Exhibitor Guidelines

- 1. Reservations for exhibit space are assigned on a first-come, first-served basis. Payment must be made in full by August 16 before space assignment will be confirmed. The SC Bar reserves the right to assign exhibitor space to accommodate the overall conference requirements.
- 2. Exhibitors are expected to man their exhibits at all appropriate conference hours, maintain a clean exhibit area and cooperate with the SC Bar throughout the program.
- 3. It is expressly understood that the SC Bar will not provide/pay for special equipment, services or facilities requested or arranged for by an exhibitor. Each exhibitor is solely responsible for placing its display in its designated space and removing it at the conclusion of the event.
- 4. Door prize drawings must my submitted through the SC Bar using the appropriate form. Drawings will take place at the end of the program. If any exhibitor would like to have a separate drawing, it must take place at the booth and the exhibitor is responsible for contacting the winner.
- 5. Appropriate circulars or advertising material may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business without the approval of the Bar staff members.
- 6. The SC Bar, display company contracted or other local organization (hotel, etc) shall not be held liable for any damages to or for the loss or destruction of any exhibit, or from the theft or disappearance of any of the property contained in or about the space of any exhibitor.
- 7. Exhibitors must have reasonable liability insurance coverage for the 2013 Solo & Small Firm CLE and Annual Meeting for the period of their attendance. By signing the agreement, you agree to hold harmless the SC Bar, Charleston Marriott and any display company contracted for any loss, damage, theft or injury.
- 8. All exhibits must be confined to the contracted exhibit space. No items (furniture, etc.) may be placed in the aisles or infringe upon other exhibitors. Absolutely no company identification may be placed outside your assigned exhibit space (i.e. on posts, pillars, walls, etc.). Also no material of any kind may be affixed to any bear walls, posts, pillars, etc without the express written permission of hotel management. No music, live or recorded, will be allowed at exhibits except as might be included in a video tape or DVD presentation. No activity of exhibitor representatives or functions of a display should in any manner interfere, disturb or infringe on fellow exhibitors. It shall be the responsibility of exhibitor representatives to report or call to the attention of the Bar staff any questionable activity or disturbing influence.
- 9. To guarantee companies are listed in marketing materials, appropriate forms and payment are due by **July 19**.
- 10. Cancellations received before August 30 will receive a 25% refund and must be in writing.