



## 2019 SCASRO/D.A.R.E. SC Annual Training Conference Vendor Agreement

Vendors should read, fill out and sign this two page contract and forward it along with the vendor fee to the  
SCASRO/ D.A.R.E. Conference  
P.O. Box 290969 Columbia, South Carolina 29229  
Tax ID # 36-4671591

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person (s) Attending \_\_\_\_\_

Email Address \_\_\_\_\_

Company Website \_\_\_\_\_

Product/ Service \_\_\_\_\_

### Terms and Conditions

**Vendor Booth Rental Fee: \$200.00 per booth (this fee does not include lodging)**

Display dates and times will be as follows

**Sunday- June 9, 2019- Set up by 2:00 PM Display time until 5:30 PM**

**Monday- June 10, 2019- Start at 7:30 AM until 5:00 PM**

**Tuesday- June 11, 2019- Start at 7:30 AM until 5:00 PM**

**Wednesday- June 12, 2019 - Start at 7:30 AM until 5:00 PM**

**Thursday- June 13, 2019- Start at 7:30 AM Break Down 4:00 PM**

Should you choose a per day Booth Rental the fee will be \$75.00 per day.

### REFUND POLICY:

NO REFUNDS WILL BE ISSUED FOR REGISTRATION CANCELLATION UNLESS WRITTEN REQUEST IS SENT TO THE SECRETARY PRIOR TO MAY 1ST 2019. CANCELLATIONS MADE IN WRITING PRIOR TO MAY 1ST 2019, A \$50.00 FEE WILL BE WITHHELD FROM THE PAID REGISTRATION FEE. CANCELLATION AFTER MAY 1ST 2019, WILL BE NONREFUNDABLE.

## Terms and Conditions (continued)

### Vendor rental fee includes:

- 1-The exhibit period including setup and dismantle days.
- 2-General Cleaning
- 3-Existing Lighting
- 4-Table and Two Chairs.
- 5- One year link on SCASRO's and D.A.R.E. SC website to allow vendors the opportunity to advertise their companies through this site. (Material displayed must be approved by each association's Webmaster.)

### Vendor rental fee does not include:

- 1- Drayage, skirting, pipe & drape, placement or storage of display related equipment.
- 2- Decoration of any type.
- 3- Labor (i.e., carpenters, electricians, drapery men, guard service, etc.)
- 4- Special lighting or electrical power (anything beyond the above stated condition.)
- 5- Wifi

**No Security will be furnished for unattended booths. Vendors should take precautions to secure their booths and displays accordingly.**

### Housekeeping:

1. Please be sure your booth is staffed during display times. Lunch and breaks are "on your own."
2. Vendors are welcome to attend, if they choose, the President's Reception on Monday, June 27th and the Awards Banquet Thursday, June 30th .Dress attire for the banquet is semi-formal.
3. Vendors are asked to provide one gift to be used as a door prize during the week. This item should be given to the conference committee contact person upon the vendor's arrival.
4. Please contact hotel if you are in need of electricity access. (Vendor responsible for any fees associated with access)
5. Please contact hotel if you are in need of Wi-Fi access. (Vendor responsible for any fees associated with access.)

Deadlines:

**Vendor Booth Rental Fee Is \$200.00**

**After May 27, 2019 Booth Rental Registration Fee Is \$225.00**

Note: Spaces are limited. Please forward your completed registration form and fee as soon as possible.

**If lodging is needed you may use the link from our website to make reservations or contact the hotel directly and mention the conference.**

**Checks for vendor registration should be made payable to:**

**SCASRO/DARESC Conference**

**Send all correspondence to:**

**SCASRO,**

**P.O. Box 290969**

**Columbia, South Carolina 29229**

**Tax ID # 36-4671591**

By signing and submitting this contract, you are stating that you have read and do agree to the listed terms and conditions. Furthermore, you understand that the South Carolina Association of School Resource Officers and the D.A.R.E. Officers Association of South Carolina is not responsible for anything lost or stolen, and you understand that no security will be provided if you decide to leave your booth and merchandise out over night or during non scheduled times.

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Signature

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Date