

SOUTH CAROLINA ATHLETIC COACHES ASSOCIATION
Post Office Box 50028
Greenwood, SC 29649



864-923-5057 FAX: 864-998-4209
Cindy@scocoaches.org

February 1, 2019

Dear Sir/Madam:

The South Carolina Athletic Coaches Association 2019 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 28-31st [Sunday July 28 is setup day only].

The 6,759 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 2018 clinic attracted over 3000 coaches and 121 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 29 and \$475.00 after that date. CREDIT CARDS ARE NOW ACCEPTED, HOWEVER A PROCESSING FEE OF \$20 MUST BE ADDED TO YOUR TRANSACTION.

I look forward to hearing from you soon and to seeing you at our 2019 annual clinic in Charleston. This will be the last year in Charleston for a few years. We will be back in Greenville 2020-2023. So, let's make this a big year in Charleston. If you have any questions, please feel free to call me at 864-923-5057. I look forward in working with you this year.

Sincerely,
Cindy Jacobs
Exhibit Hall Coordinator

This packet contains the following:

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

Exhibitor's Information Sheet

SCACA Contact: Cindy Jacobs, 864-923-5057 cindy@sccoaches.org

PRX Exposition Services: Danielle Murnieks, dmurnieks@preexposition.com
843-714-2767 Office.

SCACA All-Sport Clinic Site:

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

Date: July 28-31, 2019

ebowman@northcharlestoncoliseum.com

North Charleston Convention Center contact:

Peter Wu or Kelsea McGrogan 843-529-5049

Exhibit Hall: EXHIBIT HALL A

Set up time: Sunday, July 28, 2019 9:00 am (tentative)

Exhibit hall will not open to coaches on Sunday.

Breakdown: All vendors are asked to stay through NOON, Wednesday July 31, 2019

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. **It has changed this year**, you must go to this website to order the power. <https://www.northcharlestoncoliseum.com/book-an-event/trade-shows-expos/service-order-form>. **If you order online the cost is \$75.00, online one week out from the event will be \$125.00. If you wait till onsite during load in it will be \$200.**

When you arrive at the convention center, vendor registration will be in the Exhibit Hall for you to pick up your name badges. You will need your name badge each day to enter the exhibit area.

**2019 South Carolina Athletic Coaches Association
Exhibitors Contract**

Return to: SCACA
PO Box 50028
Greenwood, SC 29649

Firm Name: _____

Products to be displayed: _____

Mailing Address: _____

Telephone: _____ Email Address: _____

Clinic Dates: July 28-31, 2019
Charleston Area Convention Center
5001 Coliseum Dr.
North Charleston, SC 29418

The Fee is \$375.00 until March 29 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 ACCEPT CREDIT CARDS, HOWEVER A PROCESSING FEE OF \$20 MUST BE ADDED TO YOUR TRANSACTION.**

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 864-923-5057 and ask to speak to Cindy Jacobs.

Please list the vendors who will work your booth so that we can prepare badges in advance.
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 29 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 1, 2019 will receive a refund of the exhibit fee less a 20% service charge. Refunds of exhibit fee after May 1, 2019 will be less a 40% service charge. There will be no refunds after July 1, 2019.
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 about 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. 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 -4:00 pm on Sunday, July 28, 2019 Exhibits will be opened until 5:00 pm July 28-31, and until noon July 31st. All vendors are asked to stay through NOON Wednesday, July 31,2019

Exhibit area will be opened from 8:00 am until 5:00 pm Monday and Tuesday, until noon on Wednesday.

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