



1411 Gervais Street, P.O. Box 12109  
Columbia, SC 29211  
tel: 803.799.9574  
fax: 803.933.1299  
www.masc.sc

Advocacy. Service. Innovation.

To: Interested Exhibitors

From: Scott Slatton and Jeff Shacker  
Municipal Association of SC

Date: August 14, 2017

Subject: 2017 Joint Academy of the S.C. Municipal Finance Officers, Clerks and Treasurers Association and the S.C. Business Licensing Officials Association

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The South Carolina Municipal Finance Officers, Clerks and Treasurers Association and the South Carolina Business Licensing Officials Association, affiliates of the Municipal Association of SC, invite you to participate as an exhibitor at our 2017 Joint Academy. The Joint Academy is an excellent opportunity to meet key municipal officials representing South Carolina cities and towns.

**October 17-20, 2017**  
**Spartanburg Marriott**  
**299 North Church Street**  
**Spartanburg, SC 29306**

MFOCTA offers training programs throughout the year covering the wide range of responsibilities of finance officers, clerks and treasurers. For more information, visit [www.masc.sc](http://www.masc.sc) (keyword: MFOCTA). BLOA helps members remedy the problems associated with administering and enforcing the local business and professional license tax. For more information, visit [www.masc.sc](http://www.masc.sc) (keyword: BLOA).

The board of directors of each association understands the importance of exhibitor interaction with association members and has provided several opportunities during the Academy for that interaction.

- Exhibitor Reception  
Exhibitors host the Academy's attendees for a reception on Wednesday evening.
- Exhibitor Breakfast  
Thursday's sessions are preceded by a full breakfast hosted by the Academy's exhibitors. This well-attended event provides exhibitors with a second opportunity to visit with the attendees as a group. Exhibitors customarily bring a door prize to give away at the breakfast.

If your company would like to provide a door prize, indicate that on the attached contract.

We hope you will accept our invitation to join us in October at this important meeting and help attendees learn more about your company.

Enclosed is an exhibitor contract for your consideration. Completed forms and payments are due by **Friday, September 29**.

Contact Elizabeth Copeland at 803.933.1257 or [ecopeland@masc.sc](mailto:ecopeland@masc.sc) with any questions regarding this opportunity. We thank you for your interest and hope to see you in Spartanburg.

**Upcoming Exhibitor Opportunities:**

2018 IIMC Region III Meeting  
February 21-23, 2018  
Hyatt Regency Greenville

2018 BLOA/MFOCTA Joint Academy  
October 23-26, 2018  
North Charleston Marriott

## Exhibitor Contract for Space

### Benefits of Exhibiting

- Exhibit participation for two representatives
- Discounted rate of \$100 for each additional representative
- 6 ft. skirted table
- Company name listed in program
- Copy of attendee roster
- Networking opportunities

**Business Name** \_\_\_\_\_

Preferred mailing address \_\_\_\_\_

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

Person completing form \_\_\_\_\_

### Event Contact

Name \_\_\_\_\_

Birth month/day \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_ This is your registration number for all Association events  
and your user name for the Municipal Association website.

Title \_\_\_\_\_ Preferred phone \_\_\_\_\_  
Type:  Business  Mobile

Email address \_\_\_\_\_

### Additional Representative

Name \_\_\_\_\_

Birth month/day \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_ This is your registration number for all Association events  
and your user name for the Municipal Association website.

Title \_\_\_\_\_ Preferred phone \_\_\_\_\_  
Type:  Business  Mobile

Email address \_\_\_\_\_

### Door Prize

Will you provide a door prize? Yes \_\_\_\_\_ No \_\_\_\_\_

### Electricity

Will you need electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

### Payment Information

Number of Exhibit Spaces (includes 2 representatives) \_\_\_\_\_ x \$500 \_\_\_\_\_

Number of Additional Representatives (# over 2 representatives) \_\_\_\_\_ x \$100 \_\_\_\_\_

Total Payment \_\_\_\_\_

Check/Money Order

Credit Card (Visa or MasterCard)

For security purposes, the Municipal Association of SC does not accept credit card information via phone, fax or email. If  
you would like to pay by credit card, please select the option above and return the contract to Elizabeth Copeland at  
ecopeland@masc.sc. She will send a secure payment link and instructions via email.

**Complete this form and sign the bottom of the second page. Return with payment to**

Municipal Association of South Carolina

Attn: MFOCTA/BLOA

PO Box 12220, Columbia, SC 29211

**Deadline: Friday, September 29, 2017**

## EXHIBITOR CONTRACT FOR SPACE

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This reservation for exhibit space is subject to acceptance by the Municipal Association of South Carolina (hereafter referred to as the Association) *on or before Friday, October 7, 2017*, and upon such acceptance will constitute a contract to use the space assigned

1. **Cost to Exhibit:** \$500 for exhibit space with up to two representatives. Additional representatives may attend for \$100 each.
2. **Character of Exhibits.** The Association reserves the right to decline or prohibit any exhibit or part of an exhibit or restrict any activity or conduct within the exhibition area(s) which in its opinion is not suitable. No exhibitor will be allowed to play music in the exhibit area.
3. **Payment for Space.** The Association must receive payment and executed contract *on or before Friday, September 29, 2017*. No cancellation or refund will be made after that date.
4. **Subletting of Space.** No exhibitor shall assign, sublet, or apportion the whole or any part of the space purchased or permit any other party to exhibit therein without written permission from the Association.
5. **Installation and Dismantling.** Exhibits may be installed between 2 - 5 p.m. on Wednesday, October 18, 2017. **Exhibit area must be cleared by 10 a.m. on Thursday, October 19, 2017.** The Association will not accept or sign for any deliveries. A company representative must be present when freight is delivered. Exhibitors are to consult with the venue for electrical and wireless needs.
6. **Liability.** The Association and/or the Spartanburg Marriott will not be responsible for the safety of exhibits from theft, damage by fire or other causes. The exhibitor hereby acknowledges that the Association and/or the Spartanburg Marriott shall have no liability hereunder and the exhibitor shall indemnify, save and hold harmless the Association, its officers, agents and employees from and against any and all loss, liabilities, judgments and damages, and all costs, fees and expenses related thereto, arising directly or indirectly out of or in any way connected with this exhibitor contract for space.
7. **Equipment and Supplies.** The Association will furnish each exhibitor with a table and tablecloth.
8. **Exhibitor Schedule.** *Exhibit Showcase opens on Wednesday, October 18, 2017, from 4:30 - 5:30 p.m. and Thursday, October 19, 2017, from 7:30 – 8:45 a.m.* Exhibitors will have an opportunity to introduce themselves to attendees and present their products/services. (**Note:** Attendees must get vendor cards signed by each exhibitor to be eligible for door prize drawings. Each exhibitor will have the opportunity to draw for winners from these cards. The Association will supply the vendor cards.)
9. **Door Prizes.** We encourage exhibitors to bring an item for the door prize drawing at the end of the Exhibitor Breakfast on Thursday, October 19, 2017.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_