



2012 EXHIBITOR/SPONSOR APPLICATION

Mail to: SCACPA; 570 Chris Drive; West Columbia, SC 29169 | Fax to: (803) 791-4196 | Email to: acox@scacpa.org

Marketing Contact Name* _____

Title _____

Firm/Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email Address _____

* Marketing contact is the person who the SCACPA CPE department will work with to obtain the exhibitor/ sponsor application, payment, signed contract company description, logo and other necessary items.

** On-site contact is the person who will be attending the event and who SCACPA's CPE department will work with on the day-of-details, such as set-up/tear-down details, travel arrangements and additional services needed during the event

*** Please attach a description of your company's services/products (limited to 50 words - required). SCACPA reserves the right to edit your description. You may also email your logo and description to April Cox at acox@scacpa.org.

ON-SITE CONTACT NAME ONE**

Contact Name: _____

Title: _____

Firm/Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Cell phone for emergencies: _____

ON-SITE CONTACT NAME TWO

Contact Name: _____

Title: _____

Firm/Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Email: _____

Cell phone for emergencies: _____

COMPANY INFORMATION

Company Name to appear on signage: _____

Web site Address: _____

Product/Service: _____

Your signature to the right indicates that you understand and agree to the terms provided on page 11 of this marketing guide. Exhibits will not be reserved without the company representatives signature and payment. Discounts are subject to verification. See page 5 for discounts available.

Signature: _____

Date: _____

CANCELLATIONS: Cancellations are fully refundable if submitted in writing 120 calendar days or more prior to the conference. Cancellations submitted in writing 119 to 31 days prior to the conference will receive a 50 percent refund. No refunds will be given to cancellations received 30 days or less prior to the conference.

PAYMENT INFORMATION

PAYMENT METHOD	<input type="checkbox"/> Check	Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	Discount(s): <small>subject to verification</small>
Credit Card Number			Payment Amount
Expiration Date			Security Code/CCV#
Signature			Date



EXHIBITOR/SPONSOR APPLICATION

(Please indicate the events in which you plan to participate)
 Conference dates are subject to change. Visit www.scacpa.org/marketingguide for up-to-date information.

CONFERENCES /SEMINARS	GOLD SPONSOR	SILVER SPONSOR	EXHIBITOR PACKAGE	CONCIERGE PACKAGE	ATTENDEE GIFT SPONSOR
<input type="radio"/> Spring Mega May 17-18, 2012	<input type="radio"/> By March 19 - \$875 <input type="radio"/> After March 19 - \$1075	<input type="radio"/> By March 19 - \$625 <input type="radio"/> After March 19 - \$825	<input type="radio"/> By March 19 - \$275 <input type="radio"/> After March 19 - \$375	<input type="radio"/> \$150	<input type="radio"/> Call for Quote
<input type="radio"/> Industry May 21-22, 2012	<input type="radio"/> By March 19 - \$1200 <input type="radio"/> After March 19 - \$1400	<input type="radio"/> By March 19 - \$950 <input type="radio"/> After March 19 - \$1150	<input type="radio"/> By March 19 - \$550 <input type="radio"/> After March 19 - \$650	<input type="radio"/> \$250	<input type="radio"/> Call for Quote
<input type="radio"/> Emerging Leaders August 16-17, 2012	<input type="radio"/> By June 18 - \$875 <input type="radio"/> After June 18 - \$1075	<input type="radio"/> By June 18 - \$625 <input type="radio"/> After June 18 - \$825	<input type="radio"/> By June 18 - \$275 <input type="radio"/> After June 18 - \$375	<input type="radio"/> \$150	<input type="radio"/> Call for Quote
<input type="radio"/> Women in Leadership October 18, 2012	<input type="radio"/> By August 20 - \$875 <input type="radio"/> After August 20 - \$1075	<input type="radio"/> By August 20 - \$625 <input type="radio"/> After August 20 - \$825	<input type="radio"/> By August 20 - \$275 <input type="radio"/> After August 20 - \$375	<input type="radio"/> \$150	<input type="radio"/> Call for Quote
<input type="radio"/> Personal Financial Planning October 23, 2012	<input type="radio"/> By August 23 - \$875 <input type="radio"/> After August 23 - \$1075	<input type="radio"/> By August 23 - \$625 <input type="radio"/> After August 23 - \$825	<input type="radio"/> By August 23 - \$275 <input type="radio"/> After August 23 - \$375	<input type="radio"/> \$150	<input type="radio"/> Call for Quote
<input type="radio"/> Governmental Bonus Workshop November 13, 2012	<input type="radio"/> By September 13 - \$875 <input type="radio"/> After September 13 - \$1075	<input type="radio"/> By September 13 - \$625 <input type="radio"/> After September 13 - \$825	<input type="radio"/> By September 13 - \$275 <input type="radio"/> After September 13 - \$375	<input type="radio"/> \$150	<input type="radio"/> Call for Quote
<input type="radio"/> Accounting & Auditing December 6-7, 2012	<input type="radio"/> By October 8 - \$1200 <input type="radio"/> After October 8 - \$1400	<input type="radio"/> By October 8 - \$950 <input type="radio"/> After October 8 - \$1150	<input type="radio"/> By October 8 - \$550 <input type="radio"/> After October 8 - \$650	<input type="radio"/> \$250	<input type="radio"/> Call for Quote
<input type="radio"/> Emerging Trends in Accounting December 11, 2012	<input type="radio"/> By October 11 - \$875 <input type="radio"/> After October 11 - \$1075	<input type="radio"/> By October 11 - \$625 <input type="radio"/> After October 11 - \$825	<input type="radio"/> By October 11 - \$275 <input type="radio"/> After October 11 - \$375	<input type="radio"/> \$150	<input type="radio"/> Call for Quote
<input type="radio"/> Federal Tax Update - Charleston December 10, 2012	<input type="radio"/> By October 10 - \$1200 <input type="radio"/> After October 10 - \$1400	<input type="radio"/> By October 10 - \$950 <input type="radio"/> After October 10 - \$1150	<input type="radio"/> By October 10 - \$550 <input type="radio"/> After October 10 - \$650	N/A	<input type="radio"/> Call for Quote
<input type="radio"/> Federal Tax Update - Greenville December 13, 2012	<input type="radio"/> By October 10 - \$1200 <input type="radio"/> After October 10 - \$1400	<input type="radio"/> By October 10 - \$950 <input type="radio"/> After October 10 - \$1150	<input type="radio"/> By October 10 - \$550 <input type="radio"/> After October 10 - \$650	N/A	<input type="radio"/> Call for Quote
<input type="radio"/> Federal Tax Update - Columbia December 14, 2012	<input type="radio"/> By October 10 - \$1200 <input type="radio"/> After October 10 - \$1400	<input type="radio"/> By October 10 - \$950 <input type="radio"/> After October 10 - \$1150	<input type="radio"/> By October 10 - \$550 <input type="radio"/> After October 10 - \$650	N/A	<input type="radio"/> Call for Quote
<input type="radio"/> Federal Tax Update - Florence December 17, 2012	<input type="radio"/> By October 10 - \$1200 <input type="radio"/> After October 10 - \$1400	<input type="radio"/> By October 10 - \$950 <input type="radio"/> After October 10 - \$1150	<input type="radio"/> By October 10 - \$550 <input type="radio"/> After October 10 - \$650	N/A	<input type="radio"/> Call for Quote

NEW CPA OATH CEREMONY	GOLD SPONSOR	SILVER SPONSOR	BRONZE SPONSOR	NEW CPA GIFT SPONSOR
<input type="radio"/> New CPA Oath Ceremony - May 2, 2012	<input type="radio"/> \$1,000	<input type="radio"/> \$500	<input type="radio"/> \$250	<input type="radio"/> Call for Quote
<input type="radio"/> New CPA Oath Ceremony - November 1, 2012	<input type="radio"/> \$1,000	<input type="radio"/> \$500	<input type="radio"/> \$250	<input type="radio"/> Call for Quote

CPA DAY AT THE STATE HOUSE	LUNCHEON	ATTENDEE GIFT SPONSOR
<input type="radio"/> CPA Day at the State House - May 2, 2012	<input type="radio"/> \$1,000	<input type="radio"/> Call for Quote

PROFESSIONAL ISSUES UPDATE	GOLD SPONSOR	PLATINUM SPONSOR	ATTENDEE GIFT SPONSOR
<input type="checkbox"/> Charleston <input type="checkbox"/> Florence <input type="checkbox"/> Hilton Head <input type="checkbox"/> Rock Hill <input type="checkbox"/> Columbia <input type="checkbox"/> Greenville <input type="checkbox"/> Myrtle Beach <input type="checkbox"/> Spartanburg	<input type="radio"/> \$750 per location	<input type="radio"/> \$5,250 includes all eight locations	<input type="radio"/> Call for Quote

2012 CPA SUMMIT - NOVEMBER 1-2, 2012				
<input type="radio"/> Platinum Sponsor \$5,000	<input type="radio"/> Gold Sponsorship By September 3 - \$1,200 After September 3 - \$1,400 <input type="radio"/> Silver Sponsorship By September 3 - \$950 After September 3 - \$1,150	<input type="radio"/> Exhibitor Package By September 3 - \$750 After September 3 - \$950 <input type="radio"/> Concierge - \$250	<input type="radio"/> Other Sponsorship Opportunities <input type="checkbox"/> Student Recognition Luncheon: \$1500 <input type="checkbox"/> Student Recognition Luncheon Table Sponsor: \$250 <input type="checkbox"/> Membership Reception: \$1,000 <input type="checkbox"/> Old Guard Reception (lifetime members, holding membership for 30-plus years): \$750	<input type="checkbox"/> Circle of Excellence Awards Luncheon Table Sponsorship: \$1500 <input type="checkbox"/> Circle of Excellence Awards Luncheon Centerpiece Sponsorship: \$500 <input type="checkbox"/> CPA Summit Program ad: \$550 <input type="checkbox"/> Attendee Gift Sponsor: Call for quote



EXHIBITOR/SPONSOR TERMS AND CONDITIONS

1. Eligible Exhibitors: The association reserves the right to determine the eligibility of any company or product for inclusion in the exhibition.

2. Full payment must accompany the application/contract. Exhibitors will not be allowed access to the conference until all fees are paid in full.

3. Opportunities are available on a first-paid, first-reserved basis.

4. To ensure signage preparation and inclusion in event materials, sponsorship reservations must be made at least four months before the event date. Sponsorships will be accepted after the deadline date (within four months prior to the event date), but all benefits cannot be guaranteed.

5. This agreement is for exhibit space only; course materials are not included. Exhibitors may attend the program only if they formally register as a participant by paying the registration fee in addition to the exhibit fee.

6. SCACPA management reserves the right to approve the character of any exhibit, any goods therein and the attendant advertising and sales promotion and to prohibit anything which in its judgment because of noise or other objectionable features may detract from the show in general.

7. All sound equipment must be regulated so that it does not disturb neighboring exhibits. SCACPA reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the conference, either live or recorded.

8. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.

9. SCACPA management reserves the right to require any exhibitor to move his exhibit to another location if it is in the best interest of the show.

10. Advertising materials cannot be distributed outside of the exhibitor's exhibit.

11. Exhibits must be kept clean. The floor and display areas of the exhibits must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.

12. The use of promotions, premiums, lotteries or giveaway contests must be approved by SCACPA management. Such approval may be granted or withheld with or without cause at the discretion of SCACPA management.

13. Objectionable practices by exhibitors or official suppliers should be reported immediately and not after the conference is completed.

14. It is agreed that SCACPA and the host facilities shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit area.

15. The exhibitor agrees to indemnify and hold harmless SCACPA and the host facilities or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.

16. Insurance, if desired by the exhibitors, must be obtained at their own expense.

17. Exhibitors will not offer educational/training or other programs within the show facility simultaneous to SCACPA related programs.

ARTWORK SUBMISSION

18. Submit high resolution logo (1" square) to acox@scacpa.org four months prior to event for placement on the website and in printed materials.

19. Submit high resolution advertisement artwork (8.5 x 11", no bleeds) in PDF format to acox@scacpa.org 60 days prior to event for placement in the printed conference materials.

EXHIBIT CONSTRUCTION

20. Furnishings: SCACPA will provide each exhibitor, one table, two chairs and event meals for up to two representatives for the number of days exhibiting. Special electrical, labor or phone line needs can be arranged at exhibitor's request and expense in addition to exhibit cost. Other needs (i.e., additional tables and chairs, telephone line, and extension cords) must be contracted between the exhibitor and the hotel. (Please note that any additions, i.e. tables and chairs, must remain within your allotted space and may not impede the flow of traffic).

21. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshall's Office.

22. No construction will be allowed at the sides or above the exhibit which may obscure the view of any adjacent exhibits.

23. All materials used for decorating must be flameproof.

24. Construction and signs that are more than eight feet in height are to be approved by SCACPA management.

25. All applicable city, county and state codes and ordinances must be complied with, as well as those of the host facilities.

26. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.

27. Exhibitor Hours: Exhibit hours are established by SCACPA. Generally, exhibits will be open during continental breakfast, morning and afternoon breaks and lunch. To maintain the educational integrity of the program, exhibitors are asked to adhere to the exhibit hours indicated. Once event sessions begin, discussions with participants should be finished and participants should be encouraged to return to the sessions. This will enable participants to receive maximum benefit from both the educational program and the exhibits. Specific exhibit hours and additional information will be provided after your completed application and payment have been received.

ADA REQUIREMENTS

28. In accordance with ADA requirements, if you are disabled and require special services, please contact our office.

INTERPRETATION OF RULES

29. The interpretation of all rules and regulations is the responsibility of the SCACPA Board of Directors or their designated representative. All decisions of said group or representatives are final.

CANCELLATION POLICY

30. Cancellations are fully refundable if submitted in writing 120 calendar days or more prior to the conference. Cancellations submitted in writing 119 to 31 days prior to the conference will receive a 50 percent refund. No refunds will be given to cancellations received 30 days or less prior to the conference.