



Sponsor & Exhibitor Packet

Columbia Metropolitan Convention Center
1101 Lincoln Street
Columbia, SC 29201

October 28 – 30, 2025

The 2025 SCLA Annual Conference will be held October 28 – 30, 2025 at the Columbia Metropolitan Convention Center in Columbia, SC. You will want to take advantage of this special opportunity to feature your company or organization, and what you have to offer to librarians from across the state. As a Conference exhibitor and/or sponsor, you will maximize your presence and investments. Thank you for supporting South Carolina libraries!

SCLA offers many sponsorship opportunities as listed in this registration packet. Sponsorships at every level help to make the Conference a reality. The Conference, in turn, brings into one place a significant group of professionals who make up your customer base.

SCLA Rules and Regulations Governing All Exhibits and Exhibitors

All exhibits should be completely set up by noon, **Tuesday, October 28th**. Access and set-up hours will be in your exhibitor confirmation letter. No dismantling or packing of exhibits may begin prior to 4 p.m. on **Wednesday, October 29th**. A block of rooms has been reserved at the Hampton Inn Columbia Downtown Historic District with a rate of \$184.00/night, plus tax. Self-parking at the hotel is \$16.00 per day. The CMCC parking lot adjacent to the facility may be available at no charge on a first-come, first-served basis. Pay-for-Parking garages and metered parking is also available.

Code of Conduct: The South Carolina Library Association (SCLA) is committed to providing a welcoming environment which enables members and participants to learn, network, and freely exchange ideas. To support this commitment, we request that all attendees abide by the ALA Statement of Appropriate Conduct at our annual conference and other SCLA sponsored events. Harassment of any kind will not be tolerated. Participants asked to stop a hostile or harassing behavior are expected to comply immediately. Please contact SCLA management if you believe you have been harassed or that someone has otherwise violated this Code of Conduct. We request that all SCLA members abide by the Code of Conduct when participating in SCLA sponsored or hosted events, meetings, and online or in-person communication. All reports will be promptly reviewed to determine and carry out the appropriate course of action.

Exhibit Hours: Tuesday, October 28th – Noon – 6:00pm / Wednesday, October 29th – 8:30am – 4:00pm
Description of Space: Each booth contains an 8' covered table; 2 chairs; vendor ID signage; wastebasket; and complimentary internet. **Any two or more adjacent booths may be rented to provide a double or larger booth.**

Booth Assignment: Priority assignments may be given to sponsors, exhibitors with multiple booths, previous SCLA exhibitors, and date application/payment received. Early registration is encouraged. All applications must be accompanied by full payment. No cancellation refunds will be issued after September 1, 2025.

Shipping Instructions: The venue has limited storage space. Pick-up arrangements should also be made prior to the Conference with our display company, PRX/Party Reflections. More information will be sent in your confirmed exhibitor confirmation letter.

Available Extras: Additional tables, power or equipment should be requested prior to the Conference. Further information on ordering will be in your exhibitor confirmation packet. Any request processed onsite will require an additional fee.

Subletting Exhibits Space: No exhibit space may be sublet without written permission from the Exhibits Chair.

Liability: The South Carolina Library Association and the Columbia Metropolitan Convention Center will not be responsible for the safety of exhibits from theft, fire, or other causes, although the exhibits area will be closed when the building is closed for the night. The exhibitor assumes responsibility for injury or damage to persons or property occurring within the exhibit's space assigned to each exhibitor in accordance with the terms of this agreement.

Care of Building & Equipment: Exhibitors or their agents shall not injure or deface the walls and floors of the building or the booths. If any damage occurs, the exhibitor is liable to the Columbia Metropolitan Convention Center.

Character of Exhibits: Executive Director and Conference Chair reserve the right to decline any exhibit or part of an exhibit if it is deemed unsuitable.

Listing in the Program: To be listed in the official Conference program, exhibitors must be registered before August 25, 2025.

Nature of Contractual Agreement: The provisions set forth in this document shall be binding upon exhibitors who make applications, pay fees, and are assigned space. No refunds will be issued after September 1, 2025.

Sponsorship Opportunities

General Conference Sponsorships (not tied to a specific event)

Purchase Your Sponsorship Tickets Today!

Platinum **\$7,000.00**

- All of DIAMOND level benefits
- Verbal thanks from SCLA President from podium and a representative from your company on stage
- E-mail highlighting your organization and services sent to attendees prior to the Conference
- Ability to message conference attendees via the conference app
- Full-page advertisement in conference program

Diamond **\$5,400.00**

- All of EMERALD level benefits
- Acknowledgement on Social media
- Ability to message conference attendees via the conference app
- Half-page advertisement in conference program

Emerald **\$3,700.00**

- All of GOLD level benefits
- Exhibit booth

Gold **\$2,100.00**

- SAPPHIRE level benefits
- A table for product information at the Poster Session

Sapphire **\$1,600.00**

- RUBY level benefits
- Opportunity to provide an insert or flash drive in all participants' conference bag

Ruby **\$1,100.00**

- Signage throughout the conference and acknowledgment in the program
- Recognition on SCLA website and in program
- Verbal acknowledgement at the conference

Event Sponsorships

- Pre-Conference Sponsor (2 opportunities): Pre-Conference Speakers** **\$1,300.00 each**
- All benefits of the Ruby sponsorship level (see above)
 - Organization announced at keynote/business meeting
 - Signage prominently displayed at function
 - ***For exhibitors:*** Sponsor recognition signage for exhibit booth
- Coffee/Refreshment Break Sponsor (5 opportunities)** **\$2,200.00 each**
- Welcome to the Conference Refreshment Break – Tuesday, October 28th
Morning “Coffee Shop,” October 29th or October 30th
Afternoon Break – October 28th or October 29th
- All benefits of the Gold sponsorship level (see above)
 - Organization announced at keynote/business meeting
 - Signage prominently displayed at function
 - Sponsors can send 2 attendees to the conference for the duration of the refreshment break
- First General Session Sponsor (October 28th): Opening Keynote Speaker** **\$1,600.00**
- All benefits of the Sapphire sponsorship level (see above)
 - Organization announced at keynote/business meeting
 - Opportunity to share in introduction at sponsored event
 - ***For exhibitors:*** Sponsor recognition signage for exhibit booth
- Second General Session Sponsor (October 29th): Keynote Speaker** **\$7,000.00**
- All benefits of the Diamond sponsorship level (see above)
 - Organization announced at keynote/business meeting
 - Opportunity to share in introduction at sponsored event
 - ***For exhibitors:*** Sponsor recognition signage for exhibit booth
- All Conference Reception (October 29th):**
\$8,000.00
- All benefits of the Platinum sponsorship level (see above)
 - Organization announced at event
 - Opportunity to share in introduction at sponsored event
 - ***For exhibitors:*** Sponsor recognition signage for exhibit booth
- Third General Session (October 30th): Awards Brunch – TBD** **\$7,000.00**
- All benefits of the Diamond sponsorship level (see above)
 - Organization announced at keynote/business meeting
 - Opportunity to share in introduction at sponsored event
 - ***For exhibitors:*** Sponsor recognition signage for exhibit booth

Additional Sponsorship Opportunities

Conference Bags with company logo	\$1,600.00
Conference Program Printing (includes full page ad in program)	\$1,350.00
Conference WIFI (includes full page ad in program)	\$1,350.00

Donated Prizes for Drawings: we will be holding drawings for exhibitor prizes throughout the exhibit time and we would welcome donations! Contact scla1stvp@gmail.com for more information.

Exhibitor Opportunities

[Purchase Your Exhibitor Tickets Today!](#)

Price listed is per booth:

Booth Type	Early Bird Price (Before 8/31/2025)	Regular Price
<input type="checkbox"/> Standard	\$575.00	\$675.00
<input type="checkbox"/> Non-Profit	\$475.00	\$575.00
<input type="checkbox"/> Author	\$325.00	\$430.00

Add-Ons:

- Additional 8' Tables: \$70.00/each
- Booth Electricity: \$55.00
- Exhibitor/Company SCLA Membership: \$40.00