



statewidevendor@gapayroll.org

Vendor Information
for the GA Statewide Conference
Vendor Day: Thursday, September 24th
Optional Vendor Day: Friday, September 25th
Location: [Atlanta Marriott Perimeter Center](#), 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.

VENDOR 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 621, Loganville, GA 30052.

HOURS OF OPERATION

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

The Vendor Hall will be a one-day event, held on Thursday, September 24th. The day will conclude with a combined Vendor Hall Social/Happy Hour, giving you extended time to network with attendees in a relaxed, high-energy environment. Vendor drawings will be held at the end of the Social/Happy Hour.

While the official Vendor Hall is one day, vendors are welcome (but not required) to remain available to attendees on Friday, September 25th. Many vendors choose to continue conversations & schedule demos on Friday.

HALL HOURS

Thursday, September 24th 11:45 AM – 1 PM

Thursday, September 24th 3:30 PM – 4PM

Thursday, September 24th 5:15PM – 7PM

Although these are the specific times listed for vendor breaks, attendees will have full access to visit the Vendor Hall anytime during the conference. The first scheduled break is at 10:45AM on Thursday, September 24th.

The Conference will be held on September 24th & 25th at the [Atlanta Marriott Perimeter Center](#) located at 246 Perimeter Center Pkwy NE, Atlanta, GA 30346 .

VENDOR HALL THEME

We encourage our vendors to get involved in the theme of the conference and the Vendor Hall. This year, our conference theme is Payroll in Harmony. 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

Vendor booths will have a designated section with a 6ft table and two chairs.

LIGHTING & ELECTRICAL

General illumination of the Vendor Hall is provided. Each table will have access to an electrical outlet or power strip only upon request prior to the event.

OPERATING THE VENDOR BOOTHS

It is expected that all vendors will conduct their business in a professional manner and will adhere to the rules of the Vendor Hall as stipulated in this document. **Soliciting or demonstrating must be confined to the vendor 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 a vendor must be replaced in the original condition by the vendor and at the vendor's expense, to the satisfaction of GA Statewide Conference and the party or parties whose property is involved.

All Vendors are asked to comply fully with the following:

LIABILITY & INSURANCE

Upon contracting to vendor booth, the vendor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save GA Statewide Conference, Atlanta Marriott Perimeter Center 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 vendor's installations, removal, maintenance, occupancy, or use of the premises or a part thereof, excluding any such liability caused by the sole negligence of the Georgia Statewide Payroll Conference, the Atlanta Marriott Perimeter Center, as well as their employees and agents. In addition, vendor acknowledges that the Georgia Statewide Payroll Conference and the Atlanta Marriott Perimeter Center, do not maintain insurance covering the vendor's property and that it is the sole responsibility of the vendor to obtain business interruption and property damage insurance covering such losses.

VENDOR HALL SECURITY

Georgia Statewide Payroll Conference and the Atlanta Marriott Perimeter Center will do their best to ensure that the Vendor Hall area is secure. Security of vendor equipment and display materials cannot be guaranteed. Vendors are strongly encouraged to keep a careful watch on valuables, especially laptop computers. Vendors should not leave booths unattended or leave valuables in their booths during non-Vendor Hall hours.

INSTALLATION HOURS

Vendor installation hours will be **Wednesday, September 23rd from 6PM - 9PM** or **Thursday, October 16, 2025, 7:30 to 9:00 AM**. It is the responsibility of each vendor to install his or her vendor booth. Crates and large packaging must be unpacked and removed from the Vendor Hall no later than **9:30 AM on Thursday, September 24th**. The Vendor Hall will officially open to attendees on **Thursday, September 24th, at 9:30 AM**. Unless otherwise arranged in advance with the Georgia Statewide Payroll Conference, any vendor space not occupied by **9:00 AM on Thursday, September 24th**, may be canceled or reassigned by the Georgia Statewide Payroll Conference without refund to the vendor. 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

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

Packages may be shipped to the address below to arrive 48 hours before the event.

Emily Benz
C/O: Atlanta Marriott Perimeter Center
246 Perimeter Center Pkwy NE
Atlanta, Ga 30346
GA Statewide Payroll Conference - 770-778-2271

DISMANTLEMENT OF VENDORS

It is the responsibility of each vendor to dismantle his or her display. The vendor space must be left free of trash and discarded vendor materials. **Vendors may NOT be disturbed, dismantled, or removed before 7 PM, Thursday, September 24th**. If materials are to be shipped, shipping arrangements must be made by the vendor 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 July 23, 2026, will result in the Georgia Statewide Payroll Conference retaining 25% of the initial payment. Cancellations received between July 24, 2026, and August 24, 2026, will result in the Georgia Statewide Payroll Conference retaining 50% of

the initial payment. No requests for refunds will be granted after August 24, 2026.

The Georgia Statewide Payroll Conference reserves the right to resell sponsorships not paid in full, without notice or refund, after July 23, 2026. The Georgia Statewide Payroll Conference reserves the right to deny vendor 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 vendor 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/2026_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