



statewidevendor@gapayroll.org

**Sponsorship Opportunities
for the GA Statewide Conference
to be held on Thursday, October 17th & Friday, October 18th
Location: Fernbank Museum of Natural History
Atlanta, GA**

Estimated Conference Attendance: 75-125

Titles: Payroll Director, Payroll Manager, Payroll Analyst, Tax & Compliance Analyst and more

VENDOR HALL

In order to provide our attendees with an opportunity to view and receive information on the latest products and services that will enhance their ability to improve their department's performance, the GA Statewide Conference hosts a Vendor Hall as part of our conference. You will have an opportunity to meet face-to-face with payroll professionals from across Georgia and surrounding states. We try to maximize the return on investment for our vendors by allowing opportunities throughout the conference to interact with attendees. Your participation increases awareness of your company and offerings for our attendees for both their current and future needs.

EXHIBITOR REGISTRATION

The partnership levels include a 6-foot table and the number of complimentary company representatives' entry into the Vendor Hall is dependent on the level of partnership. Company representatives above the number listed in the partnership level may be purchased separately.

PAYMENT

Full payment for your participation is due at the time of registration if paying by credit card. Payment by check is due within twenty-one (21) days of registration. Checks should be mailed to: Greater Atlanta Payroll Association, Attn: Statewide Vendor Chair, PO Box 421546, Atlanta, GA 30342-1546.

HOURS OF OPERATION

The Vendor Hall will be open only during the hours listed; however, we encourage all exhibitors to make appointments with prospective clients during the conference. A pre-conference and post-conference listing of all attendees is sent to all exhibiting companies. Networking is the key to success!

HALL HOURS

Thursday, October 17th 11:45 AM – 1:05 PM

Thursday, October 17th 2:15 PM – 2:45 PM

Friday, October 18th 7:30 AM – 8:15 AM

Friday, October 18th 10:30 AM – 11:00 AM

Friday, October 18th 12:00 PM – 1:30 PM

Although these are the specific times listed for vendor breaks, attendees will have full access to visit the vendor expo hall anytime during the conference. The first scheduled break is at 10 AM on Thursday, October 17th.

The Conference will be held on October 17-18, 2024 at the Fernbank Museum of Natural History (<https://www.fernbankmuseum.org/>), located at 767 Clifton Rd, Atlanta, GA 30307.

VENDOR HALL THEME

We encourage our exhibitors to get involved in the theme of the conference and the vendor hall. This year, our conference theme is: *Prehistoric Payroll: Out of the Old and Into the New*. The specific Exhibit Hall theme will be dinosaur themed with prehistoric decorations. There are many ways to include the theme in your booth design for the conference. We hope you will take advantage of using the theme.

GENERAL INFORMATION

SERVICES & EQUIPMENT PROVIDED

Exhibit booths will have a designated section with a 6ft table, two chairs.

LIGHTING & ELECTRICAL

General illumination of the Exhibit Hall is provided. Each table will have access to an electrical outlet or power strip.

OPERATING THE EXHIBITS

It is expected that all Exhibitors will conduct their business in a professional manner and will adhere to the rules of the Exhibit Hall as stipulated in this document. **Soliciting or demonstrating by an exhibitor must be confined to the exhibit booth. Printed advertisements must be distributed within the rented space.**

Aisles in front of booths must be kept clear. Objectionable sound devices will not be operated. All property destroyed or damaged by an Exhibitor must be replaced in the original condition by the Exhibitor and at the Exhibitor's expense, to the satisfaction of GA Statewide Conference and the party or parties whose property is involved.

All Exhibitors are asked to comply fully with the following:

LIABILITY & INSURANCE

Upon contracting to exhibit, the Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save GA Statewide Conference, Fernbank Museum of Natural History and their insurance agent and company, and their employees and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installations, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Georgia Statewide Conference, the Fernbank Museum of Natural History, as well as their employees and agents. In addition, Exhibitor acknowledges that Georgia Statewide Conference and the Fernbank Museum of Natural History, do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses.

VENDOR HALL SECURITY

Georgia Statewide Conference and the Fernbank Museum of Natural History will do their best to ensure that the Exhibit Hall area is secure. Security of exhibitor equipment and display materials cannot be guaranteed. Exhibitors are strongly encouraged to keep a careful watch on valuables, especially laptop computers. Exhibitors should not leave booths unattended or leave valuables in their booths during non-Vendor Hall hours.

INSTALLATION HOURS

Exhibit installation hours will be **Thursday, October 17, 2024, 7:30 to 9:00 AM**. It is the responsibility of each Exhibitor to install his or her exhibit. Crates and large packaging must be unpacked and removed from the Exhibit Hall no later than **11:00 AM on Thursday, October 17, 2024**. The Exhibit Hall will officially open to attendees on **Thursday, October 17, 2024 at 11:45 AM**. Unless otherwise arranged in advance with the Georgia Statewide Conference, any exhibit space not occupied by **9:00 AM on Thursday, October 17, 2024** may be canceled or reassigned by the Georgia Statewide Conference without refund to the Exhibitor. As we get closer to the event, email notification will be sent to the person who is listed as the booth contact person.

FREIGHT & STORAGE

Exhibitors wishing to ship items should contact the carrier of their choice directly to arrange for shipment. Shipping instructions will be provided to exhibitors.

DISMANTLEMENT OF EXHIBITS

It is the responsibility of each Exhibitor to dismantle his or her display. The exhibit space must be left free of trash and discarded exhibit materials. **Exhibits may NOT be disturbed, dismantled, or removed before 2:40 PM, Friday, October 18, 2024. Teardown begins at 2:40 PM Friday and must be completed by 4:30 PM.** All exhibit material must be dismantled and packed by 4:45 PM, Friday, October 18, 2024. If materials are to be shipped, shipping arrangements must be made by the Exhibitor in advance with the carrier of your choice.

CANCELLATIONS & REFUNDS

All cancellations and requests for refund must be submitted in writing to statewidevendor@gapayroll.org. Cancellations received before June 21, 2024, will result in the Georgia Statewide Payroll Conference retaining 25% of the initial payment. Cancellations received between June 21, 2024, and July 21, 2024, will result in the Georgia Statewide Payroll Conference retaining 50% of the initial payment. No requests for refunds will be granted after July 21, 2024.

The Georgia Statewide Payroll Conference reserves the right to resell sponsorships not paid in full, without notice or refund, after July 16, 2024. The Georgia Statewide Payroll Conference reserves the right to deny exhibit space to companies that have overdue account balances with The Georgia Statewide Payroll Conference.

In the event of cancellation of the Vendor Hall due to fire, strikes, government actions (including but not limited to actions related to domestic terrorism or war), or other causes beyond the Georgia Statewide Payroll Conference's control, we shall not be held liable for failure to hold the Conference and Vendor Hall, and will determine the amount of exhibit fees to be refunded.

Items included in the booth space rental fee will be placed in all booths automatically.

QUESTIONS & INFORMATION

The Georgia Statewide Payroll Conference invites you to visit our website at https://gapayroll.org/2024_GA_Statewide_Vendor_Info to obtain the most up-to-date information and to see which sponsorships are still available. You may reach our Vendor Chair by e-mail statewidevendor@gapayroll.org.



Event Hosted by the Greater Atlanta Payroll Association

An independent chapter of PayrollOrg