September 6, 2018

Dear Exhibitor:

You are invited to exhibit at the 31st Biennial Institute for Georgia Legislators on December 9 - 11, 2018, at the University of Georgia Center for Continuing Education & Hotel.

Please reference important Exhibitor Information that is included with this invitation.

You can register online (preferred), or mail in a completed registration form with your check payable to The University of Georgia. You will find links for both online and mail-in registration on the Carl Vinson Institute of Government (CVIOG) website at https://cviog.uga.edu/biennial.

The deadline for registration is Friday, November 16. All mail-in registration forms must be postmarked by this date. After this date, please call to check on availability of exhibit space.

Please note that prepayment is required for your space to be held. No forms will be accepted without payment.

- You may set up your booth on Sunday, December 9, from 9:00 a.m. - 1:00 p.m.
- Please plan to dismantle your booth by 4:00 pm on Tuesday, December 11.
- Lodging at the Georgia Center is reserved for legislators, but we have secured room blocks at nearby hotels for your convenience. Please see the attached Exhibitor Information sheet for lodging information and reservation guidance.
- Questions? Please call Melanie Kearns at 706-542-4240. or e-mail mskearns@uga.edu.

We look forward to your participation in this event!

Regards,
Thad McWhorter
Exhibitor Information

BOOTH FEES AND REGISTRATION
The Exhibitor Registration Fee includes one booth registration for the conference, a conference program, opening day reception, and meals on an as available basis (seating is prioritized for legislators and official guests).

$500 Basic Registration Fee includes one Representative and the following amenities:
- 5’ x 8’ booth
- Sides draped, black and silver backdrop
- One 3’ x 6’ draped and skirted table
- 2 chairs
- One sign hanging from top of the backdrop
- Nametag

There is a $50 per day fee for each Additional Representative.

GUIDELINES
All vendors, exhibits, and displays must be directly related to and supportive of the event, appropriate to the overall mission of the Georgia Center, and compliant with the University of Georgia Solicitation Policy.

Organizers may advertise and sell products or services in the exhibit/display area to participants attending the host event. The Georgia Center reserves the right to refuse space to any organization or activity that fails to meet the Procedures or Standard of the University of Georgia Solicitation Policy.

Possession of weapons on the University of Georgia campus is governed by Georgia law O.C.G.A. 16-11-127.1. Additional information may be found at: https://www.police.uga.edu/crime-stats/weapons-on-campus-info-2.

Any activity involving an open flame or heat is prohibited.

Renovation work will be occurring during the Group’s stay. Schedule work hours are Monday-Friday 7:30am-6:00pm.
UNLOADING YOUR EXHIBIT
Please unload your exhibit at the Georgia Center’s Lumpkin Street entrance that faces the South Campus Parking Deck. Use of the Hotel Guest Services entrance circle for exhibit loading/unloading is not allowed.

SHIPPING
Details regarding shipping, handling costs, and post-event material handling can be found at https://webapps.georgiacenter.uga.edu/vendorShipping/

LOCATION AND DIRECTIONS
University of Georgia
Center for Continuing Education & Hotel
1197 South Lumpkin Street
Athens, GA  30602
Directions are available online: www.georgiacenter.uga.edu/sections/directions.phtml

LODGING
Attending the Biennial is a two-step process for participants:

1. **Conference Registration** – achieved online or by mail following guidance provided in this packet.
2. **Lodging Reservations** – The UGA Hotel is reserved for Legislators and official guests. Please visit the link below for Exhibitor lodging options near the conference location. Room blocks are in effect for each hotel listed at the Athens Convention & Visitors Bureau (CVB) site. **For most hotels, reservations within the block must be secured by early November.** https://mmxreservations.com/fer/#/visitathensga?pageCode=assemblybiennial

CONTACT
For all inquiries and coordination, please contact:
Melanie Kearns mskearns@uga.edu or 706-542-4240