



TRADE SHOW GENERAL INFORMATION/RULES & REGULATIONS 2017 SC Engineering Conference & Trade Show

GENERAL INFORMATION

Event Dates and Place

June 8-11, 2017
Hilton Myrtle Beach Resort
10000 Beach Club Drive
Myrtle Beach, SC

Schedule

June 8 – 10:00 AM – 12:00 NOON – Exhibitor Setup
June 8 – 12:00 NOON – 6:00 PM – Trade Show Hours
June 8 – 5:00 PM – 6:00 PM Trade Show Reception
June 9 – 8:00 AM – 4:00 PM – Trade Show Hours

Exhibitor Fees include the Trade Show reception on Thursday and lunch on Friday for up to 2 people. One person per booth is allowed to attend the educational sessions on Thursday and Friday.

***Exhibit fees include 8' x 5' booth; one six-foot skirted table, and two chairs. There will be an additional charge for booths exceeding 8'x 5'.**

Upon receipt of your sponsorship/exhibit booth registration form, electric and internet be forwarded to you.

Sound Devices: Not allowed due to educational sessions in progress during trade show hours.

Door Prizes

If you wish 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.

Trade Show Contact

Elaine Mikell
PO BOX 11937
Columbia, SC 29211
Telephone (803) 771-4271; Fax (803) 771-4272
Email: info@scengineeringconference.org

Hotel Information

Hilton Myrtle Beach Resort
10000 Beach Club Drive
Myrtle Beach, SC 29572
Telephone: 800-876-0010, Group code is SCE
www.hilton.com/en/hi/groups/personalized/M/MYRBHHH-SCE-20170607/index.jhtml?WT.mc_id=POG

RULES & REGULATIONS

- 1. Reservation for space:** Booths will be assigned as sponsors first then on a first-come, first-serve basis for exhibitors.
- 2. Payment and cancellation policy:** Exhibit fees must be paid in full with signed contract. Cancellations received before May 19, 2017 will receive a 50% refund and must be in writing. NO refunds after May 19, 2017.
- 3. For signage at the conference,** email your company logo in high resolution JPEG format to: info@scengineeringconference.org
- 4. Liability:** The exhibitor agrees to protect, save, and keep the SC Engineering Conference, Embassy Suites Charleston Area 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 Embassy Suites Charleston Area 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 Engineering Conference and Embassy Suites Charleston Area 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.

5. 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 Engineering Conference and Embassy Suites Charleston Area Convention Center, 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 Engineering Conference as an Additional Insured. Liability limits shall be at least \$1,000,000. A certificate of insurance must be in the conference headquarters on or prior to **June 1, 2016** for each exhibit booth.
6. **Booth dimensions and limitations:** Standard booths (8' x 5'). Dividers may not exceed one half of depth of booth (from rear to front). Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. No signs, banners or archways over the aisles will be permitted
7. **Exhibit set-up hours:** 10:00a.m. – NOON Thursday, June 8, 2017. **All booths must be setup by NOON AND MUST HAVE A REPRESENTATIVE IN PLACE.**
8. **Trade Show hours:** NOON – 6:00 p.m. Thursday, June 8, 2017 and 8:00 a.m. – 4:00 p.m. Friday, June 9, 2017.
9. **Dismantling Hours: Displays must not be dismantled until the close of the Trade Show (4:00 p.m. June 9, 2017).**
All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. June 24, 2016.
10. **Prohibitions:** No gas or electrical cooking will be allowed in the booth. Exhibitors must confine their activities to their booth space. Exhibitors are prohibited from subletting booth space in any way.
11. **Booth Sharing:** Booth sharing by multiple companies is not allowed. Booths will be limited to two representatives from the same company. Additional representatives from the same company will be required to pay a \$100 exhibitor fee per person, plus pay for any events in which they participate.
12. **Attendees:** ACEC-SC, ASCE-SC and SCSPE members as well as other registered engineers. Exhibitors are encouraged to invite their clients and other parties who will benefit from the conference.
13. **Amendment to Regulations:** All matters and questions not covered by these regulations are subject to the decision of SC Engineering Conference. The conference 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.
14. **Electricity/Internet/AV FORMS WILL BE SENT WHEN REGISTRATION FORMS ARE RECEIVED BY SC ENGINEERING CONFERENCE OFFICE**
15. **Shipping And Receiving: This information will be sent when registration forms are received by SC Engineering Conference Office.**