

IGHR EXHIBITOR INFORMATION
FamilySearch.org Family History and Genealogy Expo
Sunday July 23, 2017
Expo hours Noon - 5:00 pm

University of Georgia Center for Continuing Education and Hotel
1197 S. Lumpkin Street
Athens, GA 30602

General Information:

Set up your table on Sunday, July 23, 2017 from 9:30 am – 12:00 Noon.

Be sure to check in first with IGHR Registration to get your registration materials!

Expo ends at 5:00 pm. Please plan to have information and someone at your table until that time. Plan to be finished with dismantling by 10:00 p.m. on Sunday, July 23, 2017.

Vendor Tables: **5x8 Exhibit Space/Table**

All spaces include the following amenities:

- One 3' x 6' draped and skirted table
- 2 Chairs
- 1 Table Tent Sign
- Free Wi-Fi

There are large trash and recycling containers throughout the exhibit space.

Guidelines

All vendors, exhibits, and displays must be directly related to and supportive of the Institute of Genealogy and Historical Research (IGHR) Conference, 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 area to participants attending the conference. The Georgia Center reserves the right to refuse space to any organization or activity that fails to meet the guidelines of the University of Georgia Solicitation Policy. Companies and programs in direct competition with the Georgia Center or the University of Georgia will not be accepted for exhibiting.

Any activity involving an open flame or heat is prohibited. The Georgia Center follows State of Georgia statutes which prohibit the possession of weapons (including firearms whether operable or inoperable, swords, knives with blades over 2 inches in length, etc.) on University property.

The rights to all food and beverage concessions are reserved by the Georgia Center. All food and beverage served at the Georgia Center must be purchased from the Georgia Center (with the exception of food and beverage in private hotel rooms and suites).

Parking

Parking is available in the South Campus deck adjacent to the Georgia Center. The cost is \$10.00 per day.

Unloading Your Exhibit

Please unload your exhibit at the Georgia Center's Lumpkin Street entrance which faces the South Campus Parking Deck. Use of the Georgia Center's front entrance circle for exhibit loading/unloading is not allowed.

Georgia Sales Tax

You will need to fill out and file sales tax form [FS-32 Miscellaneous Events form](#) to Georgia Department of Revenue for items you sell at the event. The County of sales is Clarke and the amount of Tax in Athens-Clarke is 7 %. This form must be mailed to the address on the tax form within three days after the event.

Receiving, Storage, and Shipping

For information, please visit <https://webapps.georgiacenter.uga.edu/vendorShipping/>

This page outlines charges and procedures shipping exhibit materials to and from the Georgia Center.

Please contact Laura W. Carter, IGHR Director if you have questions.

ighrexpo@gagensociety.org

678-439-7503 Home/Land

706-207-6874 Cell