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Advocacy. Service. Innovation.

To: Annual Meeting Potential Exhibitors
From: Ken Ivey, Conference Manager
Date: Friday, March 17, 2017
Subject: 2017 Municipal Association of SC Annual Meeting

The Municipal Association of South Carolina invites you to participate in the 2017 Annual Meeting Exhibitor Showcase.

The meeting will be held at the Marriott Resort and Spa on Hilton Head Island on July 20-23, 2017. The hotel is located at One Hotel Circle, Hilton Head Island, SC 29928.

Booth space is limited and assigned on a first come /first served basis, with the exception of the Association's current Platinum, Gold and Silver Patrons. These patrons are guaranteed exhibit space if payment and a signed contract is returned by May 9.

Enclosed is the Exhibitor Contract for Space. Completed contracts and payments are due by **May 9**.

By May 12, we will email a countersigned copy of the contract along with a floorplan of the exhibit hall if your company has received a booth space.

Exhibitors are not allowed to reserve rooms in the Association's room block at the Marriott Hotel or any of the overflow hotels until municipal officials have registered.

A limited number of rooms have been reserved for exhibitors at the Hampton Inn located at One Dillon Road- 4.6 miles from the host hotel. Reservations can be made by calling 843.681.7900. The rate is \$189 + tax per night. Ask for the MASC Annual Meeting room block when making your reservation to receive the discounted rate. Rooms are available in the block for the nights of July 20, 21, 22. The deadline to reserve a room is June 20.

**Municipal Association of South Carolina
2017 Annual Meeting Exhibitor Contract for Space**

**Saturday, July 22, 2017
9 a.m. - 2 p.m.**

**Marriott Resort Hilton Head Island
One Hotel Circle
Hilton Head Island, SC 29928**

Organization Name _____
This is how your company will be listed in the program and on signage.

Product/Service/Industry _____

Address _____

City _____ State _____ Zip _____

Two company representatives may occupy the booth. MASC will make name badges for the booth personnel. Please list them below. If accepted, this contract registers the names below for the meeting. Online registrations cannot be refunded (even for duplicated registrations made in error).

Primary Contact

Name _____

Title _____ Phone _____

Email Address _____

Additional Representative

Name _____

Title _____ Phone _____

Email Address _____

Payment Information

One Exhibit Booth: \$ 850

Payment must be made by check. Credit cards will not be accepted.

Complete this form, sign on the reverse side and mail with a check for payment to:

Municipal Association of SC
PO Box 12220
Columbia, SC 29211

Name and contact phone information for person completing this form:

Name

Phone number /email address

Deadline: Friday, May 9, 2017

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), and upon such acceptance will constitute a contract to use the space assigned.

Cost to Exhibit: \$850

Fee does not include ticketed events. They may be purchased by contacting Christine Sumter (803.933.1205 or csumter@masc.sc) beginning June 7. Availability for ticketed events is limited.

Exhibit Schedule: Exhibit Showcase opens on Saturday, July 22 from 9 a.m. - 2 p.m. Booths must be staffed at all times. No more than two exhibit staff can be present in booth at any time. **Any company that fails to adhere to this policy will not be allowed to exhibit at future meetings.**

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. No food may be prepared in the exhibit booth (including popcorn).

Payment for Space: Payment by company check and signed contract must be received by the Association on or before **May 9, 2017**. The Association's Platinum, Gold and Silver Patrons receive first priority for exhibit space.

Cancellation: No cancellation or refund for any reason will be made after **May 9, 2017**.

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.

Installation and Dismantling: Exhibits may be installed between the hours of 5 - 6 p.m. on Friday, July 21 and 7 - 9 a.m. on Saturday, July 22. All exhibits must be removed by 3:30 p.m. on Saturday, July 22. Exhibitors may not break down prior to 2 p.m. **Any company that fails to adhere to this policy will not be allowed to exhibit at future meetings.** A company representative must be present when freight is delivered. The Association will not accept or sign for any deliveries.

Liability: The Association and/or the Hotel 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 Hotel shall have no liability hereunder and the exhibitor shall indemnify, save and hold harmless the Association, its officers, directors, agents employees and members 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 contract for space.

Equipment and Supplies: The Association will furnish each exhibitor with an 8 x 10 pipe and drape space with a 6-foot table, two chairs and tablecloth. Electricity will be provided at each booth. The Association will not provide Internet access. If your booth requires Internet access, please contact the hotel. Your organization will be responsible for any charges incurred for Internet access through the hotel.

Door Prizes: Exhibitors may give door prizes; however, the Association will not be responsible for door prize drawings or delivery of door prizes.

Company Name _____

Company Representative Signature _____ Date _____

Printed Name _____

Accepted by Municipal Association _____ Date _____