
SOUTH CAROLINA ATHLETIC COACHES
ASSOCIATION
POST OFFICE BOX 310
114 POWHATAN LANE
CROSS HILL, SC
29332



864-998-4795 864-998-4209 FAX
scathcoaches@prtcnet.com or wkrscaca@gmail.com

February 16, 2017

Dear Sir:

The South Carolina Athletic Coaches Association 2017 annual coach's clinic will be held at the CHARLESTON AREA CONVENTION CENTER, 5001 Coliseum Dr., N. Charleston, S.C. This year's dates are July 23-26. [Sunday July 23 is setup day only].

The 6,544 members of the SCACA represent every high school, most of the junior high and middle schools, as well as 21 colleges and universities in South Carolina. Our clinic covers football, basketball, baseball, softball, soccer, tennis, golf, volleyball, track, cross country, cheerleading, turf management, strength, sports medicine, swimming, and lacrosse.

Our 2016 clinic attracted over 3300 coaches and 115 exhibitors. Our members look forward to visiting with vendors and seeing the latest in athletic equipment and other related materials.

Exhibit spaces will be available on a first come basis. Space can be reserved by completing the exhibitor's agreement, along with your payment. The fee is \$375.00 per booth until March 25 and \$475.00 after that date. CREDIT CARDS ARE NOT ACCEPTED.

I look forward to hearing from you in the near future and to seeing you at our 2017 annual clinic in Charleston.

Sincerely,
W. Keith Richardson
Exhibit Hall Coordinator

This packet contains the following:

1. Cover Letter
2. SCACA Exhibitor Contact, Exhibitor Information Sheet
3. Exhibitors Rules and Regulations

Exhibitor's Information Sheet

SCACA Contact: Keith Richardson, 864 – 998 – 4795 scathcoaches@prtcnet.com

PRX Exposition Services: Danielle Murnieks, dmurnieks@prexposition.com
843 – 714 – 2767 Office

SCACA All-Sport Clinic Site:

Charleston Area Convention Center
5001 Coliseum Drive
North Charleston, SC 29418

Date: July 23-26, 2017

ebowman@northcharlestoncoliseum.com

North Charleston Convention Center contact: Elliott Bowman 843-529-5049

Exhibit Hall: EXHIBIT HALL A

Set up time: Sunday, July 23, 2017 9:00 am (tentative)

Exhibit hall will not open to coaches on Sunday.

Breakdown: All vendors are asked to stay through NOON, Wednesday July 26, 2017.

Unloading Dock: All loading and unloading must take place through the convention center loading docks and not through the main lobby doors.

Shipping Information:

PRX Exposition Services
196A Shop Grove Dr.
Columbia, SC 29209

* Be sure to label the outside with SCACA Coaches Clinic

* Do not ship early or to hotels

Electricity: Electricity will be handled by the convention center, see attachment.

When you arrive at the convention center, please check with the SCACA Registration. You will need your name badge to enter the exhibit area.

**2017 South Carolina Athletic Coaches Association
Exhibitors Contract**

Return to: SCACA
PO Box 310
Cross Hill, SC 29332

Firm Name: _____

Products to be displayed: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

Clinic Dates: July 23-26, 2017.
Charleston Area Convention Center
5001 Coliseum Dr.
North Charleston, SC 29418

The Fee is \$375.00 until March 25 and \$475.00 after that date.

Payment must accompany the contract. Make check payable to SCACA. If you wish 2 booths double the fee, etc. The **SCACA DOES NOT ACCEPT CREDIT CARDS.**

Liability: Neither the SCACA or the Charleston Area Convention Center will be responsible for the loss by fire, theft, damage, or delay in transit to or from the exhibition or which are in the center. The SCACA will provide all reasonable care of exhibits during the clinic.

SC Department of Revenue: South Carolina law requires vendors conducting sales in South Carolina more than once in a 24 month period to have a valid South Carolina retail license, report and pay the applicable sales tax. Operating without a valid South Carolina retail license could result in fines up to \$500 for each occurrence.

Please return this contract with payment as soon as possible.

Signed: _____ (Agent for exhibitor)

If you have questions or would like more information concerning our clinic, please call our office at 864 – 998 – 4975 and ask to speak to Keith Richardson.

Please list the vendors who will work your booth so that we can prepare badges in advance. **There will be a \$10.00 Charge for name badges after July 23, 2017.**

COMPANY ID REQUIRED

Please Type or Print:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Rules and Regulation for SCACA Exhibitors

1. Exhibitor booth fee: \$375.00 per booth until March 25 and \$475.00 after that Date.
2. For this fee you will receive the following:
 - a. One 10' x 10' booth, piped and draped
 - b. One 6 foot table, draped
 - c. Two chairs
 - d. One Identification Sign
 - e. Security for the exhibit area
3. The CHARLESTON AREA CONVENTION COMPLEX will be providing security for the booth area, but neither the SCACA nor the Charleston Area Convention Complex will be held liable for any stolen merchandise.
4. Exhibit booth assignments will be made by the SCACA on a first come, first served basis. SCACA Sponsors and multiple booths are given priority.
5. Cancellations prior to May 2, 2017 will receive a refund of the exhibit fee less a 20% service charge. Refunds of exhibit fee after May 2, 2017 will be less a 40% service charge. There will be no refunds after July 1, 2017.
6. No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent or any exhibitor firm to solicit business in his booth. If special circumstances warrant an exception, permission must be obtained in writing from the SCACA, who reserves the right to render final judgment with regard to the appropriateness of the request.
7. Exhibitors shall keep all merchandise, tables, or other materials used for display completely inside the boundaries of the space contracted for by the exhibitor.
8. Exhibitors shall furnish the SCACA, on forms which are provided by the SCACA, with an advance list of their representatives who are expected to attend. Upon arrival, representatives must register at the registration desk, and at all times wear their identification badges, which will be provided without charge and will indicate the name of the company that contracted the space. There will be a \$10.00 charge for name badges after July 23, 2017. COMPANY ID WILL BE REQUIRED.
9. The SCACA requests that hospitality suites, or rooms, not be opened until the close of the last lecture of the day during the clinic

Set up time will be 9:00 am on Sunday, July 23, 2017. Exhibits will be opened until 5:00 pm July 24-25, and until noon July 26. All vendors are asked to stay through NOON Wednesday, July 26, 2017.

Exhibit area will be opened from 8:00 am until the final lecture each day EXCEPT Wednesday July 26 WHEN THE EXHIBIT HALL WILL CLOSE AT NOON.

Any vendor that would want to offer food at their booth must get this approved through the Convention Center.