

2017 Innovative Ideas Institute Exhibit Rules and Regulations

Payments and Cancellations: A 50% deposit must be received at the time of registration in order to reserve your space. The balance for the booth(s) is due on or before May 26, 2017. **Cancellations must be submitted in writing to Hannah Hopkins at hannah@scasa.org. Refund for the total amount paid less a \$100 processing fee per reserved space will be made if the written cancellation is received BEFORE May 26, 2017. No refunds will be made for cancellations received AFTER May 26, 2017.**

Exhibitor Admission: Exhibitors receive two (2) complimentary registrations per exhibit booth. Additional exhibitor registrations may be purchased for \$45 each. All company representatives must wear the name badges provided by SCASA at all times to gain entrance into the exhibit hall. The Exhibit Hall opens ONE HOUR prior to the opening of the Exhibit Hall.

Relocation: SCASA reserves the right to relocate an exhibitor's booth space due to modifications of the exhibit facility, fire marshal restrictions, or any other reason in the best interest of the overall show.

Giveaways, Drawings, Distribution of Gifts: All drawings or contests must be completed and all prizes presented to winners prior to the closing of the show. It is the responsibility of the exhibitor to notify winners and distribute gifts.

Food & Beverage: If you would like to offer food and/or beverage in your booth, you must contract with Embassy Suites. Please contact Alan Manfredonia at alan.manfredonia@hilton.com or (843) 497-1917 to order your food and beverage.

Event Scheduling: In order to ensure the success of the 2017 Innovative Ideas Institute, exhibitor sponsored functions must not conflict with any events listed in the i3 program.