

## 2024 SCASA Innovative Ideas Institute Rules and Regulations

By contracting to exhibit with the South Carolina Association of School Administrators, each exhibiting company agrees, for itself and on behalf of all representatives, to abide by these terms and conditions. It is understood and agreed that SCASA retains sole control of the trade show and that these terms and conditions may be amended by SCASA upon written notice. All matters not specifically covered by these terms and conditions shall be subject to SCASA's final authority. It is the responsibility of the exhibiting company to make any representatives of the organization aware of all SCASA terms, conditions and policies.

### Payments and Cancellations

A 50% deposit must be received at the time of registration to reserve your space. The balance for the booth(s) is due on or before May 16, 2024. **Cancellations must be submitted in writing to April Griffin at [april@scasa.org](mailto:april@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 16, 2024. No refunds will be made for cancellations received AFTER May 16, 2024.**

### Operation and Conduct

- Attendants, models, and other employees and representatives of the Exhibitor must confine their activities to the contracted exhibit space. All material, promotional or otherwise, must be in the contracted exhibit space.
- Exhibitor personnel and representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. SCASA reserves the right to eject any Exhibitor if this is violated.
- The Exhibitor shall not photograph or film an exhibit or product of another exhibitor unless such photography or videography is approved in writing by the other exhibitor or exhibit hall management.
- Exhibitor may not harass or antagonize another party, remove anything from another exhibitor's booth, or register or give a badge to anyone not qualified to attend or exhibit.
- Booths must be staffed during all exhibit hall hours.
- Any audio in the booth must not exceed 85 decibels.
- No area of the Facility shall be used for any improper, immoral, illegal, or objectionable purpose.

### **Official Service Contractor**

The official service contractor for the SCASA Innovative Ideas Institute must be used for material handling, rigging, electrical, plumbing, vacuuming, custom cleaning, and other services that the Facility or applicable labor agreements require Decorator to perform unless the Facility performs any of these services on an exclusive basis. All mechanical equipment used for the show—including but not limited to forklifts, cranes, pallet jacks, Genie Lifts, and scaffolding— must be exclusively provided by Decorator. ***All shipments but be sent through the official exhibit services contractor and may not be sent directly to the hotel. There are no show site deliveries or pick ups on the teardown day. All pickups will occur the next working day at the official service contractor's warehouse location.***

### **Additional Booth Services**

Additional booth furniture, freight, and storage are not included in the SCASA booth fee. Details about obtaining additional booth services will be included in your Exhibitor Service Kit which will be emailed to your designated contact person and posted on the SCASA website.

### **Allotment of Exhibit Space**

SCASA reserves the right to assign all booths and accept or decline potential vendors. Booths are assigned with first priority to SCASA exhibit history and membership. Space is limited and the show may sell out. SCASA reserves the right to institute a waiting list in the event of a sellout.

### **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.

### **Subletting of Space**

Exhibitors shall not assign, sublet, or share the whole or any part of the space allotted, or have representatives, products, equipment, signs, or printed materials from other than its own firm in the space allotted without the prior written consent of SCASA. If such consent is given, the Exhibitor shall be liable for and shall assume full responsibility for the conduct, negligence, errors, acts, and omissions of the assignee or sub-licensee and all its representatives.

### **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](mailto:alan.manfredonia@hilton.com) or (843) 497-1917 to order your food and beverage.

### **Security**

SCASA will provide security service for the exhibit hall during evening hours when exhibit hall is closed.

### **Outside Exhibits**

By executing this contract, Exhibitor agrees that its entire exhibit and display will be confined to the exhibit hall and the booth space purchased and assigned. This prohibits Exhibitor from displaying or delivering products/services and/or advertising material in areas outside its booth space such as, but not limited to parking lots, hotel and convention center lobbies and/or public space, or attendee guest rooms. Exhibitor also agrees not to conduct a meeting/activity or social function during hours in which the SCASA conference is conducting educational session(s) and/ or other activity(ies) officially linked with the conference event.

### **Event Scheduling**

In order to ensure the success of the entire conference, Exhibitor-sponsored social functions conflicting with the timing of official SCASA events listed in the Schedule of Events are strictly prohibited. The Exhibitor must notify SCASA of all social events taking place by May 18, 2023, by emailing [april@scasa.org](mailto:april@scasa.org). Noncompliance with this policy will result in the loss of the opportunity to participate in future shows at SCASA's sole determination.

### **Exhibitor Admission**

Exhibitors receive two (2) complimentary registrations per exhibit booth. 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.

### **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.

### **Liability**

SCASA is not liable for any loss or damage to the property of exhibitors due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of provided space or building. Exhibitors shall be fully responsible to pay for any and all damages to property owned by Embassy Suites/Kingston Plantation, its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Embassy Suites/Kingston Plantation, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of, or by reason of any accident or bodily injury, or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.