



**GACE**  
**Vendor Application**

**Deadline September 10, 2026**



## Exhibitor Application Package

**Note:** THIS FORM IS FOR USE IN APPLYING TO RESERVE BOOTH SPACE AT GACE CONFERENCE. DATE OF RECEIPT OF APPLICATION BY CONFERENCE MANAGEMENT WILL AFFECT SPACE ASSIGNMENT PRIORITIES. A MINIMUM DEPOSIT OF 50% MUST ACCOMPANY THIS APPLICATION TO RESERVE YOUR BOOTH, THE REMAINING BALANCE MUST BE PAID within fifteen (15) days of the Conference. ONLY GACE REGISTERED EXHIBITORS MAY SOLICIT BUSINESS IN EXHIBIT AREAS.

**PLEASE TYPE OR PRINT Checks Should Be Made Payable to Georgia Association of Code Enforcement, Inc**

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

**Check the box:**

Per day: \$400

Entire Conference: \$700

**Elite Vendor Package: \$1,500**

All prices include: electricity, table, two chairs, small table top sign displaying company name. Vendors are encouraged to use their company table cloths/covers, and may display two signs advertising services.

The **Elite Vendor Package** includes electricity, table, two chairs, small table top sign displaying company name, website promotion, and 20 Minute Presentation time @ Vendor Meet & Greet (Thursday night).

**Meal Plan for Exhibitors can be purchased in advance by contacting Anna Lawrence; CVIOG Conference Coordinator at: [annalawrence@uga.edu](mailto:annalawrence@uga.edu)**

Number of Vendor Spaces: \_\_\_\_\_

Select Day: Tues Wed Thurs Fri **OR** Entire Conference or Elite Vendor Package

Total Amount Due: \$ \_\_\_\_\_

What kind of Products/Services will you be displaying: \_\_\_\_\_

Please print the name you want to appear on your table top sign: \_\_\_\_\_

**Deadline: September 10, 2026**

**EXHIBIT SET UP HOURS**

Tuesday, between 7:30am -11:30am

**EXHIBIT SHOW HOURS**

Wednesday, between 8:30am – 4:00pm

**EXHIBIT TEAR-DOWN HOURS**

Friday, between 10:30 am - 12:00 pm

## CREDIT CARD AUTHORIZATION

Name on Credit Card: \_\_\_\_\_ ZIP Code \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Authorized Amount to be Charge: \_\_\_\_\_

Email address to send receipt to: \_\_\_\_\_

**PLEASE NOTE:** All credit card information is shredded after cards are processed. GACE does not keep or share any credit card information on file. This is in compliance with Payment Card Industry Data Security Standards. (PCI DSS)

# **TERMS OF CONTRACT RULES AND REGULATIONS-EXHIBITOR'S INFORMATION**

## **1. TERMS OF CONTRACT**

**PAYMENTS.** If the exhibitor fails to make either of said payments at the time set forth on the face of the contract, all rights of the exhibitor herein shall cease and terminate, and any payments by an account thereof prior to said time shall be retained by Georgia Association of Code Enforcement, Inc. as liquidated damages for the breach of this agreement as aforesaid, and Georgia Association of Code Enforcement, Inc. may thereupon recall said space for resale. Payments are not refundable except as subsequently stated in this contract.

**LIABILITY.** The Georgia Association of Code Enforcement, Inc. will not be liable for any and all claims, debts, demands, liabilities, or causes of action of every kind or character, whether in law or in equity, by reason of any injury, or damage to any person or persons or damage or destruction of property or loss of use thereof, whether it be the person or property of exhibitor, its agents, or employees, or of any third persons, from any cause or causes whatsoever arising from any event or occurrence in or upon the leased space or building. Exhibitor shall indemnify and hold harmless The Georgia Association of Code Enforcement, Inc., its officers, directors, agents, employees and members against and from any and all such claims, demands, debts, liabilities, and causes of action (including attorney's fees and costs) of any persons whomsoever arising out of acts or omissions of Exhibitors, its employees and/or agents.

**TERMINATION OF CONTRACT.** This contract may be terminated by The Georgia Association of Code Enforcement, Inc. at any time on the breach of any of the terms of contract by the exhibitor, and thereupon all rights hereunder shall cease and terminate, and any payments made by the exhibitor on account hereof prior to said termination shall be retained by Georgia Association of Code Enforcement, Inc. as liquidated damages for such breach, and Georgia Association of Code Enforcement, Inc. may thereupon resell said space.

**RELEASE OF CLAIMS OR DAMAGES.** In the event that, for any reason, the show is not held as proposed, the Exhibitor shall receive a refund of any amounts paid on exhibit space, less reasonable deductions for overhead expenses incurred by Georgia Association of Code Enforcement, Inc. This refund shall release all claims or damages against GACE.

**SUBLETTING.** Subletting or donation of space, partially or in its entirety, is not permissible without the written consent of the Conference Manager at least three (3) days prior to the opening of the Conference.

**INSURANCE.** Exhibitors shall furnish their own general liability insurance. Proof of such insurance shall be submitted to the Conference Manager at time of execution of this contract. Such insurance shall have a loss limit of at least one million dollars per occurrence.

**CANCELLATION POLICY.** Written notification is required for cancellation. Any cancellation received within ten (10) days of conference date, will be refunded in full minus a \$50.00 cancellation fee. There will be no refunds made for cancellation received after the deadline. The date of the postmark will be the effective date of receipt of the notice of cancellation for purposes of refunds.

**BUILDING RULES AND CITY ORDINANCES.** The Exhibitor agrees to obey all rules of the Exhibition Hall which may now be in existence or which hereafter may be made, and to abide by the rules and regulations of the local Departments of Buildings and Inspections, Fire, Police, Public Works and Health and such other Departments whose duties embrace regulations of exhibits, etc.

**GENERAL.** The management of The Georgia Association of Code Enforcement, Inc.. reserves the right to decline or prohibit any exhibit or portions thereof, and to permit only such matters or conduct as shall be approved by it. Show management reserves the right to make location/space changes with no advance notice to the exhibitor that will, in the opinion of show management, be of benefit to the show.

**AMERICANS WITH DISABILITY ACT (ADA).** Exhibitor is responsible for ensuring that exhibitor's booth, space and exhibit complies with the ADA. Exhibitors shall immediately notify Exhibit Manager in writing any Expo attendee requesting accommodation or complaining of inaccessible exhibits or facilities. If Exhibitor or any of Exhibitor's agents or employees working on the Trade Show or Exhibitor's behalf are a "disabled individual" as defined by the ADA and require reasonable accommodations to participate in the Trade Show, the Exhibitor shall inform the Exhibit Manager of the covered disability and need for accommodations in writing at least seven business days prior to the time and date scheduled for exhibit installation.

## **11. RULES AND REGULATIONS**

**OPENING AND CLOSING DATE.** Booths will be ready to install exhibits on the date and times specified in the show exhibitor's kit. Exhibits must be completely installed by the date and times specified in the show exhibitor's kit and remain open for display to the general public during all dates and inclusive times the show is open to the public as listed in the show exhibitor's kit until the final closing time.

No exhibit may be dismantled prior to the final closing time shown in the show exhibitor's kit without written permission of The Georgia Association of Code Enforcement, Inc. Exhibits shall be dismantled immediately following the show closing your chosen day.

**DECORATION OF BOOTHS.** No booth structure, material or sign may extend more than 8 feet in height on the back line, nor exceed an 8-foot height from the back line 3 feet up the booth side to the aisle. Exhibitors' decorations may not obstruct other displays or project into aisles. All decorations must have been flame proofed and pass inspection by all designated authorities of the local jurisdiction. No cut evergreens can be used for decorative purposes unless fireproofed. All electrical use in the exhibit area must comply with the OSHA national electrical code.

**USE OF SPACE.** All sales, taking of orders for future delivery, conferences, lectures, displays and distribution of literature will be limited exclusively to GACE Exhibitors and must be conducted in a dignified manner within the confines of leased space. No noise making devices or public address systems shall be allowed without specific approval of show management.

**CARE OF SPACE.** Exhibitors shall care for and keep in good order space occupied by them and surrender such space at the close of the show in the same condition as it was when first occupied by the exhibitor. If the space occupied is damaged by the participants, his employees, patrons or guests, he shall be liable to pay such claims as are necessary to restore the space to its original condition.

**CHARACTER OF EXHIBITS.** The Georgia Association of Code Enforcement, Inc reserves the right to decline or prohibit any exhibit, part of an exhibit, or prohibit or restrict any activity or conduct within the exhibition area which in the opinion of the Association's Executive Director or Exhibit Manager is not suitable or appropriate or is detrimental to the Association, its member or other exhibitors.

The decision of the show management must be accepted as final in any dispute between exhibitors or any situation not covered by these rules and regulations.



## Georgia Association of Code Enforcement

**Spring Conference**

**Fall Conference**

**Please indicate which  
conference your vendor  
application applies to  
when remitting payment.**

Remit payment and application  
to:

**Treasurer: Cassandra Jones**

**5955 Hwy 18**

**Concord GA 30206**

**[cdsharpe2021@gmail.com](mailto:cdsharpe2021@gmail.com)**

The Georgia Association of Code Enforcement (GACE) is a Professional Organization dedicated to establishing responsible Code Enforcement throughout local Governments in Georgia and professional development of its members. The GACE Code Enforcement Officer Certificate Program is sponsored by GACE in cooperation with the Association of County Commissioners of Georgia, Georgia Municipal Association.

The CEOCP is administered by the University of Georgia's Carl Vinson Institute of Government. The program is designed to enhance the knowledge and skills of those persons responsible for enforcement of City, County and State Codes in Georgia.

The purpose of GACE shall be to study and advance the science and practice of Code enforcement, to further the interests of the profession, and to promote professionalism, fellowship, education, and communication among its members.

### **GACE Board of Directors**

President: M. Angel Gray- [angelgray5717@gmail.com](mailto:angelgray5717@gmail.com)

1st Vice President: Russell Moody- [colquittcode@yahoo.com](mailto:colquittcode@yahoo.com)

2nd Vice President: Joyce Depp- [jdepp@cityofbrunswick-ga.gov](mailto:jdepp@cityofbrunswick-ga.gov)

3rd Vice President: James- [jlemoine@peachtreecornersga.gov](mailto:jlemoine@peachtreecornersga.gov)

Sgt. at Arms:

Treasurer: Cassandra Jones- [cdsharpe2021@gmail.com](mailto:cdsharpe2021@gmail.com)

Secretary: Pam Nickles- [pnickles@harlemga.org](mailto:pnickles@harlemga.org)