

makingHISTORY

2014 GEORGIA YEARBOOK EXPO

MONDAY, JULY 14

4 - 5 PM Room Check-in & Registration
5 - 10 PM Opening, Dinner, Theme Planning

If you'd like to enjoy the park before 4 PM, you may store your luggage for free starting at 10 AM.

TUESDAY, JULY 15

7 AM - 6 PM Breakfast, Class, Lunch, Class, Dinner

The evening is open to work on your theme and enjoy the park. If you want to go to the free Laser Show, free hotel shuttles will take you.

WEDNESDAY, JULY 16

7 - 11 AM Breakfast, Classes, Closing
11:30 AM Room Check-out

You may store your luggage for free to enjoy the park on Wednesday before you head home.

COST

Tuition for Advisers & Students \$250

The tuition includes gate entrance to Stone Mountain Park, parking, the Laser Show, workshop attendance, workshop materials, meals, and snacks on Tuesday during classes.

Lodging \$131 per room/night plus tax

You must add 15% tax unless you submit all Georgia State mandated tax-exempt paperwork.

BY JUNE 1 REGISTER VIA EMAIL

1. Go to www.GeorgiaYearbookExpo.com.
2. Complete the electronic PDF registration forms.
3. Save them and email them to us by June 1.

Upon receiving registration, we will email an invoice.

BY JUNE 1 FAX TAX EXEMPT REQUEST

1. Fill out the cover sheet.
2. Fax the cover sheet with tax exempt paperwork.
3. Wait to hear back from the hotel. They will reply to either confirm your exemption in part or in full or to request needed paperwork.

BY JUNE 15 MAIL PAYMENT

1. Check for tuition to Georgia Yearbook EXPO
2. Credit card authorization form for lodging

Upon receiving payment, we will email a receipt.

WHAT TO BRING

EACH SCHOOL: A laptop if you want to work on your book electronically, and a copy of last year's book/ladder. If you want to cut/paste your theme package, please bring supplies.

EACH STUDENT: The official signed release form, casual clothes with ability to layer.

QUESTIONS?

Gwen 678.907.1891 • Gwen@SpeakingYearbook.com

GEORGIA
YEARBOOK **EXPO**
JULY 14 -16, 2014 • ATLANTA EVERGREEN MARRIOTT RESORT

FAX COVER SHEET

CREDIT CARD AUTHORIZATION FORM & TAX EXEMPT PAPERWORK

FAX TO 770.465.3257

ATTENTION MICHELLE WILCOX

To submit your Credit Card Authorization Form and to request tax exempt status for lodging, fax this sheet and the documents to Michelle Wilcox at the hotel.

If you are planning to pay by check, wait for confirmation from Michelle prior to calculating your total due for lodging. She will let you know via email or phone using the contact info below if you need additional paperwork or if you do not qualify for tax exempt status.

SCHOOL INFO

School Name: _____

School Address: _____

Name of Person to Contact Regarding Tax Exempt Status: _____

Phone Number for Person to Contact: _____

Email for Person to Contact: _____

FAX INFO

Documents in this Fax: _____

TAX EXEMPT INFO

The hotel is required to collect 7% sales tax and 8% occupancy tax on all sleeping room revenue. If you do not present the correct and complete paperwork required by the State of Georgia, the hotel is required to charge tax. If you have questions, call Michelle Wilcox at the hotel at 770.879.9900.

In order to waive taxes, Georgia law requires the following criteria to be met:

1. Rooms must be paid for using school funds (school check, school-issued purchasing card, etc.). The use of personal checks, cashier checks, personal credit cards, or cash does not qualify for exemption.
2. For public schools to be exempt from 7% sales tax payment must be accompanied by a completed Sales and Use Tax - Certificate of Exemption from the State of Georgia (form ST-5). For private schools to be exempt from 7% sales tax payment must be accompanied by a Letter of Authorization, granting exemption, signed by the director of the State of Georgia Department of Revenue, on government letterhead with the official Georgia state seal.
3. To be exempt from 8% occupancy tax payment must be accompanied by a completed State of Georgia Certificate of Exemption Local Hotel/Motel Excise Tax form.

If you do not present the paperwork required by the State of Georgia, the Atlanta Evergreen Marriott Resort is required by law to charge tax. If you have questions, contact Michelle Wilcox at 770.879.9900.

GEORGIA YEARBOOK EXPO CREDIT CARD AUTHORIZATION

If you would like to pay by check, you are welcome to do so, but you are required to submit a Group Credit/Debit Card Authorization form to reserve rooms. When you arrive, you can change the method of payment. Keep in mind that one of the requirements for qualifying for tax exempt status is that rooms must be paid for using school funds (school check, school-issued purchasing card, etc.). The use of personal checks, cashier checks, personal credit cards, or cash does not qualify for tax exemption.



Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Fax this form to Michelle Wilcox at 770.465.3257

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

Other: _____

I certify that all information is complete and accurate. I hereby authorize **Evergreen Conference Center** to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____