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**SCLA CONFERENCE
2014**

**SCLA Annual Conference
Sponsor and Exhibitor Packet**

**Marriott - Columbia
1200 Hampton Street
Columbia, S.C. 29201**

October 22-24, 2014



The South Carolina Library Association will host its annual conference in October 22-24, 2014. The conference will bring together a wide variety of library professionals from across the state of South Carolina and surrounding states. We are expecting approximately 250 attendees.

Maximize your meeting presence by partnering with SCLA through a sponsorship! Many opportunities are available, from overall conference sponsorship (maximum exposure) to individual event sponsorship.

PALMETTO PALM (\$5,000 OR MORE)

Exhibits booth, verbal thanks from SCLA President from podium and a representative from your company on stage, 2 conference lunch tickets, signage, logo exposure on conference website and printed conference program, opportunity to provide an insert in all participant's conference bag or flash drive.

AZALEA (\$3,000 - \$4,999)

Exhibits booth, 1 conference lunch ticket, signage, logo exposure on conference website and printed conference program, opportunity to provide an insert in all participants' conference bag or flash drive.

MAGNOLIA (\$1,000 - \$2,999)

Exhibits booth, signage, logo exposure on conference website and printed conference program, opportunity to provide an insert in all participants' conference bag or flash drive.

YELLOW JESSAMINE (\$600 - \$999)

Signage, logo exposure on conference website and conference program, and a table for product information at the Poster Session.

CAMELLIA (\$500 - \$599)

Ability to provide an insert in all participants' conference bag or flash drive.

DOGWOOD (\$150 - \$499)

Signage, logo exposure on conference website and conference program.

ADDITIONAL OPPORTUNITIES

Non Profit Exhibitor Only	\$450
Exhibitor Only	\$525
Refreshment Break Sponsor	\$1,000
CONFERENCE BAGS with your logo included	\$1,200
FLASH DRIVES or LANYARDS with your logo	\$1,500

For more information, contact: South Carolina Library Association (SCLA), Post Office Box 1763, Columbia, South Carolina 29202 Office: (803) 252-0589 — Fax: (803) 252-0589.

E-mail: scla@capconsc.com; Website: www.scla.org.

SCLA Rules and Regulations Governing All Exhibits and Exhibitors

Dates: October 22-24, 2014
Location: Marriott - Downtown
1200 Hampton Street
Columbia, SC 29201
Exhibits Chair: Kate Wong, Richland Library
kwong@richlandlibrary.com

Exhibits Hours: Wednesday, October 22, 2014 Noon to 7:00 p.m.
Thursday, October 23, 2014 7:30 a.m. to 4:00 p.m.

All exhibits should be completely set-up by **Noon Wednesday, October 22, 2014**. Access and set-up hours will be in your confirmed Exhibitor confirmation letter. No dismantling or packing of exhibits may begin prior to 4:00 p.m. on **Thursday, October 23, 2014**. A block of rooms have been reserved at the hotel at the conference rate of \$144 . Self parking is \$12 per day or \$22 per day for valet.

Description of Space: Booths are standard 8’x10’ consisting of the following: 8’ high back drape and 3’ high side dividers; 6’ draped table (per booth); 2 chairs; and booth signage. **Any two or more adjacent booths may be rented to provide a double or larger booth.**

Booth Assignment: Booths will be assigned on a first-received, first-reserved basis. All applications must be accompanied by full payment. No cancellations refunds will be given after September 19, 2014.

Shipping Instructions: The hotel has limited storage space. Pick-up arrangements should also be made prior to the conference with our display company, Displays Unlimited. More information will be sent in your confirmed exhibitor confirmation letter.

Available Extras: Additional tables, power or equipment should be requested prior to the Conference. Further information on ordering will be in your confirmed exhibitor confirmation packet.

Subletting Exhibits Space: No exhibit space may be sublet without written permission from the Exhibits Chair.

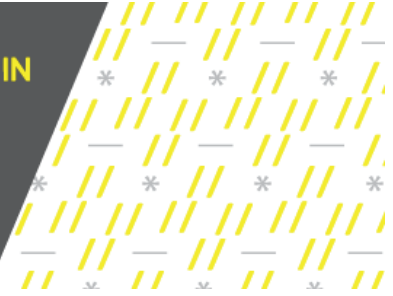
Liability: The South Carolina Library Association and the Marriott Hotel will not be responsible for the safety of exhibits from theft, fire, or other causes, although the exhibits area will be closed when not open to registrants. The exhibitor assumes responsibility for injury or damage to persons or property occurring within the exhibits space assigned to each exhibitor in accordance with the terms of this agreement.

Care of Building & Equipment: Exhibitors or their agents shall not injure or deface the walls and floors of the building or the booths. If any damage occurs, the exhibitor is liable to the Marriott Hotel. Signs must be attached to draperies surrounding the booths, or to table covers.

Character of Exhibits: The Executive Secretary and Exhibits Chair reserve the right to decline any exhibits or part of an exhibit if it is deemed unsuitable.

Listing in the Program: To be listed in the official conference program, exhibitors must be registered before **September 19, 2014**.

Nature of Contractual Agreement: The provisions set forth in this document shall be binding upon exhibitors who make application, pay fees and are assigned space. No refunds will be issued after September 19, 2014.



Firm/Company: _____

Address for Program: _____

Contact Person: _____ Title: _____

Address for Conference Correspondence: _____

Web page URL: _____

Phone _____ Fax: _____

Email: _____

Representatives attending the Conference (needed for badges): _____

Sponsorship Level: ___ Palmetto Palm ___ Azalea ___ Magnolia ___ Yellow Jessamine ___ Camellia ___ Dogwood

Additional Opportunities: ___ Refreshment Break ___ Conference Bag ___ Flash Drives ___ Lanyards

Booth sign should read (if different from company name): _____

8'x10' Booth only number _____ x \$525.00 = \$ _____

Non profit Booth number _____ x \$450.00 = \$ _____

Booths consist of the following: • 8' high back drape • 3' high side dividers • 6' draped table
 • 2 chairs • Booth I.D. Sign • Waste Basket • Complimentary internet

Additional tables are \$40.00 per table number _____ x \$40.00 = \$ _____

Booth Electricity: \$40.00 \$40.00 = \$ _____

Do you plan to sell items from your booth? Yes ___ No ___

Do you plan to sponsor autographing from your booth? Yes ___ No ___

Will you need access to the internet (no charge) Yes ___ No ___

Total Sponsorship: \$ _____ Other fees/charges: \$ _____ Total Due: \$ _____

Special Requirements

Product or service description: _____

Firms we **DO** wish as neighbors: _____

Firms we **DO NOT** wish as neighbors: _____

SCLA will attempt to meet your preferences regarding the location of your booth; however, the association reserves the right to make the booth assignments as necessary. Early registrants for the Conference will be given preference in determining booth location. Refund requests cannot be honored after September 19, 2014. ***** **Information received after September 19, 2014 may not appear in the printed conference program.** ***** The SCLA Conference Planning Committee reserves the right to refuse exhibits space to any organization for any reason. By signing this contract, I agree that the representatives of my company will accept and comply with the **'Rules and Regulations Governing All Exhibits and Exhibitors.'** Please enclose check for the total amount due including any sponsorships. Checks should be made payable to SCLA. (**Federal ID# SCLA: 23-7078610**), Booth confirmation will be mailed the week of September 26, 2014. If you desire to pay by credit card, please contact the association's office at (803) 252-1087.

Return signed form and payment in full to: SC Library Association, Post Office Box 1763, Columbia, S.C. 29202

Signature _____

Date: _____