



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of South Carolina

2009 ACEC-SC/SCDOT Annual Meeting & Trade Show SPONSORSHIP/TRADE SHOW REGISTRATION FORM

The 2009 ACEC-SC/SCDOT Annual Meeting & Trade Show is offering sponsorship and a variety of exhibitor options, which should give you the best way you wish to market your goods and services. As usual our attendees are SCDOT engineers and consulting engineers that work with and for the SCDOT. If you have products you want the DOT and the consultants to use, or if you have software that would serve either the consultant or the transportation department well, you want to be at this annual meeting and trade show.

Below is a description of the sponsorships and exhibit options. To make the best use of your marketing dollars; we suggest a team of two to represent you at your exhibit. However, if you bring two, you must pay \$150 registration fee for the second, the exception being our Gold Sponsors who automatically get two registrations.

In keeping with our custom, ACEC-SC Affiliate Members are discounted \$250 on sponsorship/exhibitor fees. If you aren't currently an eligible ACEC-SC Affiliate Member, you may want to consider the deal. Join now, discount your sponsorships/exhibitor fee \$250 and pay the \$500 Affiliate Membership fee. As an affiliate member you may participate in all ACEC-SC functions, including two golf tournaments, the winter meeting, legislative reception and the summer conference at member prices.

Sponsorship Options

Gold Sponsors: \$3,000.00

Gold Sponsors receive two annual meeting registrations, one trade show booth with choice of tables 1-23, lunch recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site.

Silver Sponsors: \$2,000.00

Silver Sponsors receive one annual meeting registration, one trade show booth with choice of tables 1-23, break recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site.

Bronze Sponsors: \$1,000.00

Bronze Sponsors receive one annual meeting registration, one trade show booth with choice of tables 1-23, break recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site.

Trade Show Exhibit Options

- **Premium - \$800.00** – Includes 8 ft. table and one attendee for the Annual Meeting. Booth can be manned by two company representatives. Additional annual meeting registrants \$150 each.
- **Standard (Tables 1-3 & 11-13) - \$650.00** – Includes 6 ft. table and one attendee for the Annual Meeting. Booth can be manned by two company representatives. Additional annual meeting registrant \$150 each.



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Company Name: _____

Exhibitor Name: _____ Name Badge: _____

Additional Exhibitor: _____ Name Badge: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

Signature: _____ Date: _____

I wish to purchase the following sponsorship/trade show option:

- Gold Sponsorship () Silver Sponsorship () Bronze Sponsorship \$ _____
- Premium Exhibitor - \$800.00 each \$ _____
- Standard Exhibitor (six available) - \$650.00 each \$ _____
- Additional Exhibitor(s) for Annual Meeting - \$150.00 each \$ _____
- ACEC-SC Affiliate Membership - \$500.00 \$ _____
- ACEC-SC Member Discount - \$250.00* \$ _____

TOTAL: _____

*If you are an ACEC-SC Member Firm or Affiliate Member you are eligible for the \$250.00 discount.

Gold/Silver/Bronze Sponsor Booth Selection – 1-23: _____

Only sponsors can select their booth location. Exhibitors will be assigned.

Registration Deadline: October 10, 2009

Please make checks payable to **ACEC-SC**. Mail to ACEC-SC, P.O. Box 11937, Columbia, SC 29211. Payment must accompany your registration.

Please provide Camera-Ready artwork for signage, completed registration form and check by October 10, 2009.



TRADE SHOW GENERAL INFORMATION/RULES & REGULATIONS

GENERAL INFORMATION

Show Date and Place

October 22, 2009
Seawell's, Columbia, SC

Schedule

6:30 a.m. – 7:30 a.m. Exhibitor Setup
8:00 a.m. – 4:00 p.m. Trade Show Hours

Sound Devices: Not recommended due to educational sessions will be in progress during trade show hours.

Door Prizes

If you would like to donate a **show prize** to be given out during the Annual Meeting, please note that on your contract. Exhibitors are also encouraged to offer **booth prizes** for attendees.

Please note: Individual booth prizes will not be announced by ACEC-SC.

Registration Deadline: October 10, 2009

Trade Show Contact

ACEC-SC
Ginger Booker
PO BOX 11937
Columbia, SC 29211
Telephone (803) 771-4271; Fax (803) 771-4272
Email: ginger@jma-associations.com

RULES & REGULATIONS

1. Reservation for space: All contracts accompanied by payment should be received by October 10, 2009. Booths will be assigned on a first-come, first-serve basis.

2. Payment and cancellation policy: Exhibit fees must be paid in full with signed contract. Cancellations received before October 15, 2009 will receive a 50% refund and must be in writing. NO refunds after October 20, 2009.

3. For meeting signage, email or mail a CD with your company logo to Ginger Booker.

4. Liability: The exhibitor agrees to protect, save, and keep the American Council of Engineering Companies of South Carolina (ACEC-SC), Seawell's 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 the 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 Seawell's. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. American Council of Engineering Companies of South Carolina (ACEC-SC), and Seawell's, any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for 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 American Council of Engineering Companies of South Carolina (ACEC-SC), and Seawell's, 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. Please have your insurance agent or company provide proof of general liability coverage by issuing a certificate of insurance and naming American Council of Engineering Companies of South Carolina (ACEC-SC), as an Additional Insured. Liability limits shall be at least \$1,000,000. A certificate of insurance must be in the ACEC-SC office on or prior to **October 15, 2009**, for each exhibit booth.

5. Booth dimensions and limitations: Standard booths (8'x5'). Dividers may not exceed one half of depth of booth (from rear to front). 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.

7. Exhibit set-up hours: 6:30 a.m. – 7:30 a.m. Thursday, October 22, 2009. **All booths must be setup by 8:00 a.m.**

8. Trade Show hours: 8:00 a.m. – 4:00 p.m. Thursday, October 22, 2009

9. Dismantling Hours: Displays must not be dismantled until the close of the Trade Show at 4:00 p.m. October 22, 2009. All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. October 22, 2009.

10. Prohibitions: No gas or electrical cooking will be allowed in the booth. Exhibitors must confine their activities to their booth space. Exhibitors are prohibited from subletting booth space in any way.

11. Booth Sharing: Booth sharing by multiple companies is not allowed. Booths will be limited to two representatives from the same company. Additional representatives from the same company will be required to pay a \$50 registration fee, Plus pay for any events in which they participate.

12. Attendees: ACEC-SC members and SCDOT Employees. Exhibitors are encouraged to invite their clients and other parties who will benefit from the Annual Meeting. Please be sure to notify ACEC-SC of any guests wishing to receive meeting registration information.

13. Amendment to Regulations: All matters and questions not covered by these regulations are subject to the decision of ACEC-SC. The ACEC-SC shall have sole authority to promulgate, interpret and enforce all rules and regulations, and to make any amendments necessary for the orderly conduct of the Trade Show.

14. Electric/Internet/AV: Contact Cal Seawell at (803) 771-7385.

15. Convention Material Shipping and Storage Policy: Trade Show Material Shipping and Storage Policy: Packages will not be accepted more than 2 days prior to the day of the function.

Ship Packages to the Seawell's:
Address each package as follows:
Seawell's
Attention: Cal Seawell
ACEC-SC/SCDOT Meeting 10/22/09
1125 Rosewood Drive
Columbia, SC 29201
Phone: (803) 771-7385

Thank you for your participation.

ACEC

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ACEC-SC/SCDOT Annual Meeting Tradeshow Layout

