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Advocacy. Service. Innovation.

To: Interested Exhibitors
From: Elizabeth Copeland
Municipal Association of SC
Date: March 5, 2021
Subject: 2021 Building Officials Association of SC Annual Conference

The Building Officials Association of SC, an affiliate of the Municipal Association of SC, invites you to participate as an exhibitor at our 2021 Annual Conference. The Annual Conference is an excellent opportunity to meet key municipal officials representing South Carolina's cities and towns.

Here are the conference details:

May 2 – 5, 2021
Embassy Suites Kington Plantation
9800 Queensway Blvd.
Myrtle Beach, SC 29572
800.876.0010, Option 2
Use the SRP code "BUO" to receive the hotel group rate

BOASC offers training on solving the challenges of administering and enforcing building and related codes. For more information, visit www.masc.sc (keyword: BOASC).

Attached is the Exhibitor Contract for Space. Completed forms and payment are due by **Friday, April 16**. If your company would like to be a meeting sponsor or provide a door prize, indicate that on the attached contract. We will use meeting sponsorships to help cover the costs of the meeting, and will list the sponsor names in the meeting program.

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

Contact Christine Sumter at 803.933.1208 or csumter@masc.sc with any questions about this opportunity.

Exhibitor Contract for Space

Benefits of Exhibiting

- Exhibit participation for two representatives.
- Company name listed in program
- Copy of attendee roster
- Networking opportunities

Business Name _____

Preferred mailing address _____

City _____ State _____ ZIP _____

Person completing form _____

Exhibit Representative

Name _____

Birth month/day _____ Last four digits of SSN _____

This is your registration number for all Association events and your username for the Municipal Association website.

Title _____ Preferred phone _____

Type: Business Mobile

Email address _____

Additional Exhibit Representative

Name _____

Birth month/day _____ Last four digits of SSN _____

This is your registration number for all Association events and your username for the Municipal Association website.

Title _____ Preferred phone _____

Type: Business Mobile

Email address _____

Additional Information

Do you need electricity? Yes _____ No _____

Will you provide a door prize? Yes _____ No _____

Will you attend the dinner on Tuesday? Yes _____ # _____

Payment Information

Number of exhibit spaces _____ x **\$500** _____

Number of meeting sponsorships _____ x **\$100** _____

Total Payment _____

Check/Money Order (Make check payable to Municipal Association of SC and send to PO Box 12220, Columbia, SC 29211, Attn: BOASC)

Visa/MasterCard (To pay with Visa/MasterCard, you must register online at www.masc.sc (keyword BOASC) Register one representative at \$500 and email the completed contract to Christine Sumter (csumter@masc.sc) to register the 2nd representative.

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

Municipal Association of South Carolina Attn: BOASC/Christine Sumter

PO Box 12220, Columbia, SC 29211

Deadline: Friday, April 16

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, April 16*, 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.
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, April 16*. 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 **after 4 p.m. on Sunday, May 2**. All exhibits must be removed by **6 p.m. on Tuesday, May 4**. 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 Embassy Suites Kingston Plantation 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 Embassy Suites Kingston Plantation 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 6-foot table, two chairs and tablecloth.
8. **Exhibitor Schedule.** Exhibitor activity will take place Sunday, May 2 and Monday, May 3, but exhibitors are encouraged to stay set up on Tuesday. During Monday's sessions, exhibitors will have an opportunity to introduce themselves to attendees and present their products/services. Exhibitors are encouraged to stay throughout the day to visit with attendees during breaks. Due to social distancing, we ask that only one representative be present at the booth at a time.
9. **Door Prizes.** We encourage exhibitors to bring an item for the door prize drawing.
10. **Safety Protocols.** By signing below, you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending this meeting, you voluntarily assume all risks related to exposure to COVID-19 and agree not to hold Municipal Association of South Carolina, BOASC or any of their affiliates, directors, officers, or employees, liable for any illness or injury.

You also acknowledge attendees will be required to wear a mask or face covering over your mouth and nose in all meeting areas and public spaces unless eating or drinking. If you are registering someone other than yourself, you are agreeing that you have reviewed this waiver with the registrant(s) and they understand and acknowledge the above statement regarding COVID-19.

Printed name _____

Signature _____

Date _____

Municipal Association of SC Representative _____