

## GFOA of South Carolina - Exhibitor Information

Read carefully for information:

[www.gfoasc.org](http://www.gfoasc.org)

**Exhibit Space:** Available will be 10' X 10' area (carpeted, piped, and draped) for each sponsor. Included will be a 8 ft table, two chairs, and an electrical connection. Additional space or equipment will incur additional cost. If more space is needed, please specify on the registration form. If more space is utilized at the conference than anticipated, the sponsor will be invoiced for the additional cost. The agent working with GFOASC as the shipping in/out, exhibit hall setup, and extras will be Convention Makers; their forms are included in the Sponsor Registration information on the website.

- **Registration:** Sponsor Registration will open at 12 p.m. on Sunday, October 4, 2009, but note that you can set-up your booth earlier—see “SET-UP “ below.
- **Character of Exhibits:** GFOASC reserves the right to decline or prohibit any conduct within the exhibition area which, in its opinion, is not suitable.
- **Sponsor Registration:** The number of sponsor registrations badges/packets is determined by the category of sponsorship. Each packet will include all conference materials and a badge allowing inclusion in all conference sessions, dining and social events.  
*Each sponsor attendee will be required to have a badge, even if they are only “manning the booth”. Additional registrations may be purchased at the registration table for \$350 each.*
- **Subletting of Space:** No exhibitor will assign, sublet or apportion the whole or any part of the space purchased or permit any other party to exhibit therein without written permission from GFOASC.

### Set-up and Dismantling:

**The Exhibit Hall will be open by 8 a.m. Sunday morning and all Exhibitors need to be set-up by 5 p.m. on Sunday, October 4, 2009. A Sponsor Coordinator will be in the Exhibit Hall to assist you with your booth needs. Each booth will have signage indicating each registered company. You will be allowed in to setup (although not registered at that point) because we don't want you to miss the casual “meet & greet” reception beginning at 7 p.m.**

**All booths will need to be dismantled by 5 p.m. Tuesday, October 6, 2009. Breakdowns cannot begin prior to the afternoon delegate break in the Exhibit Hall at approximately 3:00.**

- **Shipment of Booths/Supplies:** **Neither The Myrtle Beach Convention Center nor the Sheraton Hotel will accept booth or supply shipments.** Please use the Shipping Labels and forms to ship to CONVENTION MAKERS OF Myrtle Beach. This company will maintain and deliver your equipment, etc. to the Exhibit Hall on Saturday afternoon or early Sunday morning and place it close to your booth area. Convention Makers will also ship your booth out after the conference if you fill out the forms.
- **Additional Equipment, Supplies, or Service:**  
*All CONVENTION MAKERS forms, shipping labels, equipment rental rates, can be printed from the GFOASC fall conference website, then completed, and faxed to Convention Makers. YOU ARE RESPONSIBLE.*
- **Hours of Exhibits** (Check the schedule in your packet): The Exhibit Hall will be open officially on Monday, October 5, 2009 from 8:00 a.m. to 4:00 p.m.; and on Tuesday, October 6, 2009 from 7:30 a.m. to approx. 3:30 p.m.
- **Tuesday Night Banquet:** Registered (with badges) vendors/sponsors/guests will be recognized for their contributions at the Banquet and *we encourage you to attend so we can say thank you in person.*
- **Door Prizes:** We encourage each exhibitor to collect business cards by providing door prizes for delegates. You can award the prize at your booth during the last (longer) break Tuesday afternoon. We will be going from booth to booth with a handheld mic to give you an opportunity to announce your winners. We certainly appreciate the extra effort shown with this special activity.

**Thank You!**