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**VENDOR APPLICATION**

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| --- |
| Company Name |
| Primary Contact Person |
| Title of Display |
| Representative(s) in Charge of Display at Conference |
| Mailing Address |
| City | State | ZIP |
| Phone Number | Cell Phone Number | Fax Number |
| E-mail | Website URL |
| Number of Displays Needed: \_\_\_\_\_\_@ $500 each | Amount to be billed:$ |
| Vendors will be billed at the rate of $500 per display. Payment must be received no later than **October 5, 2016.** Payment can be made by check payable to **Georgia HOA Alliance** or online by credit card choosing the vendor registration option at https://gahoalliance.eventbrite.com. |
| ELECTRICAL OUTLET NEEDED? Yes\_\_\_\_\_ No\_\_\_\_\_ |
| MATERIALS TO BE DISPLAYED AT CONFERENCE (Description of products) |
| Discipline focus areas (Check all that apply)🞎 Services 🞎 Technology 🞎 Products 🞎 Government 🞎Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Target Audience: 🞎 Homeowners 🞎 HOA 🞎 Government  |
| Name of Authorized Representative | Title |
| Authorized Signature | Date |

**Selection Process** – Selection of vendor displays will be based on relevance to the theme of the conference and date of receipt of the completed Vendor Registration and Vendor Agreement Forms.

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**Rate** – The rate per display area is **$500**. All exhibit space must be paid prior to October 5th, 2016. Each vendor display is a table-top arrangement consisting of 1 (one) 6-foot draped exhibit table and two chairs.

**Exhibition Hours** - Vendors move-in will take place on Saturday morning November 5, between 6 a.m. – 7 a.m. Exhibits will be open 8:30 a.m. to 3:00 p.m. (including a lunch). Vendors will have until 3:30 p.m. on November 5th to remove all materials from the Display Area.

**Cancellation Policy** – Vendor display fee is non-refundable. A 100 percent cancellation fee will be charged for this event.

**Inquiries** – For inquiries regarding payment contact Corroll Driskell, President of GA HOA Alliance at GAHOAAlliance@gmail.com..

For other inquiries please contact:

# VENDOR AGREEMENT

**Management Rights:**

Management reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or, in general, detracts from the general character of the HOA Boot Camp Conference.

**Care of Building and Equipment:**

Vendors or their representatives must not injure or deface the walls of the building, the displays, or the equipment of the display. If such damage occurs, the exhibitor is liable to the owner of the property damaged. All materials used in the decoration must be flameproof.

**Use of Space:**

All demonstrations or other promotional material or activities must be confined to the limits of the exhibit booth.

**Security:**

The vendor is solely responsible for his/her own exhibit material and should insure against loss or damage. The GA HOA Alliance or Commissioner Marvin Arrington, Jr, are not responsible for such loss or damage. Please secure all items of value. All property of the vendor is understood to remain in his/her care, custody and control in transit to and from, and within the confines of the exhibit area.

Please return this **Vendor Registration and Agreement Form** to:

GA HOA Alliance

2200 Fairburn Rd SW

Atlanta, GA 30331

Email: GAHOAAlliance@gmail.com