



AMERICAN COUNCIL OF ENGINEERING COMPANIES
of South Carolina

**2015 ACEC-SC/SCDOT Annual Meeting & Trade Show
SPONSORSHIP/TRADE SHOW INFORMATION
October 21, 2015 – Columbia Metropolitan Convention Center, Columbia, SC**

The 2015 ACEC-SC/SCDOT Annual Meeting & Trade Show is offering sponsorships and a variety of exhibitor options, which should give you the best way you wish to market your goods and services.

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.

In keeping with our custom, ACEC-SC Member Firms and Affiliate Members are discounted \$200 on sponsor or exhibitor fees.

If you would like to join ACEC-SC, please contact Ginger Booker for membership information. As an ACEC-SC member or affiliate member you may participate in all ACEC-SC functions, including the spring scholarship golf tournament, the winter meeting, legislative reception, engineering excellence gala at member prices.

Sponsorship Options

Gold Sponsors: \$3,000.00

Gold Sponsors receive four annual meeting registrations, one trade show booth with choice of tables 1-35, lunch recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.

Silver Sponsors: \$2,000.00

Silver Sponsors receive three annual meeting registrations, one trade show booth with choice of tables 1-35, break recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.

Bronze Sponsors: \$1,000.00

Bronze Sponsors receive two annual meeting registrations, one trade show booth with choice of tables 1-35, lunch recognition, signage during the event and recognition on the ACEC-SC website and newsletters with link to your site. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.

Trade Show Exhibit Options

Trade Show Booth - \$700.00 – Includes 8 ft. table and one attendee for the Annual Meeting. Booth can be manned by two company representatives. Additional annual meeting registrations can be purchased for \$150 each which includes meals, breaks, sessions and PDH's or \$50 each for meals which includes breakfast, lunch and breaks.



REGISTRATION FORM
REGISTRATION DEADLINE: AUGUST 31, 2015

Company Name: _____

Exhibitor Name: _____ Name Badge: _____

Additional Exhibitor: _____ Name Badge: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____ Website: _____

Credit Card Information (check one): _____ AMEX _____ Visa _____ MasterCard _____ Discover _____

Account # _____ Expiration Date: _____

Expiration Date: _____ CSC Code (3-digit code on back of card or 4-digit on front of AMEX): _____

Authorized by (print name): _____ Title: _____

Signature: _____ Date: _____

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

- _____ Gold Sponsorship _____ Silver Sponsorship _____ Bronze Sponsorship \$ _____
- _____ Trade Show Booth - \$700.00 each \$ _____
- _____ ACEC-SC Affiliate Membership - \$650.00 \$ _____
- _____ Additional Exhibitor(s) for Annual Meeting - \$150.00 each \$ _____
- _____ Additional Exhibitor(s) for Meals Only - \$50.00 each \$ _____
- _____ ACEC-SC Member Discount - \$200.00* \$ _____

TOTAL: _____

*If you are an ACEC-SC Member Firm or Affiliate Member you are eligible for the \$200.00 discount.

Gold/Silver/Bronze Sponsor Booth Selection – 1-35: _____ Registration Deadline: August 31, 2015
Only sponsors can select their booth location. Exhibitors will be assigned.

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

Please provide high resolution JPEG copy of your company logo for signage, completed registration form and form of payment by August 31, 2015.



TRADE SHOW GENERAL INFORMATION/RULES & REGULATIONS

GENERAL INFORMATION

Show Date and Place

October 21, 2015
Columbia Metropolitan Convention Center (CMCC), Columbia, SC

Schedule

7:00 a.m. – 8:00 a.m. Exhibitor Setup - **All booths must be setup by 8:00 a.m.**

8:00 a.m. – 4:00 p.m. Trade Show Hours

Sound Devices: Not recommended. 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: August 31, 2015

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 August 31, 2015. 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 11, 2015 will receive a 50% refund and cancellations must be in writing. NO refunds after October 17, 2015.
- 3. For meeting signage,** email your company logo to Ginger Booker at info@acecsc.org.
- 4. Liability:** The exhibitor agrees to protect, save, and keep the American Council of Engineering Companies of South Carolina (ACEC-SC), the Columbia Metropolitan Convention Center 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 Columbia Metropolitan Convention Center. 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 Columbia Metropolitan Convention Center, 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 Columbia Metropolitan Convention Center, 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, 2015**, 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:** 7:00 a.m. – 8:00 a.m. Wednesday, October 21, 2015. **All booths must be setup by 8:00 a.m.**
- 8. Trade Show hours:** 8:00 a.m. – 4:00 p.m. Wednesday, October 21, 2015.

9. Dismantling Hours: Displays must not be dismantled until the close of the Trade Show at 4:00 p.m. October 21, 2015. All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. October 21, 2015.

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: See form in this packet. For questions contact: Jennifer Bozzo at jbozzo@columbiaconventioncenter.com
PLEASE ORDER ELECTRIC/INTERNET/AV FROM JENNIFER BY OCTOBER 7 TO GET THE DISCOUNTED RATE. AFTER OCTOBER 7 THE RATES WILL GO UP.

15. Trade Show Material Shipping and Storage Policy: Packages will not be accepted more than 1-2 business days prior to the day of the function.

Shipments:

CMCC allows shipments to arrive ONLY (1-2) business days in advance of event day and the rates below will apply. See the Electrical & Water Order Form to pay CMCC for the shipping of boxes to the convention center.

Receipt of Shipped Boxes - \$5/Box (Includes storage and labor to move).

Receipt of Pallets - \$90/Pallet (Includes storage and labor to move).

Shipping Address:

Columbia Metropolitan Convention Center (CMCC)

Attn: YOUR COMPANY NAME/American Council of Engineering Companies of SC "SCDOT Annual Meeting" –October 21, 2015

1101 Lincoln Street - Columbia, SC 29201

Any materials left at CMCC after event conclusion will be subject to disposal.

Thank you for your participation.