

112th Annual Meeting

Exhibit Hall Registration

August 22 - 23, 2019



THE WESTIN
HILTON HEAD ISLAND
RESORT & SPA

EXHIBIT HALL REGISTRATION INFORMATION

Registration Information:

Single Booth Registration Fees:

\$750 if postmarked by July 12th

\$825 if postmarked between July 13th — Aug. 2nd

Single Booth Exhibitor Registration Fee includes:

- 1 draped 7x10 booth and table;
- 2 chairs per single booth;
- 1 standard sign with company name;
- 2 Luncheon tickets Thursday and Friday;
- 2 Wine & Cheese Party tickets for Thursday, August 22nd;
- 2 Presidential Reception/Club SCOPA tickets for Friday, August 23rd.

Double Booth Registration Fees:

\$975 if postmarked by July 12th

\$1,050 if postmarked between July 13th — Aug. 2nd

Double Booth Exhibitor Registration Fee includes:

- 2 draped 7x10 booths and tables;
- 4 chairs per double booth;
- 1 standard sign with company name;
- 4 Luncheon tickets Thursday and Friday;
- 4 Wine & Cheese Party tickets for Thursday, August 22nd;
- 4 Presidential Reception/Club SCOPA tickets for Friday, August 23rd.

Shipping Large Exhibits / Materials:

Blue Chip Expo will be the display company for the 2019 SCOPA Annual Meeting. **Exhibitors will receive a link to an online Exhibitor Service Kit. This link will be sent to you by the SCOPA office approximately 4 - 6 weeks prior to the meeting.** There will be information in your kit regarding any additional items you may need including electricity.

**Electricity must be purchased through the hotel; more information will be sent in your Blue Chip Expo Online Service Kit.*

**Additional draped tables can be requested; this information will also be available in your Service Kit.*

PLEASE NOTE: Exhibitor registration fees provide for 2 exhibitors per single booth and 4 exhibitors per double booth **ONLY**. If additional exhibitors are required, please indicate on registration form and include amount in billing total. If amount is not included in billing total, SCOPA will charge the card on file or send you an invoice for the amount owed. Additional tickets can be purchased if needed for social events. Upon receipt of a PAID exhibitor registration, an Annual Meeting confirmation will be e-mailed shortly after the registration is received, as well as a few weeks prior.

Exhibitor Information and Times:

The exhibit hall will be located in the Archer/Barnwell Ballroom. The Booths will be 7'x10' and will consist of background drapery and dividers. Your booth will be provided with one standard sign with your company name. Blue Chip Expo is the selected meeting display company for the 2019 SCOPA Annual Meeting. Exhibitors will receive a link to an online exhibitor service kit. **This kit will contain information on making arrangements for electricity through the hotel, renting additional tables, chairs and any other materials or items you may need.**

The following events will be held in the Exhibit Hall to maximize interaction with attendees:

Thursday, August 22nd:

- Pre-Luncheon: 11:30 a.m. - 12:30 p.m.
*SCOPA members business meeting.
- Opening Luncheon: 12:30 - 2 p.m.
- Wine and Cheese Reception: 5 - 7 p.m.

Friday, August 23rd:

- Breakfast provided in Exhibit Hall: 7 - 8 a.m.
- Lunch in Exhibit Hall: 12 - 1:30 p.m.
* **Exhibit Hall Closes at 1:30 p.m.**

Please Note: Exhibit Hall booths will be assigned by SCOPA and will be available for set-up on Thursday morning **ONLY**. **NO EXCEPTIONS!** Assigned spaces are NOT to be changed. Anyone doing so will be asked to leave. Exhibit Hall formally opens at 11:30 p.m. on Thursday, August 22nd. Exhibitors are required to be set-up by this time.



EXHIBIT HALL DETAILS

Installation: Booths will be available to exhibitors to set up by 8:30 a.m. on Thursday, August 22nd. (This is a tentative time, which will be confirmed at a later date.) Displays must be ready for showing by 11:30 a.m. Unclaimed space will be reassigned without refund. Upon receipt of PAID Exhibitor Registration, an Annual Meeting schedule and confirmation with receipt will be mailed to the key contact's e-mail address for meeting correspondence. Payment must be postmarked by August 2nd or your space is subject to be released to the next company on the waitlist.

PLEASE NOTE: Exhibitor registration fees provide for 2 exhibitors per single booth and 4 exhibitors per double booth ONLY. If additional exhibitors are required, please indicate on registration form & include amount in billing total. If you pay by credit card, the SCOPA will charge the additional amount to that card.

CANCELLATION POLICY: Cancellations for booth space will be accepted as of July 26th and a refund will be offered less a \$75 administrative fee. No cancellations will be accepted after July 26th. **No refunds will be made for cancellations due to inclement weather. It is the policy of the SCOPA to hold all meetings unless weather conditions are extreme. If the SCOPA is forced to cancel the meeting in its entirety, liability is limited only to the registration fee.**

ACCOMMODATIONS

Make your Reservations early!

Room block released after July 19th

The Westin Hilton Head Island Resort and Spa will serve as the headquarters for this year's convention. Room rates are **\$208.00 (plus tax and resort fee.)** Wheelchair accessible rooms are available. Please be sure to notify the resort directly if you require assistance due to a disability. **You can make reservations by calling 1-800-937-8461.** Be sure to mention the SCOPA Annual Meeting to receive the convention room rate!



For those wishing to stay a little longer, SCOPA rates will be offered three days prior and three days after the meeting. Check-in time is at 4 p.m. and check-out is at 12 p.m. Early arrivals and/or late check-outs are not guaranteed. The hotel will be able to arrange luggage storage for those arriving early or for those planning a late departure. There is complimentary self-parking available for those attending the meeting in their parking facility. Valet parking is \$17 per day.

EXHIBITOR REGISTRATION FORM

Exhibit Space:

- Participant Only \$420
(No Booth; Per Company)
- Single Booth Early Rate \$750
(Postmarked by July 12th)
- Single Booth Regular Rate \$825
(Postmarked July 13th - August 2nd)
- Double Booth Early Rate \$975
(Postmarked by July 12th)
- Double Booth Regular Rate \$1,050
(Postmarked July 13th - August 2nd)

On-Site Sponsorship:

- Go-SEE Card \$250 each
- Attendee Bag Insert \$350 each
- Go-SEE Card & Insert \$425 total

Additional Exhibitor & Social Event Tickets:

- Additional Exhibitor Tickets
\$60 each; #needed _____ Total \$ _____
- Additional Luncheon Tickets
\$25 each; #needed _____ Total \$ _____
- Additional Wine & Cheese Tickets
\$30 each; #needed _____ Total \$ _____
- Additional Presidential Reception & Club SCOPA Tickets
\$50 each; #needed _____ Total \$ _____

Golf Outing: Saturday, August 24th at 1 p.m.

Cost includes golf, cart, range balls, prizes, food and drinks following golf. Contact SCOPA for more information!
\$100 per person; #needed _____ Total \$ _____

Please complete registration form below (print one):

Company Name (as it will appear on the sign): _____

Company Full Address: _____

Company Key Contact (will receive all Annual Meeting correspondence): _____

Key Contact E-mail Address: _____ Key Contact Phone: _____

Attending Representative(s) (please list all names of attending representatives and their e-mail(s) below):

Type of Business/Product (ten words or less):

Total Amount Due \$ _____

Complete payment information below:

_____ Pay by Credit Card Below _____ Bill Company _____ Check Enclosed
(Visa / MasterCard / American Express / Discover accepted)

Card Number: _____ Exp. Date: _____

CVV: _____ Zip Code: _____ E-mail Address: _____

Name on Card: _____ Signature: _____

Please send to SCOPA office once complete: 2730 Devine Street, Columbia, SC 29206. Fax: 803-799-1064