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Advocacy. Service. Innovation.

To: Interested Exhibitors

From: Jeff Shacker
Municipal Association of SC

Date: November 1, 2017

Subject: 2018 International Institute of Municipal Clerks Region III Meeting/SC Municipal Finance Officers, Clerks and Treasurers Spring Academy

The South Carolina Municipal Finance Officers, Clerks and Treasurers Association, an affiliate of the Municipal Association of SC, invites you to participate as an exhibitor at the 2018 International Institute of Municipal Clerks Region III Meeting, which MFOCTA is hosting in 2018. The IIMC Region III meeting is an excellent opportunity to meet key municipal officials representing cities and towns across the Southeast. Additionally, the conference will serve as the annual spring meeting of the South Carolina Municipal Finance Officers, Clerks and Treasurers Association.

February 21 - 23, 2018
Hyatt Regency Greenville
220 North Main Street
Greenville, SC 29601

IIMC and MFOCTA offer training programs throughout the year covering the wide range of responsibilities of municipal clerks, and in the case of MFOCTA, municipal finance officers and treasurers as well. For more information, visit www.iimc.com and www.masc.sc (keyword: MFOCTA).

The board of directors of MFOCTA understands the importance of exhibitor interaction with association members and has provided several opportunities during the IIMC Region III meeting for that interaction.

- **Exhibitor Reception**
Exhibitors host the meeting attendees for a reception on Thursday evening.
- **Exhibitor Breakfast**
Friday's sessions are preceded by a full breakfast hosted by the meeting'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 end of the breakfast.

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

We have enclosed an exhibitor contract for your consideration. Completed forms and payments are due by **Friday, February 9, 2018**.

Contact Margie Wingard at 803.933.1276 or mwingard@masc.sc with any questions regarding this opportunity. We thank you for your interest and hope to see you in Greenville.

Upcoming Exhibitor Opportunity:

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
- Company information listed on app
- 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 Margie Wingard at mwingard@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 / IIMC Region III Meeting
PO Box 12220, Columbia, SC 29211
Deadline: Friday, February 9, 2018

EXHIBITOR CONTRACT FOR SPACE

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, February 9, 2018* 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, February 9*. 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 2:00 – 4:30 p.m. on Thursday, February 22. Exhibit area must be cleared by 10 a.m. on Friday, February 23. 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 Hyatt Regency Greenville 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 Hyatt Regency Greenville 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 Thursday, February 22 from 5:00 – 6:00 p.m. and Friday, February 23 from 8:00 – 9:15 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 Friday, February 23.

Printed Name _____

Signature _____

Date _____