



Exhibitor Registration Form

Francis Marion Hotel

Charleston, South Carolina

February 28 – March 2, 2010

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

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.

SCWCEA EXHIBITOR RULES AND REGULATIONS

Setup: 12:00 PM – 2:00 pm, Sunday, February 28, 2010. **All exhibits must be in place no later than 2:00 pm.**

Hours: 2:00 pm – 7:00 pm, Sunday, February 28th
***NOTE: Exhibitor's Reception – 6:15 pm – 7:15 pm in exhibit hall**
7:30 am – 12:00 pm, Monday, March 1
8:00 am – 11:30 am, Tuesday, March 2

Cancellation Policy: Refunds will only be offered if SCWCEA is able to resell the before February 5, 2010. 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 Francis Marion Hotel 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 Francis Marion Hotel. 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 Francis Marion Hotel, 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 11:30 am on Tuesday, March 2, 2010.** All crates, booths, banners, trash, etc. must be removed no later than 2:00 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 materials will be handled by The Francis Marion Hotel and must arrive between the dates of February 25 and February 28, 2010.

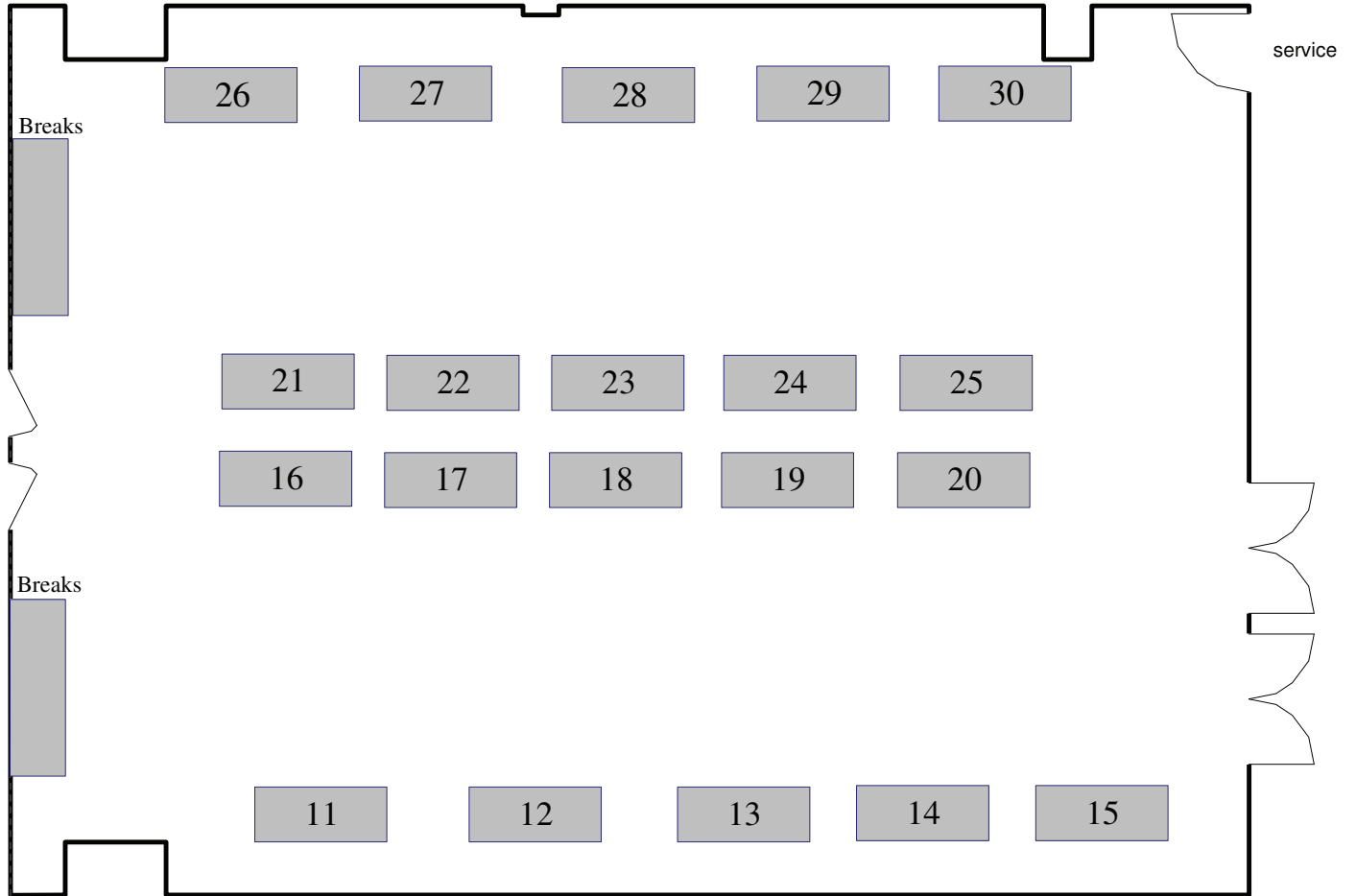
Other: The SCWCEA reserves the right to restrict exhibits due to excess noise, method of operation or for any other reason which is objectionable. This includes individuals, conduct, printed matter, promotional items or any item deemed offensive. Exhibitors are responsible for full payment of booth and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

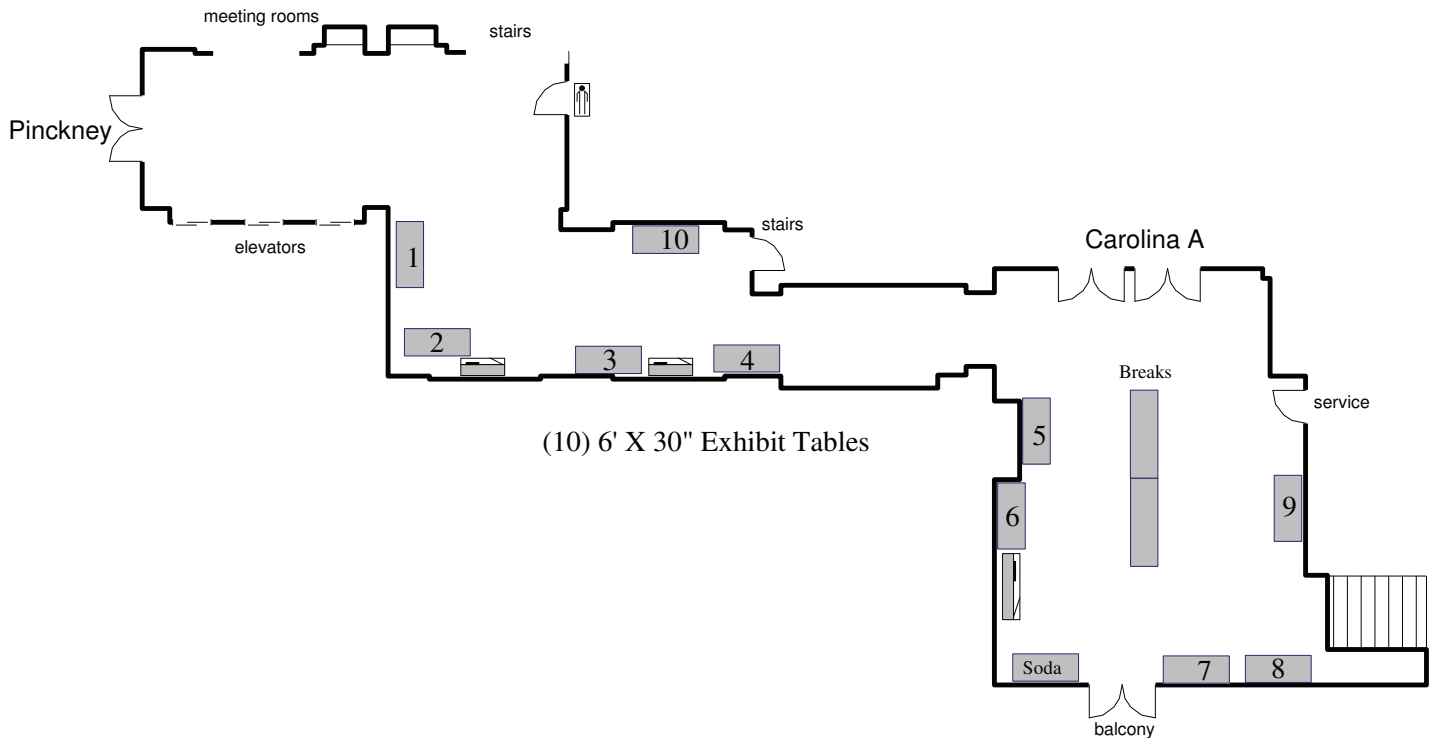
The SCWCEA Board of Directors will issue the final decision if any dispute arises and is not addressed by these Rules and Regulations.

SCWCEA Medical Seminar | Francis Marion Hotel

Carolina Room



Mezzanine





Francis Marion Hotel
 Attn: Stephen Parker
 387 King St.
 Charleston, SC 29403

843-937-8681 (direct)
 843-853-2186 (fax)
 stephen.parker@thefrancismarion.com

ELECTRIC / INTERNET / AV ORDER FORM FOR EXHIBITORS

Conference Name: 31st Annual Medical Seminar on Workers' Compensation

Company Name: _____

Booking Contact: _____ Contact Phone: _____

Email Address: _____ Fax Number: _____

On Site Contact: _____ Cell Phone: _____

Date(s) Equipment Needed: _____ Booth ID _____

_____ 120A / 120V Outlet with Power Strip @ 25.00 each / per day = _____

_____ Hi Speed **Wired** (limited availability) Internet Connection @ \$100.00 per **computer** / per day = _____

_____ Hi Speed **Wireless** Internet Connection @ \$100.00 per **computer** / per day = _____

_____ 17" Computer Monitor @ \$125.00 each / per day = _____

_____ 27" TV Monitor @ \$90.00 per day = _____

_____ 42" Plasma Flat Screen Monitor @ \$450 per day = _____

_____ Laptop Computer @ \$150.00 per day = _____

_____ Easel @ \$10.00 each / per day = _____

_____ Other : _____ = _____

(Please contact your Convention Service Manager for items not listed)

Shipping Information:

All packages received by the hotel for guests must be properly packed and marked with the organization name, exhibitor company name, contact name, and date of function, The Francis Marion reserves the right to refuse packages that appear damaged and assumes no liability for the condition of their contents. The hotel will receive packages no earlier than three (3) days prior to the function.

There is a \$100 handling charge for receipt of pallets and total shipments in excess of 150 lbs. Pallets are broken down in the shipping area due to the service elevator size. The hotel service elevator does not accommodate pallets or large crates. Contact Stephen Parker for specific elevator and door dimensions or other shipping questions.

_____ Pallet/ Shipment in excess of 150 lbs @ \$100 each = _____

<u>ADVANCE CREDIT CARD PAYMENT REQUIRED:</u>	
Card Number: _____	
Expiration Date: _____	
Name on Card: _____	

Subtotal = _____

20% Setup = _____

7.5 % Tax = _____
 (Tax applied to subtotal and setup charge)

TOTAL = _____

**SUBMIT WITH COPY OF THE CREDIT CARD FRONT AND BACK.
 ORDER WILL NOT BE PROCESSED WITHOUT COPY OF CARD.**

***** Return form no later than 14 days prior to group arrival *****

Hotel Only
Folio _____
Room _____



TO: Francis Marion Hotel
ATTN: STEPHEN PARKER
387 King Street
Charleston, SC 29403

FROM: _____



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