



LOCAL ROOTS
2013

SCLA / SELA

• JOINT CONFERENCE •

REGIONAL REACH

November 13-15 • Westin Poinsett Hotel • Greenville, SC



The South Carolina Library Association in conjunction with the Southeastern Library Association will host a joint conference in November 2013. The conference will bring together a wide variety of library professionals from across the Southeast. We are expecting between 250 to 300 participants.

Maximize your meeting presence by partnering with SCLA/SELA through a sponsorship! Opportunities are available as overall conference sponsors (maximum exposure) to individual event sponsors.

PALMETTO PALM (\$5,000 OR MORE)

Exhibits booth, verbal thanks from SCLA President from podium and a representative from your company on stage, 2 conference lunch tickets, 4 beverage tickets for the all-conference reception, signage, logo exposure on conference website and printed conference program, opportunity to provide an insert in all participant's conference bag or flash drive.

AZALEA (\$3,000 - \$4,999)

Exhibits booth, 1 conference lunch ticket, 2 beverage tickets for the all-conference reception, signage, logo exposure on conference website and printed conference program, opportunity to provide an insert in all participants' conference bag or flash drive.

MAGNOLIA (\$1,000 - \$2,999)

Exhibits booth, signage, logo exposure on conference website and printed conference program, opportunity to provide an insert in all participants' conference bag or flash drive.

YELLOW JESSAMINE (\$600 - \$999)

Signage, logo exposure on conference website and conference program and a table for product information at the Poster Session.

CAMELLIA (\$500 - \$599)

Ability to provide an inserts in all participants' conference bag or flash drive.

DOGWOOD (\$150 - \$499)

Signage, logo exposure on conference website and conference program.

ADDITIONAL OPPORTUNITIES

Non Profit Exhibitor Only	\$450
Exhibitor Only	\$500
Refreshment Break Sponsor	\$1,200
CONFERENCE BAGS with your logo	\$1,500
FLASH DRIVES or LANYARDS with your logo	\$2,000

For more information, contact:
 South Carolina Library Association
 PO Box 1763
 Columbia, SC 29202
 803-252-1087

SCLA/SELA Rules and Regulations Governing All Exhibits and Exhibitors

Dates: November 13-15, 2013
Location: Westin Poinsett
120 South Main Street
Greenville, SC 29601
Exhibits Co-Chairs: Andrea Galbo, Clemson University
agalbo@clemson.edu
Virengia Houston, Greenville County Library
houstov@mail.com

Exhibits Hours: Wednesday, November 13, 2013 1 to 7:30 p.m.
Thursday, November 14, 2013 8 a.m. to 5 p.m.

All exhibits should be completely set-up by noon, Wednesday, November 13, 2013. Access and set-up hours will be in your confirmed Exhibitor confirmation letter. No dismantling or packing of exhibits may begin prior to 5 p.m. on **Thursday, November 14, 2013**. A block of rooms have been reserved at the hotel at the conference rate of \$149 per night (single); \$159 per night (triple); or \$169 per night (double). Self parking is \$6 per day or \$15 per day for valet.

Description of Space: Booths are standard 8'x10' consisting of the following: 8' high back drape and 3' high side dividers; 6' draped table (per booth); 2 chairs; and booth signage. **Any two or more adjacent booths may be rented to provide a double or larger booth.**

Booth Assignment: Booths will be assigned on a first-received, first-reserved basis. All applications must be accompanied by full payment. No cancellations refunds will be given after September 13, 2013.

Shipping Instructions: The hotel has limited storage space. Pick-up arrangements should also be made prior to the Conference. 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 confirmed exhibitor confirmation packet.

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

Liability: The South Carolina Library Association, the Southeastern Library Association and the Westin Poinsett will not be responsible for the safety of exhibits from theft, fire, or other causes, although the exhibits area will be closed when not open to registrants. The exhibitor assumes responsibility for injury or damage to persons or property occurring within the exhibits 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 Westin Poinsett. Signs must be attached to draperies surrounding the booths, or to table covers.

Character of Exhibits: The Executive Secretary and Exhibits Chair reserves the right to decline any exhibits or part of an exhibits if it is deemed unsuitable.

Listing in the Program: To be listed in the official conference program, exhibitors must be registered before **September 13, 2013**.

Nature of Contractual Agreement: The provisions set forth in this document shall be binding upon exhibitors who make application, pay fees and are assigned space. No refunds will be issued after September 13, 2013.



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November 13-15 • 2013
 Westin Poinsett Hotel
 Greenville, SC

Firm/Company: _____

Address for Program: _____

Contact Person: _____ Title: _____

Address for Conference Correspondence: _____

Web page URL: _____

Phone _____ Fax: _____

Email: _____

Representatives attending the Conference (needed for badges): _____

Sponsorship Level: ___ Palmetto Palm ___ Azalea ___ Magnolia ___ Yellow Jessamine ___ Camelia ___ Dogwood

Additional Opportunities: ___ Refreshment Break ___ Conference Bag ___ Flash Drives ___ Lanyards

Booth sign should read (if different from company name): _____

8'x10' Booth only number _____ x \$500.00 = \$ _____

Non profit Booth number _____ x \$425.00 = \$ _____

Booths consist of the following: • 8' high back drape • 3' high side dividers • 6' draped table
 • 2 chairs • Booth I.D. Sign • Waste Basket • Complimentary internet

Additional tables are \$40.00 per table number _____ x \$40.00 = \$ _____

Booth Electricity: \$35.00 \$35.00 = \$ _____

Do you plan to sell items from your booth? Yes ___ No ___

Do you plan to sponsor autographing from your booth? Yes ___ No ___

Will you need access to the internet (no charge) Yes ___ No ___

Total Sponsorship: \$ _____ Other fees/charges: \$ _____ Total Due: \$ _____

Special Requirements:

Product or service description: _____

Firms we **DO** wish as neighbors: _____

Firms we **DO NOT** wish as neighbors: _____

The SCLA/SELA will attempt to meet your preferences regarding the location of your booth; however, the associations reserves the right to make the booth assignments as necessary. Early registrants for the Conference will be given preference in determining booth location. Refund requests cannot be honored after September 13, 2013. *Information received after September 13, 2013 will not appear in the printed conference program. * The SCLA/SELA Joint Conference Planning Committee reserves the right to refuse exhibits space to any organization for any reason. By signing this contract, I agree that the representatives of my company will accept and comply with the **“Rules and Regulations Governing All Exhibits and Exhibitors.”** Please enclose check for the total amount due including any sponsorships. Checks should be made payable to SCLA/SELA Joint Conference. **(Federal ID# SCLA: 23-7078610)**, Booth confirmation will be mailed the week of September 23, 2013.

Return signed form and payment in full to: SC Library Association, Post Office Box 1763, Columbia, S.C. 29202

Signature _____

Date _____