



2024
Charleston • January 18 - 21, 2024

SC Bar Convention **EXHIBITOR REGISTRATION**

Each **exhibit space** is 8'x4', 6' display table, 2 chairs, trash can, electrical power, wireless internet, listing on the Convention Website, admission to Thursday's President's Welcome Reception, Friday's Judicial/Legislative Reception and a pre/post-Convention attendee contact list.

Please reserve ____ exhibit space(s) (8'x4') at \$1,950 per space.

To reserve space, this form AND full payment must be received by the SC Bar no later than October 13, 2023.

Confirmation and detailed information will be sent upon receipt of this application **AND** full payment.

Name of Company: _____
(List all information as it should be listed in program materials.)

Contact Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Website: _____

We hereby apply for exhibit space at the 2024 SC Bar Convention, January 18-21, 2024. We agree to be bound by, and to comply with, the provisions set forth in the SC Bar Convention Exhibitor Guidelines.

I have been provided a copy of the SC Bar Convention Exhibitor Guidelines and understand by signing this agreement, I am entering into a binding contract.

Submitted and agreed to this _____ day of _____, 20_____.

Print name: _____ Signature: _____

Please check payment option:

Enclosed please find check number _____ in the amount of \$ _____

Please make check payable to **SC Bar-CLE** and remit to:

SC Bar-CLE Division
Attn: Delilah Roseborough
PO Box 608
Columbia, SC 29202

Credit Card Payment (Katie Montgomery will contact directly for payment)

Return form by October 13, 2023.

Questions? Contact: Delilah Roseborough
Telephone: (803) 576-3830 • E-mail: conventions@scbar.org

SC Bar Convention **EXHIBITOR GUIDELINES**

- 1. Reservations for exhibit space are assigned on a first-come, first-served basis.** A signed exhibitor form and payment must be made in full by October 13, 2023 before space assignment will be confirmed. The SC Bar reserves the right to re-assign exhibitor spaces. Exhibitor assignments will depend on the date of the received intent form, any sponsorship participation, and placement of competing companies.
- 2.** Exhibitors are expected to man assigned spaces during all appropriate Convention hours, in accordance with the information emailed by the Convention Manager prior to the start of the Convention. All exhibits must be set up and staffed by 1 p.m. Thursday, January 18. Exhibitors must maintain a clean exhibit area and cooperate with the SC Bar throughout the program. No dismantling of exhibits, packing of equipment, literature, etc. will be permitted until Saturday, January 20, at 3 p.m. The SC Bar reserves the right to modify exhibit hours.
- 3.** It is understood the SC Bar will not provide/pay for special equipment, services or facilities requested or arranged for by an exhibitor. Each exhibitor is solely responsible for placing its display in its designated space and removing it on the final show date.
- 4.** Door prize drawings sponsored by exhibitors are allowed during the Convention and must be conducted individually by the exhibitor.
- 5.** Appropriate circulars or advertising material may be distributed, and patronage may be solicited only within the space assigned to the exhibitor presenting such material. Firms or organizations not assigned space in the exhibit area will not be permitted to solicit business without the approval of the Convention Manager, SC Bar Convention staff or SC Bar Executive Director.
- 6.** No activity of exhibitor representatives or functions of a display should in any manner interfere, disturb or infringe on fellow exhibitors. It shall be the responsibility of exhibitor representatives to report or call to the attention of the Convention staff any questionable activity or disturbing influence.
- 7.** The SC Bar and PRX Exposition Services (contracted display company), shall not be held liable for any damages to or for the loss or destruction of any exhibit, or from the theft or disappearance of any of the property contained in or about the space of any exhibitor. Exhibitors must have reasonable liability insurance coverage for the SC Bar Convention for the period of their attendance.
- 8.** The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the facility premises and will indemnify, defend and hold harmless the venue, its agents, servants and employees from all such losses, damages and claims. The Exhibitor shall be liable for any indirect, consequential, special, or punitive damages.
- 9. All exhibits must be confined to the contracted exhibit space.** No items (furniture, etc.) may be placed in the aisles or infringe upon other exhibitors. Absolutely no company identification may be placed outside your assigned exhibit space (i.e., on posts, pillars, walls, etc.). No material of any kind may be affixed to any walls, posts, pillars, etc. without the express written permission of hotel/facility management. No music, live or recorded, will be allowed at exhibits except as might be included in a video tape or DVD presentation.
- 10.** Cancellations received before November 3 will receive a 25% refund and must be in writing. No refunds will be issued after November 3.
- 11.** Any marketing or promotion conducted by the Exhibitor for the Bar Convention must be approved by SC Bar Convention staff.

For exhibitor opportunities and/or questions, please contact:

Delilah Roseborough, Convention Manager

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