

2016 SC Engineering Conference – June 23-26, 2016

Embassy Suites Charleston Area Convention Center REGISTRATION DEADLINE IS APRIL 29, 2016

Conference Sponsorship

Sponsorship is divided into several categories. According to the level of sponsorship, sponsors receive a variety of additional conference incentives. **All sponsorships receive the following:** company logo will be included in all conference brochures, logo will appear on the SC Engineering Conference website with a link to your company website for one year, recognition on the ACEC-SC, ASCE-SC and SCSPE websites with links to your site, six months listing on the three organization's newsletters and event signage at the conference.

Platinum: \$5,000.00

Platinum Sponsors receive six conference registrations, five minutes on Friday Lunch agenda, complementary trade show booth and the opportunity to fully participate with conference attendees.

Gold: \$3,500.00

Gold Sponsors receive four conference registrations, five minutes on Friday Lunch agenda, complementary trade show booth and the opportunity to fully participate with conference attendees.

Silver: \$2,500.00

Silver Sponsors receive three conference registrations, complementary trade show booth and the opportunity to fully participate with conference attendees.

Bronze: \$1,000.00

Bronze Sponsors receive one conference registration and a discounted trade show booth price of \$400 and the opportunity to fully participate with conference attendees.

Thursday Lunch: \$1,000.00 - Friday, June 23

This sponsorship includes one full conference registration, complementary trade show booth and the opportunity to fully participate with conference attendees.

Friday Lunch: \$1,500.00 - Friday, June 24

This lunch is expected to attract 250 engineers. The lunch is the venue for one of the conference's keynote speakers. The sponsors receive one full conference registration, five minutes on the luncheon agenda and complementary trade show booth and the opportunity to fully participate with conference attendees.

Saturday Evening Banquet: \$1,500.00 - Saturday, June 25

The sponsor receives one full conference registration, five minutes on the banquet agenda and complementary trade show booth and the opportunity to fully participate with conference attendees.

Breaks: \$500.00 each - Friday, June 24 and Saturday, June 25 Break sponsors receive additional event signage during the breaks.

Trade Show

Trade Show Exhibit Registration: \$750.00 (Includes 2 exhibitors per booth) – Thursday, June 23 and Friday, June 24 Trade Show exhibitors company logo will be included in all conference brochures, recognition on the SC Engineering Conference website with a link to company site, recognition on the ACEC-SC, ASCE-SC and SCSPE websites with links to your company site, six months listing the three organization's newsletters, event signage at the conference. Also includes two people for the Thursday Trade Show Reception and lunches on Thursday and Friday. Additional exhibitors will cost \$95 per person. Exhibitors may participate in the conference educational session Thursday and Friday, but must register for Saturday sessions.



SPONSORSHIP REGISTRATION FORM SPONSORSHIP INFORMATION THE EARLY REGISTRATION DEADLINE IS FEBRUARY 29, 2016

I wish to purchase the following:

Platinum	Sponsorship - \$	55,000								
Gold Spo	Gold Sponsorship - \$3,500									
Silver Spo	Silver Sponsorship - \$2,500									
Bronze S	Bronze Sponsorship - \$1,000									
Thursday	Thursday Lunch Sponsorship - \$1,500									
Friday Lu	Friday Luncheon Sponsorship - \$1,500									
Banquet	Sponsorship - \$	1,500								
Break Sp	Break Sponsorship - \$500 each									
Trade Sho	Trade Show Exhibit \$750 (Includes 2 exhibitors per booth)									
Addition	al Exhibitor \$9	95								
Conferen	Conference Registration (per person) \$295									
Conference Registration Thursday/Friday Only (per person) \$215										
Conference Registration Friday/Saturday Only (per person) \$235										
Conference Registration Friday Only (per person) \$140										
Conference Registration Thursday Only (per person) \$85										
	vening Dinner (p	• ′								
Saturday	Evening Banque	et (per perso	on) \$75							
				TOTAL:						
	bia, SC 29211. Pa			ERING CONFERENCE. Mail to: vour registration. You may pay via						
Company Name:										
Primary Contact:	Contact: Name Badge:									
Additional Exhibitor:	tor: Name Badge:									
Billing Address:										
City:	State:	_ Zip Code: _	F	Phone:						
E-Mail:			_Website:							
Account #	nt # Expiration Date:									
Visa:MasterCard:	AMEX:Disc	cover: CS	C Code (3 o	4digit code on back of card):						
Signature:	nature: Date:									



TRADE SHOW GENERAL INFORMATION/RULES & REGULATIONS 2016 SC Engineering Conference & Trade Show

GENERAL INFORMATION

Show Date and Place

June 23-26-2016

Embassy Suites Charleston Area Convention

Center

North Charleston, SC

Schedule

June 23 - 10:00 AM - 12:00 NOON - Exhibitor Setup June 23 - 12:00 NOON - 6:00 PM - Trade Show Hours June 23 - 5:30 PM - 6:30 PM Trade Show Reception June 24 - 8:00 AM - 4:00 PM - Trade Show Hours

Exhibitor Fees include the Trade Show reception on Thursday and lunch on Friday for up to 2 people. One person per booth is allowed to attend the educational sessions on Thursday and Friday.

*Exhibit fees include 8' x 5' booth; one six-foot skirted table, and two chairs. There will be an additional charge for booths exceeding 8'x 5', see #14 for electricity, internet and A/V information.

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

Door Prizes

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

Trade Show Contact

Allison King PO BOX 11937 Columbia, SC 29211

Telephone (803) 771-4271; Fax (803) 771-4272

Email: info@scengineeringconference.org

Hotel Information

Embassy Suites Charleston Area Convention Center 5055 International Blvd. North Charleston, SC 29418

Phone: 843-747-1882

You can also make your reservation by visiting www.scengineeringconference.org and click on the hotel link on the home page.
Reservation Deadline: June 2, 2016

RULES & REGULATIONS

- 1. Reservation for space: Booths will be assigned as sponsors first then on a first-come, first-serve basis for exhibitors.
- 2. Payment and cancellation policy: Exhibit fees must be paid in full with signed contract. Cancellations received before June 17, 2016 will receive a 50% refund and must be in writing. NO refunds after June 17, 2016.
- **3.** For signage at the conference, email your company logo in high resolution JPEG format to: info@scengineeringconference.org
- 4. Liability: The exhibitor agrees to protect, save, and keep the SC Engineering Conference, Embassy Suites Charleston Area 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 the Embassy Suites Charleston Area Convention Center. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. The SC Engineering Conference and Embassy Suites

Charleston Area 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 SC Engineering Conference and Embassy Suites Charleston Area 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 SC Engineering Conference as an Additional Insured. Liability limits shall be at least \$1,000,000. A certificate of insurance must be in the conference headquarters on or prior to **June 1, 2016** for each exhibit booth.

- **5. Booth dimensions and limitations:** Standard booths (8' x 5'). 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
- 6. Exhibit set-up hours: 10:00a.m. NOON Thursday, June 23, 2016. All booths must be setup by NOON.
- 7. Trade Show hours: NOON 6:00 p.m. Thursday, June 23, 2016 and 8:00 a.m. 4:00 p.m. Friday, June 24, 2016.
- **8. Dismantling Hours:** Displays must not be dismantled until the close of the Trade Show (4:00 p.m. June 24, 2016) All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. June 24, 2016.
- **9. 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.
- **10. 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 exhibitor fee per person, plus pay for any events in which they participate.
- **11. Attendees:** ACEC-SC, ASCE-SC and SCSPE members as well as other registered engineers. Exhibitors are encouraged to invite their clients and other parties who will benefit from the conference.
- **12. Amendment to Regulations:** All matters and questions not covered by these regulations are subject to the decision of SC Engineering Conference. The conference 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.
- 13. Electricity/Internet/AV: SEE FORMS BELOW
- 14. Shipping And Receiving: Due to limitations in secured storage space, the Hotel will only accept packages as follows:

Boxes / packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the following:

Embassy Suites North Charleston Airport/Convention Center Hold for (Client Name)

Name of Group/Event

5055 International Boulevard

North Charleston, SC 29418

First Date of Event

of Boxes (I.E 1 of 2, 2 of 2, etc.)

Embassy Suites also recommends that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Handling Instructions:

- there is a \$5.00 charge per box (boxes up to 36" x 24" x 24") received at the hotel/convention center.
- there is a \$10.00 charge per box for larger boxes and display cases received at the hotel/convention center.
- a storage fee of \$5.00/per day, per box will be applied to any materials shipped earlier than two days prior to the event.
- boxes left on the premises for longer than one week after departure without return shipping labels will be discarded.
- any item over 50 pounds must be delivered to a drayage company; your event or convention services manager can assist you with these arrangements
- no COD packages will be accepted.

CHARLESTON AREA CONVENTION CENTER

Attn: Building Services Department 5001 Coliseum Drive – North Charleston, SC 29418

Phone: (843) 529-5026 Email: ServiceDesk@NorthCharlestonColiseumPAC.com Fax: (843) 529-5080

Please Type or Print Inform					
Event:		Date/Time Install:			
Exhibitor/Firm Name:	F	Booth:			
Address:	City/State/Zip:				
Contact Person:	Email Address:				
Telephone:	Fax:				
ADVANCED RATES APPLY ONLY TO ORDERS RECEIVED		A MINIMU	M OF 14 DAYS	DRIOR TO	
THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RA					
	ILO ALLEL				
Quantity		Advanced	Standard Pate	Total	
LOW POWER		Rate	Rate		
LOW POWER					
(1) 120 Volt up to 2400 Watts/20 Amp Outlet	•••••	\$75.00	\$100.00		
HIGH POWER (For direct connection to disconnect box only)					
		5110.00	÷202.00		
208 Volt, 20/30 Amp, Single Phase			\$200.00		
208 Volt, 60 Amp, Single Phase			\$300.00		
208 Volt, 60 Amp, Three Phase			\$500.00		
208 Volt, 100 Amp, Single Phase			\$575.00		
208 Volt, 100 Amp, Three Phase			\$875.00		
480 Volt, 60 Amp, Three Phase			\$950.00		
Ballroom Band Connection		\$175.00	\$225.00		
Ballroom Production Power, 400 Amp			\$1,000.00		
25' Extension Cord (Does not include connection)	-paid labor. Labor mus 	ist be purchased	d in 1-hour increm . \$55.00/hour . \$75.00/hour	nents)	
Did you Read the Regulations on the reverse side of this form? Complete all event, company & booth information? Provide payment in full? Return order form & payment to the CACC a minimum of (14) fourteer Method of Check (Made payable to: Charleston Area Convention Center	f Payment	ibitor move-in day	Order Total \$ y to receive advance Cash (US Curr	rency Only)	
		_	·		
Credit Card Number:		Ехр	piration Date:		
Signature:	Print Name			ļ	

Electrical 09/14

GENERAL REGULATIONS

- 1. THERE WILL BE NO RESALE OR SHARING OF ANY ELECTRICAL SERVICES PURCHASED.
- 2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
- 3. **ADVANCE ORDERS**: To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
- 4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED**. Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
- 5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
- 6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
- 7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
- 8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY**. Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
- 9. Claims will not be considered unless filed in writing prior to close of the show.
- 10. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

- CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Electrical Supervisor.
- 2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
- 3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
- 4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- 5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
- 6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
- 7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
- 8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
- 10. Power needed to assemble and disassemble your exhibit must be purchased.

Telecommunications 09/14

CHARLESTON AREA CONVENTION CENTER

Attn: Building Services Department

5001 Coliseum Drive - North Charleston, SC 29418

Phone: (843) 529-5026 Email: ServiceDesk@NorthCharlestonColiseumPAC.com Fax: (843) 529-5080

Please Type or Print Info	rmation & Fill Out Con	mpletely						
Event:	Date/Time Install:							
Exhibitor/Firm Name:	Booth:							
Address:	City/State/Zip:							
Contact Person:	Email Address:							
Telephone:	Fax:							
ADVANCED RATES APPLY ONLY TO ORDERS RECEIVED & PAID IN FULL A MINIMUM OF 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS. NO EXCEPTIONS.								
Quantity		Advanced Rate	Standard Rate	Total				
INTERNET & CABLE SERVICE								
(Internet connection requires your computer to have a working network card	. No DHCP / proxy / v	vireless servers allov	ved without prior	approval.)				
Basic Internet Connection (Per Device) Wired/Wireless (512)	<)	\$150.00	\$250.00					
Initial Show Internet Connection (Per Device) Wired/Wireles	·		\$450.00					
Additional Show Internet Connection (Per Device) Wired/Wir								
Premium Internet Connection (Up to 5Mbps)			\$3,125.00					
Basic Cable TV Service			\$75.00					
HD Cable TV Service (Requires 1 Week Advance Notice)		\$100.00	\$150.00					
Complimentary Wi-Fi powered by WOW! Business is available for casual use, such as we function/Lobby areas, & Montague Terrace, & is not recommended for any mission critic				Arts Center Pre-				
LINE CERVICES (Language distance complete & complete and model mod	a a()							
LINE SERVICES (Long distance services & equipment rental not include	ea)							
Standard Analog Line (excluding phone set)		\$200.00	\$300.00					
Extending services of outside service providers								
For extending services, please contact the Telecommunications Department a	_		ŕ					
 (Must choose one or Option 1 is assumed. Credit Card authorization form is a Option 1: Local, Toll Free and Credit Card (0+) dialing Option 2: Unrestricted Long Distance Service, Local, Toll Free 								
EQUIPMENT RENTAL (Must choose one)								
———— Single Line Sets		\$30.00						
Multi-Line Sets			\$75.00					
TELECOMMUNICATIONS TECHNICIAN LABOR (Special placement, repairs and other special services will require pre-paid laborate Description of Work:	bor. Labor must be p	urchased in 1-hour i	increments)					
———— Monday – Friday 8AM – 5PM (except holidays)			\$55,00/br					
Monday – Friday 5PM – 8AM and Saturday (except holidays)								
Sunday & Holidays								
Sanday a Holidays			\$70.007111					
Did you Read the Regulations on the reverse side of this form? Complete all event, company & booth information? Provide payment in full? Return order form & payment to the CACC a minimum of (14) fourteen days prior to first exhibitor move-in day to receive advanced rate?								
Method of Payment Method of Payment								
☐ Check (Made payable to: Charleston Area Convention Center	Check No:		☐ Cash (US Cu	ırrency Only)				
☐ Visa ☐ MasterCard	☐ Discover		☐ American E	xpress				
Credit Card Number:		Expi	ration Date:	•				
Signature: Print Name:								
ognation								

Telecommunications 09/14

GENERAL REGULATIONS

- 1. THERE WILL BE NO RESALE OR SHARING OF ANY TELECOMMUNICATIONS SERVICES PURCHASED.
- 2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
- 3. **ADVANCE ORDERS:** To receive the advance rate, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
- 4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to start of event load-in in order to receive credit.
- 5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
- 6. All materials and equipment furnished by or rented from CACC shall remain within the Facilities and shall not be removed.
- 7. Under NO circumstances shall anyone other than the CACC Technical Personnel make any modifications or alterations to any equipment or materials furnished by the CACC.
- 8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY**. Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
- 9. The choice of the Internet Service Provider (ISP) is at the sole choice of CACC. If the client requires that a specific vendor provide these services, arrangements must be made ten (10) weeks before move-in and will result in additional charges.
- 10. Due to the nature of the Internet, CACC cannot guarantee any level of performance or accessibility beyond <u>our</u> gateway. The Internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain a level of performance from the Ethernet network for all users.
- 11. Claims will not be considered unless filed in writing prior to close of the show.
- 12. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

- 1. The exhibitor is responsible for **ALL** telephone calls charged to their line(s).
- 2. Long Distance calls, Directory Assistance calls and other services will be billed at the rate of \$.25/min. Long Distance calls are billed on a PER MINUTE basis. Directory Assistance calls are billed on a PER CALL basis.
- 3. All telephones within CACC are restricted from dialing 976 and 900 numbers. All are allowed 911 calls.
- 4. The exhibitor will be responsible for all telephone equipment / materials while in their possession. Equipment and Materials must be picked up and returned by exhibitor at the Service Desk. **EQUIPMENT NOT RETURNED, OR DAMAGED WHILE IN THE POSESSION OF EXHIBITOR, WILL RESULT IN A REPAIR / REPLACEMENT CHARGE TO BE BILLED AS FOLLOWS:**Single Line Sets \$ 50.00 Multi-Line Sets \$ 500.00
- 5. All equipment provided by exhibitor must be Touch Tone capable and meet F.C.C. Regulations. The CACC assumes no responsibility for any equipment or material provided by the exhibitor.
- 6. We do not guarantee higher transmission speeds unless the Premium Internet Connection is purchased.
- 7. All wireless connections must be approved or purchased through CACC.
- 8. Premium Service is sold in Mb increments and bandwidth is determinate based on intended use and amount of users. It is delivered via a single 100baseT Ethernet cable or wireless. Servers are allowed (excluding wireless).
- 9. For multiple Internet connections, please contact the Telecommunications department at 843-529-5038.
- 10. Computers that are in a different area than that of the server will be patched using the CACC infrastructure, at a cost of \$20.00 per port.