagne
Braselton, GA 30517
Box of ____ of ___.

Vendor Order Form
Please fill out this form COMPLETELY and send back by Friday November 3, 2017
Send to: Perry Stevenson@ pstevenson@chateaulan.com

Company/Exhibitor Name: ________________________________________________

Booth/Table Number (if applicable): _________________________________________

Person sending info: Phone: _______________________________________________

Email or Fax # for receipt: _________________________________________________

On Site Contact: Cell Phone: _____________________________________________

WHAT ARE YOU SHIPPING? (please list Tracking #’s and carrier)

PERSONAL VEHICLE UNLOAD:
If you need to schedule a personal vehicle unload, please list your requested dates and times:

Load In: (Day_____ Time_______) and Load Out: (Day_______ Time__________)
This time will be confirmed by your Conference Services Manager prior to show.
SHIPPING FORM
(No Saturday or Sunday pickups)
Saturday delivery only available with Priority Overnight Shipping
For same day pickup and next day deliveries packages need to be delivered to the shipping department by 2 pm

Name To: ___________________________________________________ (Please Print)
Name From: _________________________________________________ (Please Print)
Company Name______________________________________________ (Please Print)
Address_____________________________________________________ (Must have physical address)
City ___________________________  State _____________________ Postal Code____________
Phone Number_____________________________ (Required Field)
E-mail Confirmation sent to: ________________________________
Bill To: (Check One Please)
____Guest Folio (Name on Reservation) ________________________________________
____FedEx Account Number ________________________________
** (FedEx Express Shipping Only)
Shipping Insurance (Optional) _________ If Yes (Value) $_____________________________

Please Circle ONE
FedEx
-Standard Overnight (By end of next Business day)
-Priority Overnight (before 10 am) SATURDAY DELIVERY: PLEASE CIRCLE YES OR NO
-FedEx 2 day
-Express Saver (3 day)
-Express Ground (Up to 7 business days - available for guest room charge only)

Total number of boxes ________ (Please number each box - example: 1 of 5, 2 of 5, 3 of 5...)

Guest Signature______________________________________

**OUTBOUND SHIPPING LABELS**
Please note Chateau Élan provides FedEx shipping only. UPS shipping labels will need to be provided by the exhibitor. Please log in to your FedEx or UPS account to create your outbound shipping labels. Logging into and creating shipping labels on your account will enable you to effectively track your packages and ensure correct billing.
CREDIT CARD AUTHORIZATION FORM

GUEST/GROUP INFORMATION

Guest/Group Name: ________________________________________________________________

Address: _____________________________________________________________________

______________________________________________________________________________

Phone: ________________________________________________________________________

Group Contact: __________________________________________________________________

Group Event Date: __________________________________________________________________

AUTHORIZED USE OF CARD

Please check all that may apply:

☐ Advance Deposit ☐ Room and Tax Only to Credit Card
☐ Banquet/Meeting Charges to Credit Card ☐ All Charges to Credit Card
☐ Other

Other Explanation: __________________________________________________________________________

CREDIT CARD INFORMATION

Credit Card Type:

☐ American Express ☐ Visa / Master Card ☐ Discover

Card Number: ____________________________________________________________________________

Expiration: ___________________________________________________________________________

Card Identification Number Required ____________________________________________________________

American Express Visa / Master Card / Discover

4 Digit Number Printed above the 3 Digit Number Printed on the
Account Number on the face of the card Signature Panel on the back of the card

Cardholder’s Name: _______________________________________________________________________

Cardholder’s Billing Address (If Different From Above): ___________________________________________

_____________________________________________________________________________________

Phone: __________________________ Fax: __________________________

Signature of Cardholder: ___________________________________________________________________

SIGNATURE REQUIRED

I understand that any cancellation fees associated with this agreement may be applied to this credit card.

CEHR, LLC
100 Rue Charlemagne
Braselton, GA 30517
Phone: 678-425-0900, Fax: 678-425-6003