

EXHIBITOR GUIDELINES
South Carolina Music Educators Association In-Service Conference
February 4-6, 2010

EXHIBIT AREA: Exhibit Hall A. Charleston Area Convention Center Complex.

SET-UP TIMES: Thursday - 12:00 Noon until 6:00 PM
Friday – 8:30 AM until 9:00 AM (continental breakfast provided by SCMEA)
Saturday – 8:30 AM until 9:00 AM (continental breakfast provided by SCMEA)

EXHIBIT HOURS: Thursday - 6:00 until 8:00 PM.
Friday - 9:30 AM until 5:00 PM.
Saturday - 9:00 AM until 11:00 AM.

SECURITY: Security will be provided from set-up on Thursday until tear-down on Saturday. However, SCMEA and/or the CACCC are not liable for materials displayed at the conference.

BOOTHS AND TABLES: All booths are 10' x 10 feet. All tables are 8' x 2'. Contact our decorator (shipping agent) for extra tables, chairs, carpet, drape hooks, etc. A limited number of two-booth end caps and four-booth end caps are available for purchase. All other booths will be side-by-side in rows.

DECORATOR/SHIPPING AGENT: DISPLAYS UNLIMITED, LLC has been selected as the OFFICIAL TRANSPORTATION AGENT for your convenience and benefit. Contact information:

Displays Unlimited LLC
Att: George Crowe, Jr.
550 A, Rivermount Drive
Columbia, South Carolina 29210
E-mail - du@displaysunlimited.net
Telephone - 803-253-8782
FAX - 803-253-8788

CONVENTION CENTER BUILDING SERVICES: Please use telephone number 843-529-5026 or use the E-mail address leldridge@knology.net to purchase electrical outlets, phone lines, internet access, AV equipment, etc. Please make arrangements for these services well in advance so that you get the best possible price.

SPACE ASSIGNED: Space will be assigned on a FIRST COME - FIRST SERVED BASIS. **Remember, registrations will not be accepted unless accompanied by a check.** Every effort will be made to place your display away from a competing exhibitor and to give you maximum exposure to all in attendance. If any special considerations must be made, they will be made according to the date of application forms on a first come, first served basis. **Exhibitors are prohibited from sharing their exhibit spaces with a company or its representative who has not purchased exhibit space.**

SIGNS AND DISPLAYS: Please take special note that NOTHING MAY BE ATTACHED TO ANY WALLS OR DOORS. Please assist us by observing this request. SCMEA will furnish signs with company name and booth number to be hung in each booth.

COOKING: No food or drink may be brought in the Exhibit Hall A of the CACCC without the permission of Center Plate Catering. Cooking in the exhibit area is by permit only. Please contact Richard Kelstrom at 843-744-0168, ext. 4900 to obtain a permit.

PRIZES: Incentive prizes will be offered for exhibit visitation. All conference participants will be given a form when they register. They must then visit a required number of exhibits and obtain a signature of one of your company representatives. This form will then be deposited in a box located in the back of the exhibit hall. Any company may donate prizes for this project. The Exhibits Chairman Austin Bobo or Co-Chairman Matt Roper will collect donated prizes between 9:00 AM and 9:30 AM. These prize drawings will be held at 10:30 AM on Saturday.

REGISTRATION: All official representatives of firms assigned exhibit space must register to receive a badge and a copy of the official program. This can be done at set-up time. There is no registration fee for official representatives of exhibiting firms; however, no more than four badges per booth will be issued. (Example: two booths entitle a firm to 8 badges.) Any additional badges for personnel authorized by the exhibiting firm will be available at \$6.00 each only during set-up hours. However, only four representatives at any one time may work a booth. Exhibitors must secure badges for music educators who are authors, clinicians, etc. al., which may be identified with a specific firm, and are attending the conference as members of the firm's staff. Badges are required for admission to all SCMEA sessions and concerts, and are not transferable.

CONFERENCE HOTELS

Hotels offering special conference rates will be listed on our website at <http://scmea.net>.

EVALUATION: All exhibitors will receive an evaluation form when they register. Please assist us in planning future conferences by completing this form and returning it to the Exhibits Chairman Phil McIntyre or Exhibits Co-Chairman Matt Roper.