



Thank You for Supporting the SC MGMA in 2019

2019 EXHIBITOR GUIDELINES

DATES AND LOCATION: August 28, 2019 – August 30, 2019 at the Hilton Head Marriot Resort and Spa, One Hotel Circle., Hilton Head SC 29928. For hotel accommodations, call the Marriott directly at 843-686-8400 and ask for the SCMGMA Conference rate, or use our online portal to the hotel at www.scmgma.com. Click on the *News and Events* banner and use the hotel link provided.

CANCELLATION POLICY: Exhibit space cancellations made before August 15, 2019 will receive a full refund minus an administrative fee of \$100.00 per exhibit space. All refund requests must be submitted in writing to the address of this contract. There will be no refunds for cancellations or no shows that occur after August 15, 2019, unless the exhibit space is resold; in which case a full refund will be granted. SCMGMA will make every effort to resell the exhibit space; however, the exhibitor is expected to assist in reselling the space.

ON-SITE AUTHORIZED EXHIBITOR REPRESENTATIVE: During show times one representative from your company responsible for ensuring that the exhibit space is staffed, neat, orderly, and that representatives conduct themselves in a professional manner at all times. This representative is expected to communicate with the SCMGMA staff members regarding any concerns with the exhibit space and will approve any additional representatives for their company who may require a name badge. A \$250 fee per representative will be charged for greater than two per exhibit space. Representative names should be submitted at least 15 days prior to the event and updated as changes are identified to insure accurate information is provided to the attendees. Note that updates not received by this date may not be reflected in printed materials.

CONFERENCE PRESENTATIONS: All exhibitors and corporate members are invited to attend all keynote and breakout sessions as desired. ACMPE and AAPC credit will be provided to respective member attendees.

PROMOTIONAL OPPORTUNITIES: SCMGMA will recognize exhibitors and sponsors in the following ways:

- (1) Logos of corporate members will be posted on the SCMGMA website; if you have not provided this, please send to us prior to the conference;
- (2) Exhibitors will be displayed on a poster during the conference;
- (3) Exhibitor contact information is provided to all attendees; review the attached list for accuracy;
- (4) Exhibitors and corporate members will be recognized during the Thursday luncheon;

(5) Exhibitors will be listed on the SCMGMA Facebook page

EXHIBITOR SET UP/BREAKDOWN: Exhibitors may begin setting up after 1:00 p.m. Wednesday, August 28, 2019 provided the space is ready. Exhibitors must register with the SCMGMA staff in order to obtain their registration materials. Breakdown is Friday, August 30, 2019 following the breakfast.

BOOTH INFORMATION AND DRAYAGE: This year we are using Blue Chip Expo (BCE) for our drayage company. They are local to the Hilton Head area and were recommended by the hotel. Booths will be 6' deep and 10' wide and include standard pipe and drape and one 7" X 44" booth ID sign, two chairs, one wastebasket and one 6' skirted table. Each booth will have 8' high back wall and 3' high side rails. Electrical service will be provided by the hotel. Please fax the electrical form directly to the hotel.

In addition, BCE will provide the following services at the cost of the individual exhibitors as required:

- Receive and store freight 20 days prior to the set-up date
- Deliver exhibit materials to individual booth spaces
- Storage of empty containers through duration of show
- Re-forwarding of freight at conclusion of show
- Access BCE website to download forms and place orders at www.bluechipexpo.net

EXHIBITOR DATES AND HOURS: Exhibitors may keep their exhibit space open all day. However, exhibitors are expected to be in attendance at their exhibit space during the prime exhibit hours as listed below. On Wednesday, August 28, representatives are expected to be present at your exhibit space from 5:30 – 6:30 p.m. during the Welcome Reception in the Exhibit Hall as well as other times as indicated below.

Wednesday, August 28, 2019

1:00 p.m. – 4:30 p.m.	Exhibitor Set Up
5:30 p.m. – 6:30 p.m.	Welcome Reception in Exhibit Hall with attendees
6:30 p.m.	Dinner on Your Own

Thursday, August 29, 2019

7:00 a.m. – 8:00 a.m.	Breakfast with Attendees in Exhibit Hall
9:00 a.m. – 9:45 a.m.	Break with Attendees in Exhibit Hall
12:00 p.m.: – 1:30 p.m.	Recognition Lunch with Attendees. Please have at least one representative from your organization present as your organization will be introduced.
3:00 – 3:45 p.m.	Break with Attendees in Exhibit Hall
5:15 – 6:00 p.m.	Champagne Toast to Exhibitors in Exhibit Hall followed by Exhibitor Door Prize Drawings
7:00 – 10:00 p.m.	Hawaiian Luau with Attendees, Exhibitors, & Speakers

Friday, August 30, 2019

8:00 a.m. – 9:00 a.m.	Exhibitor Appreciation Breakfast with Attendees in Exhibit Hall
After 9:00 a.m.	Exhibitor Breakdown

***REMEMBER TO MAKE ARRANGEMENTS FOR YOUR BOOTH TO BE PICKED UP FROM THE HOTEL AT THE END OF THE SHOW!**

SECURITY: SCMGMA will not be responsible for valuables left unattended at your exhibit space.

REGISTRATION MATERIALS: Registration packets will include (a) name badges; (b) conference program; (c) attendee list; (d) appropriate sponsor ribbons; and (e) door prize policy.

CONFERENCE SURVEYS: A link via survey monkey will be sent to all attendees and exhibitors at the conclusion of the conference. We encourage completion of this survey with your honest and constructive feedback.

ATTENDEE LISTS: A pre-conference attendee mailing list will be provided during the month of August. An updated list will be available on site. These lists will be incomplete, as several attendees often register on site. However, approximately one month following the conference all exhibitors who attended the conference will receive an updated list that will include all on-site registrants. This is an excel spreadsheet which will be emailed to the representatives who attend the conference.

HOTEL ACCOMMODATIONS: SCMGMA has secured a room block with the Hilton Head Marriott. The rates for hotel rooms are listed below along with the dates that the room block is available. All rates are subject to applicable state and local taxes. The link to register for hotel accommodations is posted at www.scmgma.com under the “News and Events” banner. SCMGMA is under a contract with the hotel and is required to meet the hotel block threshold, so please keep this in mind when making your reservations to help avoid an additional expense to SCMGMA. The hotel rates are included below.

HOTEL ROOM BLOCK PRICES AND DATES – August 27, 2019 – September 1, 2019

Start Date	End Date	Room Type	Rate
08/27/2019	09/01/2019	Standard	\$219.00

Resort room rates are subject to applicable state and local taxes (currently **10%**) in effect at the time of check in. All rooms will be subject to a **\$1.75** destination fee, per room, per night.

DOOR PRIZES: Thank you for providing door prizes. These should be of at least a \$25.00 value. We will draw for door prizes immediately following the champagne toast on Thursday afternoon, August 29, 2019. Winners names will be drawn from collection of attendee business cards who visit your exhibit space. Pre-drawn cards will not be accepted if drawn before getting in line. In the event the person whose name drawn has already won a door prize, then a second business card will be drawn, as attendees may receive one door prize only in fairness to other attendees. Attendees must be present to win. **Individual special drawings will only be allowed with prior approval from the conference committee.** These would be in addition to our regular drawings.

OUTSIDE ACTIVITIES: Should your company choose to arrange a special event or hospitality suite for SCMGMA conference attendees, this must be approved ahead of time by the SCMGMA Board, and must not be scheduled during a time that would conflict with other conference activities previously planned.

SPACE ASSIGNMENT: SCMGMA will make every effort to provide your first choice of location and not place you near a competitor. However, in the event you are not pleased with your location, the exhibitor committee will make every effort to relocate your space provided a vacant space is available. Corporate members who have pre-paid their annual sponsorship by April 1, 2019 are given first choice of exhibit space locations. After that date, all exhibit spaces are assigned on a first come, first served basis.

EXHIBIT SPACE DESCRIPTION: Exhibit space is 10' X 6' and comes with one 6 foot. table, a sign bearing your company name, sponsor signage based on level of sponsorship (i.e. platinum, gold, silver, or bronze); pipe and drape; and two chairs. Platinum and Gold members will receive two tables. Additional services may be purchased from our drayage company, Blue Chip Expo, Inc., 118B Mathews Drive, Hilton Head Island SC 29928. Phone: (843)618-4545. FAX: (843)689-5959. They have provided a link on our website at www.scmgma.com under the News and Events banner where you may order shipping, decorating, and other services. Let me know if there is something you need that may not be easily identified.

DECORATING CONTEST: There will be an exhibitor decorating contest. The exhibitor who wins will receive \$500 off their 2020 exhibit space. Votes will be cast by the conference attendees on site to determine the winner. Note: the hotel does not provide storage of any exhibit-related materials. Please contact Bluechip Expo Inc. as mentioned above for this service.

ELECTRICITY: Electricity and internet may be purchased directly from the hotel. FAX or email your electrical form to the hotel prior to the event. The electrical request form is also located on the SCMGMA website at www.scmgma.com under the News and Events tab. We recommend this be arranged prior to the conference in order to expedite the service.

MGMA AND SCMGMA LOGO USAGE: Any corporate member or exhibitor who wishes to use the logo on any of their printed material must provide a copy of the material to be printed for approval. Contact Cindy Ott at 803-387-7864 to arrange for your material to be reviewed and approved.

YOUR COMPANY LOGO. Those who join as corporate members may have their logo displayed on our website. This will be displayed from January 2019 – December 2019. Please forward this to Cindy Ott.

FORCE MAJEURE OR CANCELLATION OF THE SHOW: Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to acts of God, terrorism, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or war in the United States make it illegal or impossible for the hotel to hold the event. This also includes a South Carolina declaration issuing a mandatory evacuation.

AMERICANS WITH DISABILITIES ACT: The exhibiting company shall be responsible for making its exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold the SCMGMA harmless from any consequences of the exhibiting company's failure in this regard.