

2023 SCSAE Trade Show: Monday, January 30, 2023

3:30 - 6:00 p.m.

Ballroom, Columbia Metropolitan Convention Center, Columbia, SC

Show Theme: Let your business... GROW!**Important Trade Show Information**

SCSAE will continue to operate without the block option in order to focus on individual properties and what makes you unique. Each property will have a 10'x10' exhibit booth, but feel free to coordinate with other properties in your area as your booths will be on the same "street."

Cost of Booth Space**	Member	Non-Member
Regular Booth	\$475	\$675*
Price increases after 11/1/22	\$575	\$775*
Premium Booth	\$575	\$775*
Price increases after 11/1/22	\$675	\$875*
<i>Premium booths are end cap booths on each row.</i>		
Palmetto Partners Regular Booth	Included in sponsorship	
Table Top Exhibit	\$150	\$350*

(Table Top exhibits are not available to hotel properties with 50 or more hotel rooms)

Tentative Schedule**Monday, January 30, 2023**

9:30 a.m. - 3:30 p.m.	Exhibitor Setup
3:30 p.m.	Trade Show Opens
5:00 p.m.	Door Prize Drawings Start
5:45 p.m.	SCSAE Trade Show Awards
6:00 p.m.	Trade Show Ends
6:00 p.m. until	Exhibitor Breakdown

*Non-member fees include SCSAE membership.

All SCSAE member exhibitors who participated in the 2022 Trade Show are eligible for a discounted booth rate of \$425 if **registered AND paid by November 1, 2022**. After November 1, the price increases to the current member rate of \$575.

**Exhibit fees include 10' x 10' booth, sign bearing name of the exhibitor and booth number, one six-foot skirted table or draped high top table, and 2 chairs. The Ballroom at the Columbia Metropolitan Convention Center (CMCC) is carpeted so you will not need to purchase carpeting. Arrangements for booth materials may be made through PRX, electricity will be coordinated directly with the CMCC. Following receipt of paid contract, exhibitors will receive information from PRX and the CMCC.

Booth Configurations

Standard booth: 10' x 10' in a straight line and may not exceed 8' in rear height

Wall booth: Any booth with a height above 8' will only be allowed adjacent to the perimeter permanent walls.

Height restriction: Height is restricted to 8', including balloons used as decorations, with the exception listed above.

***Height restriction at aisles for all booths is 4 feet.**

Sound Devices: Must be approved in advance by Trade Show Committee.

Contract Deadlines

The early bird deadline ends November 1, 2022, so please be sure and send in your contract today! Booth space will be assigned on a first-come, first-served basis. SCSAE reserves the right to adjust the booth layout as needed. Cancellations received before December 30, 2022, will receive a 50% refund and must be received in writing. **NO** refunds will be issued after December 30, 2022, unless SCSAE is able to resell the space.

Door Prizes & Contests

If you would like to donate a show prize to be given out during the trade show, please note that on your contract. Exhibitors are also encouraged to offer booth prizes for attendees.

Please note: Individual booth prizes will not be announced by SCSAE, but you may post your winner on the SCSAE information board near the stage.

Door prizes will be drawn throughout the trade show starting at 4:30 p.m.

Awards will be given for Best Booth and Best Food Item so please be sure to decorate and get creative with your display!

Food & Beverage

Exhibitors are strongly encouraged and allowed to serve food in their booths and SCSAE will award prizes for best food item. Food items may not be larger than a **1-2 oz single serving size**.

Please Note: Exhibitors will not be allowed to serve alcoholic beverages from their booths.

1. Reservation for space: The trade show will be a planned layout designed to mimic the southeastern region. Group blocks are not able to be purchased this year, however, SCSAE will group exhibitors by region. SCSAE reserves the right to adjust the layout of the show if necessary. The early bird deadline is October 1, 2022.

2. Payment and cancellation policy: Exhibit fees must be paid in full with signed contract. Cancellations received before December 30, 2022, will receive a 50% refund and must be received in writing. NO refunds will be issued after December 30, 2022, unless SCSAE is able to resell your space.

3. Liability: The exhibitor agrees to protect, save, and keep the SC Society of Association Executives, the Columbia Metropolitan Convention Center and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of the Columbia Metropolitan Convention Center. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests.

The SC Society of Association Executives and the Columbia Metropolitan Convention Center any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the SC Society of Association Executives, their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons. Please have your insurance agent or company provide proof of general liability coverage by issuing a certificate of insurance and naming SC Society of Association Executives (SCSAE) as an Additional Insured. Liability limits shall be at least \$1,000,000. A certificate of insurance must be in the SCSAE office on or prior to January 15, 2023, for each exhibit booth.

4. Booth dimensions and limitations: Standard booths (10' x 10' in a straight line) may not exceed 8' in rear height. Dividers may not exceed one half of depth of booth (from rear to front) at 8' height. Remaining divider may not exceed 4' in height. Full use of exhibit floor is permitted.

Height is restricted to 8' including balloons used as decorations. Booths above 8' will only be allowed if the exhibitor is in a booth space that is adjacent to the back, permanent wall. Backdrops may not be removed from booths located in the center of a row.

Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. In addition, no signs, banners or archways over the aisles will be permitted.

CVB exhibitors will be placed on the back wall of the exhibit hall. Booth sizes are (20' x 10').

5. Exhibit set-up hours: 8:00 a.m. - 3:00 p.m., Monday, January 30, 2023. **All booths must be setup by 3:00 p.m. for judging.**

6. Trade Show hours: 3:30 - 6:00 p.m., Monday, January 30, 2023. Awards presentation will be held at 6:00 p.m. Awards will be given for Best Booth and Best Food Item. Criteria: visual presentation, use of theme, originality, audience appeal, personnel enthusiasm and effort.

7. Dismantling Hours: Displays must not be dismantled until the close of the Trade Show (6:00 p.m.) on Monday, January 30. All exhibits must be dismantled and removed from the exhibit area that evening.

8. Prohibitions: No gas or electrical cooking will be allowed in the booth. Exhibitors must confine their activities to their booth or block space. Exhibitors are prohibited from subletting booth space in any way.

9. Booth Sharing: Booths will be limited to two representatives from the same property. Additional representatives from the same property will be required to pay a \$50 registration fee.

10. Attendees: SCSAE Regular members, meeting planners and other qualified personnel are invited to the show. Exhibitors are encouraged to invite their clients and other parties who will benefit from the Trade Show. Please be sure to notify SCSAE of any guests attending the show. **SCSAE Associate members not exhibiting are not permitted to attend the show.**

11. Amendment to Regulations: All matters and questions not covered by these regulations are subject to the decision of SCSAE. The SCSAE shall have sole authority to promulgate, interpret and enforce all rules and regulations, and to make any amendments necessary for the orderly conduct of the Trade Show.