



March, 2011

Some of you have been exhibitors/sponsors at the previous SC Engineering Conference and know we added a trade show a few years back. We've come up with a plan to make the summer meeting bigger and better.

The SC Engineering Conference is sponsored by four engineering organizations: American Council of Engineering Companies of South Carolina (ACEC-SC), American Society of Civil Engineers – South Carolina Section (ASCE-SC), South Carolina Society of Professional Engineers (SCSPE) and the SC Society of Professional Land Surveyors (SCSPLS). This year SCSPLS is joining the conference. Also the Engineering Cluster, a part of New Carolina, and IEEE are hosting meetings at the conference. These groups mean more programs and participants and a bigger opportunity for you as an exhibitor or sponsor.

The conference is expected to attract roughly 250 engineers and surveyors, plus families. A good number of these engineers and surveyors are principals in engineering and surveying firms throughout the state. Those attending the conference come from industry, government, construction, private practice and education. We invite you to take advantage of this experience as an exhibitor and or sponsor.

We are working on programs that are going to bring members to the conference, and we will also have golf game scheduled.

In order to make efficient use of your time as an exhibitor, the trade show is scheduled around Thursday afternoon sessions and an evening reception, June 9, from Noon to 6:00 p.m. and Friday, June 10 from 7:30 a.m. to 3:00 p.m. We are scheduling an extended break with food between programs to bring engineers to your booths. The reception and the Friday break are in the exhibit area.

Naturally, as an exhibitor/sponsor you are welcome and encouraged to participate in conference activities, and we are offering you conference registration, hotel room rates, and golf at the member price. If you register for the conference and when you are not at your booth, you are welcome to attend the informative sessions, play golf and participate in the awards banquet Saturday evening. The conference registration fee is \$285 and the Hilton Head Marriott Resort & Spa is charging \$195 plus tax per night for overnight accommodations.

As an exhibitor, you might also consider being a conference sponsor and expand your exposure at the conference. Sponsorships are available from \$400 to \$8,500 Attached you will find information on sponsorships and the trade show.

As an exhibitor at the 2011 SC Engineering Conference, you are in for a unique opportunity to showcase your goods and services to 250 decision makers in the engineering, consulting and surveying fields. Be a part of our joint venture to bring members pertinent, useful information through this trade show.

Included in your participation, your company logo and link to your website on the SC Engineering Conference website and the sponsoring organizations websites will be displayed from the time you sign up until next year. The fee for the Trade Show is \$650. Exhibitors get maximum exposure to the attendees.

If you want to be included in our marketing material as a sponsor and/or an exhibitor, be sure to sign up by April 22, 2011.

I hope you will join our trade show and our conference at the Hilton Head Marriott June 9 and 10 and for the entire conference June 9-12.

Thank you.
Sincerely,

A handwritten signature in black ink, appearing to read "Joe S. Jones".

Joe S. Jones
Executive Director

2011 SC Engineering Conference - SPONSORSHIP INFORMATION

To Meet Publication Deadline, Sponsorship Registrations must be Received No Later than April 22, 2011

Conference Sponsorship

Sponsorship is divided into several categories. According to the level of sponsorship, sponsors receive a variety of additional conference incentives. **All sponsorships receive the following:** company logo will be included in all conference brochures, logo will appear on the SC Engineering Conference website with a link to your company website for one year, recognition on the ACEC-SC, ASCE SC, SCSPE and SCSPLS websites with links to your site, six months listing on the four organization's newsletters, your company information (brochures, etc.) included in the registration packets, and event signage at the conference.

Gold Sponsor: \$4,000.00 (2 AVAILABLE)

Gold Sponsors receive four conference registrations, five minutes on Friday Lunch agenda and a complementary trade show booth and the opportunity to fully participate with conference attendees.

Silver Sponsor: \$2,500.00 (3 AVAILABLE)

Silver Sponsors receive two conference registrations, and a complementary trade show booth and the opportunity to fully participate with conference attendees.

Bronze Sponsor: \$1,000.00 (12 AVAILABLE)

Bronze Sponsors receive one conference registration and a discounted trade show booth price of \$400 and the opportunity to fully participate with conference attendees.

Friday Lunch: \$3,000.00 (2 AVAILABLE) – Friday, June 10

This lunch is expected to attract 250 engineers. The lunch is the venue for one of the conference's keynote speakers. The sponsors receive two full conference registrations, two additional registrations for the lunch, **five minutes on the luncheon agenda** and a complementary trade show booth and the opportunity to fully participate with conference attendees.

Saturday Evening Banquet: \$3,000.00 (3 AVAILABLE) - Saturday, June 11

The banquet is the highlight of the conference. The sponsor receives two full conference registrations, four additional reservations for the banquet, **five minutes on the banquet agenda** and a complementary trade show booth and the opportunity to fully participate with conference attendees.

Golf Sponsor: \$2,400 Saturday, June 11

Golf sponsor receive 4 golf registrations and signage at the course. Company swag is appreciated.

Mid-Morning Break Sponsorship: \$600.00 each - Friday, June 10 and Saturday, June 11

Mid-Morning Break sponsors receive additional event signage during the breaks.

Golf Lunch Sponsorship: \$400.00 each - Saturday, June 11

Golf Lunch sponsors receive event signage and recognition on the boxed lunches.

Trade Show Exhibit Registration: \$650.00

Trade Show exhibitors company logo will be included in all conference brochures, recognition on the SC Engineering Conference website with a link to company site, recognition on the ACEC-SC, ASCE-SC SCSPE and SCSPLS websites with links to company site, six months listing the four organization's newsletters, company information (brochures, etc.) included in the registration packets, and event signage at the conference. **ACEC-SC Affiliate members get booths for \$550.**

Exhibit fees include 8' x 5' booth; one six-foot skirted table and two chair. There will be an additional charge for booths exceeding 8' x 5'.

I wish to purchase the following sponsorship:

Gold Sponsorship (2 AVAILABLE)	\$4,000
Silver Sponsorship (3 AVAILABLE)	\$2,500
Bronze Sponsorship (12 AVAILABLE)	\$1,000
Friday Luncheon Sponsorship (2 AVAILABLE)	\$3,000
Banquet Sponsorship (3 AVAILABLE)	\$3,000
Golf Sponsorship	\$2,400
Mid-Morning Break Sponsorship.....	\$600
Golf Lunch Sponsor	\$400
Trade Show Exhibit	\$650
Trade Show Exhibit ACEC-SC Member Firms & Affiliate Members	\$550
Conference Registration (per person)	\$285
Conference Registration Thursday/Friday Only (per person)	\$220
Conference Registration Friday/Saturday Only (per person)	\$220
Conference Registration Friday Only (per person)	\$130
Conference Registration Thursday Only (per person)	\$75
Golf (per person)	\$110

TOTAL: _____

Registration Deadline: April 22, 2011 to meet publication deadline.

Payment enclosed. Please make checks payable to **SC ENGINEERING CONFERENCE**. Mail to 2011 SC Engineering Conference, P.O. Box 11937, Columbia, SC 29211. Payment must accompany your registration. You may pay via Discover/Visa or Master Card.

Please provide Camera-Ready artwork for signage by April 22, 2011.

Company Name: _____

Exhibitor Name: _____ Name Badge: _____

Additional Exhibitor: _____ Name Badge: _____

Mailing Address _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

Visa MasterCard Discover Amex Account # _____

Expiration Date: _____ CSC Code (3 or 4-digit code on card): _____

Billing Address: _____

Authorized by (print name): _____ Title: _____

Signature: _____ Date: _____

TRADE SHOW GENERAL INFORMATION/RULES & REGULATIONS

2011 SC Engineering Conference & Trade Show

June 9-12, 2011 Hilton Head Marriott, Hilton Head Island, SC

Tentative Schedule

June 9	10:00 AM – 12:00 NOON	Exhibitor Setup
June 9	12:00 NOON – 6:00 PM	Trade Show Hours
June 9	5:30 PM – 6:00 PM	Trade Show Reception
June 10	7:30 AM – 3:00 PM	Trade Show Hours

Registration Deadline: April 22, 2011

*Exhibit fees include 8' x 5' booth; one six-foot skirted table, and one chair. There will be an additional charge for booths exceeding 8' x 5', see #14 for electricity, internet and A/V information.

Sound Devices: Not recommended due to educational sessions in progress during trade show hours.

Door Prizes: If you would like to donate a **show prize** to be given out during the trade show, please note that on your contract. Exhibitors are also encouraged to offer **booth prizes** for attendees.

Trade Show Contact

2011 Engineering Conference Contact
Ginger Booker
PO BOX 11937
Columbia, SC 29211
Telephone (803) 771-4271; Fax (803) 771-4272
Email: ginger@jma-associations.com

Hotel Information

Hilton Head Marriott Resort & Spa Hotel
One Hotel Circle
Hilton Head Island, SC 29928
Phone: 800-724-1980
Room Rate: \$195.00 plus tax
Block Code: South Carolina Engineering Conference
Reservation Deadline: May 18, 2011

RULES & REGULATIONS

Reservation for space: All contracts accompanied by payment should be received by **April 22, 2011**. Booths will be assigned on a first-come, first-serve basis.

Payment and cancellation policy: Exhibit fees must be paid in full with signed contract. Cancellations received before June 3, 2011 will receive a 50% refund and must be in writing. NO refunds after June 3, 2011.

For signage at the conference, email or send a CD with your company logo email to: ginger@jma-associations.com or mail to PO Box 11937, Columbia, SC 29211.

Liability: The exhibitor agrees to protect, save, and keep the SC Engineering Conference, Hilton Head Marriott Resort & Spa Hotel and their representatives, employees, and agents forever harmless from any and all damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or the representatives, agents, or employees of the exhibitor or those persons acting under the express or implied authority of the exhibitor. Exhibitor also agrees to comply with all applicable terms, conditions, rules, and regulations of the Hilton Head Marriott. The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of his/her property, employees, agents, and guests. The SC Engineering Conference and Hilton Head Marriott, any officer, agent, or employee thereof will not be liable for any loss, damage, or destruction of exhibitor's property for theft, fire, accident, or any other cause. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. The exhibitor will indemnify and hold harmless the SC Engineering Conference and Hilton Head Marriott, their members, directors, officers, agents, representatives, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any other such persons. Please have your insurance agent or company provide proof of general liability coverage by issuing a certificate of insurance and naming SC Engineering Conference as an Additional Insured. Liability limits shall be at least \$1,000,000. A certificate of insurance must be in the conference headquarters on or prior to **June 3, 2011** for each exhibit booth.

Booth dimensions and limitations: Standard booths (8' x 5'). Dividers may not exceed one half of depth of booth (from rear to front). Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. No signs, banners or archways over the aisles will be permitted

Exhibit set-up hours: 10:00a.m. – NOON Thursday June 9, 2011. **All booths must be setup by NOON.**

Trade Show hours: NOON – 6:00 p.m. Thursday June 9, 2011 and 7:30 a.m. – 3:00 p.m. Friday June 10, 2011.

Dismantling Hours: Displays must not be dismantled until the close of the Trade Show (3:00 p.m. June 10, 2011) All exhibits must be dismantled and removed from the exhibit area by 5:00 p.m. June 10, 2011.

Prohibitions: No gas or electrical cooking will be allowed in the booth. Exhibitors must confine their activities to their booth space. Exhibitors are prohibited from subletting booth space in any way.

Booth Sharing: Booth sharing by multiple companies is not allowed. Booths will be limited to two representatives from the same company. Additional representatives from the same company will be required to pay a \$50 exhibitor fee per person, plus pay for any events in which they participate.

Attendees: ACEC-SC, ASCE-SC, SCSPE and SCSPLS members. Exhibitors are encouraged to invite their clients and other parties who will benefit from the conference.

Amendment to Regulations: All matters and questions not covered by these regulations are subject to the decision of SC Engineering Conference. The conference shall have sole authority to promulgate, interpret and enforce all rules and regulations, and to make any amendments necessary for the orderly conduct of the Trade Show.

Exhibitors not registered for the conference are welcome to attend the conference for \$285 per person. Also, exhibitors are welcome to participate in the Conference Golf Tournament, Saturday June 11 at a cost of \$110 per person. Exhibitors may contribute prizes to the Golf Tournament if desired.

Electricity/Internet/AV: Please contact Diane Bergeron by phone at 843-686-8466 or email at dianebergeron@marriott.com to request this information.

Shipping Information:

South Carolina Engineering Conference
Hilton Head Marriott Resort & Spa
1 Hotel Circle
Hilton Head Island, SC 29928
Hold for GUEST NAME ARRIVAL DATE