



# Exhibitor Registration Form

Marriott Resort & Spa at Grande Dunes

Myrtle Beach, South Carolina

March 1 – 3, 2009

Please print or type all information and return form with full payment to:

SCWCEA, 3 Cavendish Court, Irmo, SC 29063 or by FAX at 803.407.3361

Questions? Please contact Donna Croom at 803.407.3360 or [scwcea@bellsouth.net](mailto:scwcea@bellsouth.net)

**COMPANY INFORMATION:** *Please list information as you would like it to appear in conference program.*

COMPANY NAME \_\_\_\_\_  
As it should appear in program

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

PRIMARY CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_  
Complimentary Registration

ADDITIONAL REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_  
\$150 registration fee

ADDITIONAL REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_  
\$150 registration fee

**\*\*NOTE: BOOTHS WILL BE FILLED ON A FIRST COME, FIRST SERVE BASIS. EXHIBITOR FORMS WILL ONLY BE PROCESSED IF ACCOMPANIED BY FULL PAYMENT. BOOTH SPACE WILL NOT BE HELD IN ADVANCE OF PAYMENT**

**BOOTH LOCATION:** *Please review the enclosed floor plan and indicate your first, second and third choices for booth location. Refer to the **Rules and Regulations** for additional information regarding the reservation of space. Requests will be honored on a first come, first serve basis. SCWCEA reserves the right to determine final booth placements.*

First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

*Please note that the floor plan may be adjusted to accommodate meeting needs. We will make every attempt to try and meet your placement request.*

**BOOTH DESCRIPTIONS AND NUMBERS:**

All exhibit spaces will include pipe and drape, one eight-foot draped and skirted table, two chairs and a waste basket. Electricity (standard 110V) will only be provided to exhibitors who pre-order as indicated on contract. Exhibitors using power will be responsible for providing their own extension cords and power strips.

**EXHIBITOR FEES & FREIGHT:** All additional equipment (tables, seating, electronics) may be ordered directly from the show handler **Convention Makers, Inc.** A copy of their *Additional Equipment Rental Order Form, Freight Service Form, Labor Order Form and Shipping Label* are included for your use.

**All exhibitor shipments will be handled by Convention Makers, Inc. and are not to be sent directly to the hotel.** Please make certain your items are clearly marked. In order to guarantee arrival of your shipment to you booth, all inbound freight **must be received by Conventional Makers no later than February 23, 2009** (no exceptions)!

They can be reached directly at:

**Convention Makers, Inc.**  
4501 Highway 544  
Myrtle Beach, SC 29588  
Phone| 843.650.6300  
Fax| 843.650.6301  
[www.conventionmakers.com](http://www.conventionmakers.com)

**PAYMENT INFORMATION:**

- Member Exhibitor \$450  
*Includes 1 registration*
- Non-Member Exhibitor \$550  
*Includes 1 registration*
- Additional Representatives \$150 each \_\_\_\_\_ X \$150.00 = \_\_\_\_\_

**TOTAL DUE WITH SIGNED CONTRACT** \$ \_\_\_\_\_

***Please check one:***

*Failure to mark this section will result in no electricity being provided to booth*

- OUR BOOTH REQUIRES ELECTRICITY
- NO ELECTRICITY REQUIRED

**PAYMENT METHOD:**

- CHECK:** Made payable to South Carolina Workers' Compensation Educational Association
- MasterCard       VISA

**Authorization:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Full Credit Card Billing Address      **PLEASE PROVIDE THE EXACT ADDRESS WHERE MONTHLY STATEMENTS ARE RECIEVED**

\_\_\_\_\_  
Card Number      Expiration Date      Signature of Cardholder

**For SCWCEA use**

**Date/Time Received:** \_\_\_\_\_      **Booth Assigned:** \_\_\_\_\_

## SCWCEA EXHIBITOR RULES AND REGULATIONS

**Setup:** 12:30 PM – 2:00 pm, Sunday, March 1, 2009. *All exhibits must be in place no later than 2:00 pm.*

**Hours:** 2:00 pm – 7:00 pm, Sunday, March 1  
*\*NOTE: Exhibitor's Reception – 6:00 pm – 7:00 pm in exhibit hall*  
7:30 am – 12:30 pm, Monday, March 2  
9:00 am – 12:00 pm, Tuesday, March 3

**Cancellation Policy:** Refunds will only be offered if SCWCEA is able to resell the before February 6, 2009. No exhibit space will be confirmed unless the attached contract is executed and received by the SCWCEA office with full payment.

**Liability:** The exhibitor agrees to protect, save, and keep the SC Workers' Compensation Educational Association and the Myrtle Beach Resort and Spa at Grande Dunes and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Myrtle Beach Resort and Spa at Grande Dunes. The exhibitor assumes the entire responsibility and liability for all losses, damages, claims or destruction of his/her property, employees, agents, and guests.

The SCWCEA and the Myrtle Beach Resort and Spa at Grande Dunes, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of exhibitor's property or theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the SCWCEA, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons. Exhibitors will furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

**Limitations:** Full use of exhibit floor is permitted. Backdrops may not be removed from booths located in the center of a row. Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. No Signs, banners or archways over the aisles will be permitted. Exhibitors will not be allowed to alter the traffic flow as outlined by the diagram. Exhibitors must confine their activities to their booth space and are prohibited from subletting booth space in any way.

**Dismantling:** We encourage exhibitors to remain open during the hours listed. In order to keep noise levels to a minimum, we ask that you do not dismantle your booth while the conference program is underway. **Booth dismantling should begin at noon on Tuesday, March 3, 2009.** All crates, booths, banners, trash, etc. must be removed no later than 1:30 pm on this date.

**Booth Sharing:** Booth sharing by multiple companies is not allowed. **Additional representatives must register for the conference and will be required to pay a \$150 registration fee.**

**Package Shipping & Receiving Information:** All shipments and show materials will be handled by Convention Makers, Inc. Shipments may not be sent to the Conference Hotel for holding purposes.

**Other:** The SCWCEA reserves the right to restrict exhibits due to excess noise, method of operation or for any other reason which is objectionable. This includes individuals, conduct, printed matter, promotional items or any item deemed offensive. Exhibitors are responsible for full payment of booth and additional services (either advance orders or floor orders).

Exhibitors will obey all rules of the Conference Hotel which are currently in existence and will abide by the rules and regulations of the City in which the conference is being hosted.

The SCWCEA Board of Directors will issue the final decision if any dispute arises and is not addressed by these Rules and Regulations.