

South Carolina Arc GIS Users Network

www.scarcgis.org

SCARC 2018 EXHIBITORS CONTRACT

Conference Dates: October 25-26, 2018

In consideration of mutual benefits, we, the undersigned, hereinafter called "Exhibitor", do hereby agree and contract with the South Carolina Arc GIS Users Network, SCARC hereinafter called the "Conference Committee" to produce and display an exhibit at the 2018 Conference to be held at the time and place under the conditions and terms herein set forth, namely:

- 1) EXHIBIT DATES: Thursday, October 25 thru Friday, October 26, 2018
- 2) LOCATION: SC ETV
1041 George Rogers Blvd
Columbia, SC 29201
<https://www.scetv.org/>
- 3) Exhibitor agrees to abide by the terms of this Contract and also any special instructions issued by the Exhibitor Committee and to pay the following designated fee:

Exhibitor floor space fee:

- a) \$100.00 (*includes six or eight foot rectangular table and two chairs for display of products, samples, etc. Please bring your tablecloths and skirting. Arrangements can be made for tablecloths if SCARC is notified two weeks before the conference*)

NOTE: You may wish to call Exhibitor Committee Chair for availability prior to mailing contract and check. Space will be assigned on a first-come, first-serve basis. Payment is required to receive assigned booth space.

- 4) Exhibitor will conform to and abide by the following:
 - a) Exhibitors will be able to set-up on Thursday, October 25 from 10:00 am to 12:00 pm. Set-ups can be arranged for Friday morning from 7:00 am-9:00 am if needed.
 - b) All exhibit material shall be removed on Friday, October 26, between 2:00 pm and 4:00 pm.
 - c) Exhibits can be open all during the conference from set-up on Thursday, October 25 until 6:00pm and Friday, October 26 from 8:00 am until 2:00 pm.
- 5) **All** Exhibitor Representatives must be registered for the Conference.
 - a) Exhibitors Only will be asked to pay a \$90.00 registration fee for up to two representatives if you are not a member of SCARC and a \$40.00 registration fee for up to two representatives if you are a member of SCARC.
All Exhibitor Representatives must wear furnished exhibitor badges.
- 6) Exhibitors are prohibited from all active, direct selling in the exhibit area and its environs, and agree not to engage in same. However, brochures and advertising pamphlets are permitted. Exhibitors desiring to distribute items of advertisement must have sufficient supplies of those items to furnish one to each visitor.

- 7) Payment of the established fees entitles the Exhibitor to:
 - a) Selected floor space (first come, first serve).
 - b) One 6' or 8' table with two chairs. (*Please bring your tablecloths and skirting. Arrangements can be made for tablecloths if SCARC is notified two weeks before the conference*)
 - c) General maintenance of aisles, existing lighting, heating and ventilation.
 - d) Exhibitor's badge/ribbon(s).
 - e) Power outlets (Please bring your own drop cords).
 - f) Wireless internet is free

- 8) Exhibitors wishing to be a sponsor for the 2018 GIS Conference may do so by becoming Titanium (\$2000) Platinum (\$1000), Diamond (\$800), Gold (\$500) or Silver (\$250) level sponsors. Sponsor's logos will be displayed during the conference (described below) and in the conference program identifying their level of support as well as the SCARC website. Sponsorships are greatly appreciated and will help cover the cost of the conference.
 - a) Titanium - Be an exhibitor and or sponsor the exhibitor hall. Logo will be displayed throughout the entire conference and in the conference Program as well as the SCARC website. (Two registrations included with this level)
 - b) Platinum – Be an exhibitor and or sponsor of the conference lunch. Logo will be displayed throughout the entire conference and in the conference Program as well as the SCARC website. (Two registrations included with this level)
 - c) Diamond - Be an exhibitor and or sponsor of the conference breakfast. Logo will be displayed throughout the entire conference and in the conference Program as well as the SCARC website. (Two registrations included with this level)
 - d) Gold – Be an exhibitor and or sponsor of our Thursday evening Meet and Greet Social. Logo will be on display throughout the SCARC conference and in the conference program as well as the SCARC website. (Two registrations included with this level)
 - e) Silver – Be an exhibitor and or sponsor for our Friday afternoon break. Logo will be on display throughout the SCARC conference and in the conference program as well as the SCARC website. (One registration included with this level)

- 9) Exhibitors wishing to donate door prize(s) to be awarded during the conference may do so and are asked to contact SCARC at the time of registration if you are able to do. Your generosity is greatly appreciated.

- 10) The Exhibitors are to remove all boxes, shipping crates, etc. when removing their exhibit.

- 11) **Exhibitors will submit the Contract, fully executed, and a check in the full amount or submit an online payment no later than October 11, 2018. In the event the Exhibitor wishes to cancel, a written notice must be received at least fourteen (14) days before the commencement of the conference. Money will be refunded, less \$30.00.**

- 12) Exhibitors shall be responsible for the security of his/her own exhibit during conference times. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, save, and hold harmless SCARC and the SC ETV, their employees and agents, against all claims, losses and damages to persons or property, governmental charges, or fines and attorney fees arising out of or caused by the Exhibitors installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of SCARC or SC ETV, their employees and agents.

In addition, the Exhibitor acknowledges that SCARC and SC ETV do not maintain insurance covering Exhibitors property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damages insurance covering such losses by Exhibitor.

- 13) Exhibitors are strictly prohibited from providing food and/or beverages from their booth space other than individually wrapped candy. Other types of food are prohibited due to the potential problems with housekeeping/cleaning. Appropriate food and beverages are provided for by the Conference at designated times and additional food and beverages provided by Exhibitors causes a conflict of interest. If you would like to help sponsor the food and/or beverages provided by the Conference, please do not hesitate to contact the Exhibit Chairperson for sponsor information.
- 14) Exhibitors will email a high resolution digital copy of their company logo to be printed in the program and on the SCARC website. Send to: Valerie Gray at vgray@lex-co.com.

Signature of person responsible for Exhibit

Date

Print the name of the Company