EXHIBITOR'S SERVICE KIT

South Carolina Health Care Association
2020 Annual Conference & Showcase

Congratulations on becoming an exhibitor in our 2020 Showcase! Included in this packet is pertinent information regarding the Showcase and Convention. Please read this packet of information carefully in order to avoid problems during set up.

The Next Step…

On-line Registration:

Please complete no later than August 18—THIS IS NOT YOUR CONTRACT–THIS IS OTHER INFO

- Please go to the registration link and complete the form
  - ◊ Name badges for Convention
  - ◊ Additional electrical needs
  - ◊ Wording for booth signage
  - ◊ Name of Directory Listing and e-mail information for monthly newsletters

Upon completion, a confirmation will be e-mailed to the e-mail address provided on the registration form.

Just a few reminders…

- During setup Tuesday morning an Aisle Runner will bring you your packets that will contain your attendee list and evaluation form. Name badges still need to be picked up at the Registration Desk no later than 10:00 AM on Tuesday. Each person has to pick up their own name badge.
- Up to 4 complimentary lunches **per booth** for the Showcase Luncheon are included with your exhibit. Additional representatives may be registered for $100.00 each. This includes name badge, admission into Sunday and Tuesday receptions, opening session and Showcase Lunch. However, only 4 representatives are allowed in one booth at the same time during the Showcase.
- Exhibitor name badges need to be picked up upon arrival as all functions require a name badge. Badges that are not picked up by 10:00 AM, Tuesday, September 1st will not be able to gain access into the Exhibit Hall.
- Exhibitors will eat lunch at 11:00 AM, with the Showcase opening at 12:00PM. Lunch will be available in the Eton, Winchester, and Oxford Rooms. Which is located off of the 800 Hall.
- No alcohol is allowed at any exhibit booth. No children are allowed in the Exhibit Hall.
- Premier Sponsors ($3,000 and up) may host hospitality suites/events as approved by SCHCA on forms submitted to the Association.

PLEASE READ THE ENCLOSED INFORMATION CAREFULLY! IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE SCHCA OFFICE AT (803) 772-7511.

All Booths Include:

- One Six Foot Table
- Two Chairs
- Side & Background Drapery & Skirting
- A sign is included if requested on your contract
- One (1) 0-5 amp electrical outlet. For additional needs, please complete on enclosed registration form.

Showcase Hours

The Showcase will be open from 12:00 Noon until 3:30 PM on Tuesday September 1, 2020.

Exhibit Set-Up

The Exhibit Hall will open at 6:00 AM on Tuesday, September 1, for exhibitors to set-up booths. All booths must be set-up by 11:00 AM. If space is not occupied by 11:00, it will be forfeited by the exhibitor and the space may be resold, reassigned, or used by SCHCA without refund.

Booth Construction

Exhibits cannot obstruct the general view or hide exhibits of others. No booth shall be more than 8' high without written permission of the Association. No Exhibitor may have displays of equipment, in front one-half of their booth that will interfere with the sight-lines of other booths

Exhibitor Manual & Shipping Info

PRX Exposition Services, the Official Decorator, will email you with information concerning shipping and additional display items. If you need to contact them, you can reach them by email at **dmurnieks@prexposition.com** or call **(843) 714-2767.**

Please DO NOT ship your booth or supplies to the hotel. They have NO storage.

Convention Registration Hours

The SCHCA Registration Desk Hours are scheduled as follows:

Sunday, August 30, 2020	1:00 PM- 4:00 PM
Monday. August 31, 2020	8:30 AM- 4:00 PM
Tuesday, September 1, 2020	8:00 AM– 10:00 AM

Theme & Best Booth Award

All exhibitors are encouraged to become involved and design your booth in the spirit of "The Roaring 20's".

Each year the Convention Committee sponsors the "Best Booth Contest." The winner receives $200 off next year's booth. This contest provides some friendly competition and is a great way to improve traffic at your booth.

Judging will begin at 11:00 AM so have your booth ready!

Door Prizes

Exhibitors Door Prizes are one of the most exciting features of the Showcase for the participants. **You may draw for your door prize at any time during the show and winners will be announced at a prescheduled time. Bring your winner's name *(on the green winner card that we will provide)* to the SCHCA booth and we'll announce your winner.**

Additional Reminders

- Don't forget to make your hotel reservations. Information is on the next page
- All exhibitors must wear name badges at all times in the exhibit hall. Name badges may not be shared. Your name badge must display your name.
- No children are allowed in the Exhibit Hall
- As a courtesy to other exhibitors and attendees, exhibitors will not be allowed to tear down their booths until the close of the show at 3:30 PM on September 1st.

Convention Events and Activities

Please go online to complete your registration. The On-Line Registration Form **must** be completed in order to have name badges at the showcase.

Opening Reception

Sunday, August 30
6:00 PM– 9:00 PM
Included with Exhibitor registration

Make sure you join us at our opening reception. Great networking opportunities as well as entertainment and refreshments.

Membership Meeting

Monday, August 31
9:00 AM– 9:45 AM
Included with Exhibitor registration

Join us on Monday morning for the start of our 33rd Annual Convention. Come join the festivities!

Showcase Luncheon

Tuesday, September 1
11:00 AM– 12:00 PM
Included with Exhibitor registration

This year we will be serving a buffet lunch in the Eton, Winchester and Oxford rooms. Exhibitors will be given the opportunity to eat their lunch prior to the opening of the Showcase. Each booth receives up to 4 complimentary lunches.

Go to www.schca.org to complete your On-Line Registration

Showcase Reception

Tuesday, September 1
4:00 PM– 6:00 PM
Included with Exhibitor registration

Come celebrate the close of our "Roaring in The 20's While Jazzing In Healthcare" Showcase. This reception is for all exhibitors and attendees to meet in a relaxed environment. Reception to be held at the Palmettos Pavilion by the Pool.

Hotel Reservations

The Kingston Plantation, featuring an Embassy Suites, is our host hotel. A block of hotel rooms, condominiums, and villas have been reserved at the Kingston Plantation for our convention. Please make your reservation by calling **(800) 876-0010** no later than July 29, 2020.

When reserving your room, please be sure to mention the South Carolina Health Care Association code; **SHC** for the Embassy Suites Hotel and **SHE** for the Kingston Plantation Condos/Villas to guarantee our special group rate.

Room Rates Are:

Hotel	
Oceanview King	$199
Oceanview 2 double bed	$199
Oceanside Condominium	
North/South Hampton– 2 Bedroom	$213
North/South Hampton– 3 Bedroom	$254
Brighton Tower	
2 Bedroom	$254
3 Bedroom	$297
Plantation Villas	
2 Bedroom	$171
3 Bedroom	$202

"Roaring Into The 20's While Jazzing in Healthcare" Showcase and Convention Tentative Agenda:

Sunday, August 30,2020

1:00 PM– 4:00 PM……SCHCA Convention Registration
1:30 PM– 3:30 PM……DHEC Meeting
3:30 PM– 4:30 PM……Executive Board Meeting
6:00 PM– 9:00 PM……Welcome Reception

Monday, August 31, 2020

8:30 AM– 4:00 PM……Convention Registration
9:00 AM– 9:45 AM……Membership Meeting
10:00 AM– 12:00 PM……Keynote Speaker
1:00 PM– 3:00 PM……Concurrent Educational Seminars

Tuesday, September 1, 2020

8:00 AM– 10:00 AM……Convention Registration
9:00 AM– 12:00 PM……Educational Seminars
6:00 AM– 11:00 AM……Exhibitor Booth Set-Up
11:00 AM……Booth Set-Up Deadline/Judging of the Booths
11:00 AM– 12:00 PM……Exhibitors Lunch
12:00 PM……"Roaring Into The 20's While Jazzing In Healthcare" Showcase Opens
12:00 PM– 2:00 PM……Lunch for Showcase Attendees
3:30 PM……Showcase Closes
3:30 PM– 7:00 PM……Dismantling of Booths
4:00 PM– 6:00 PM……Showcase Reception

Wednesday, September 2, 2020

9:00 AM– 11:00 AM……Educational Seminars

Bolded, Colored Events are those events of interest to our Exhibitors. Exhibitors may register for the seminars– Please contact SCHCA office for registration information at (803) 772-7511.

Please accept our sincere appreciation for your past and continued support of the South Carolina Health Care Association.

We look forward to seeing you in Myrtle Beach!
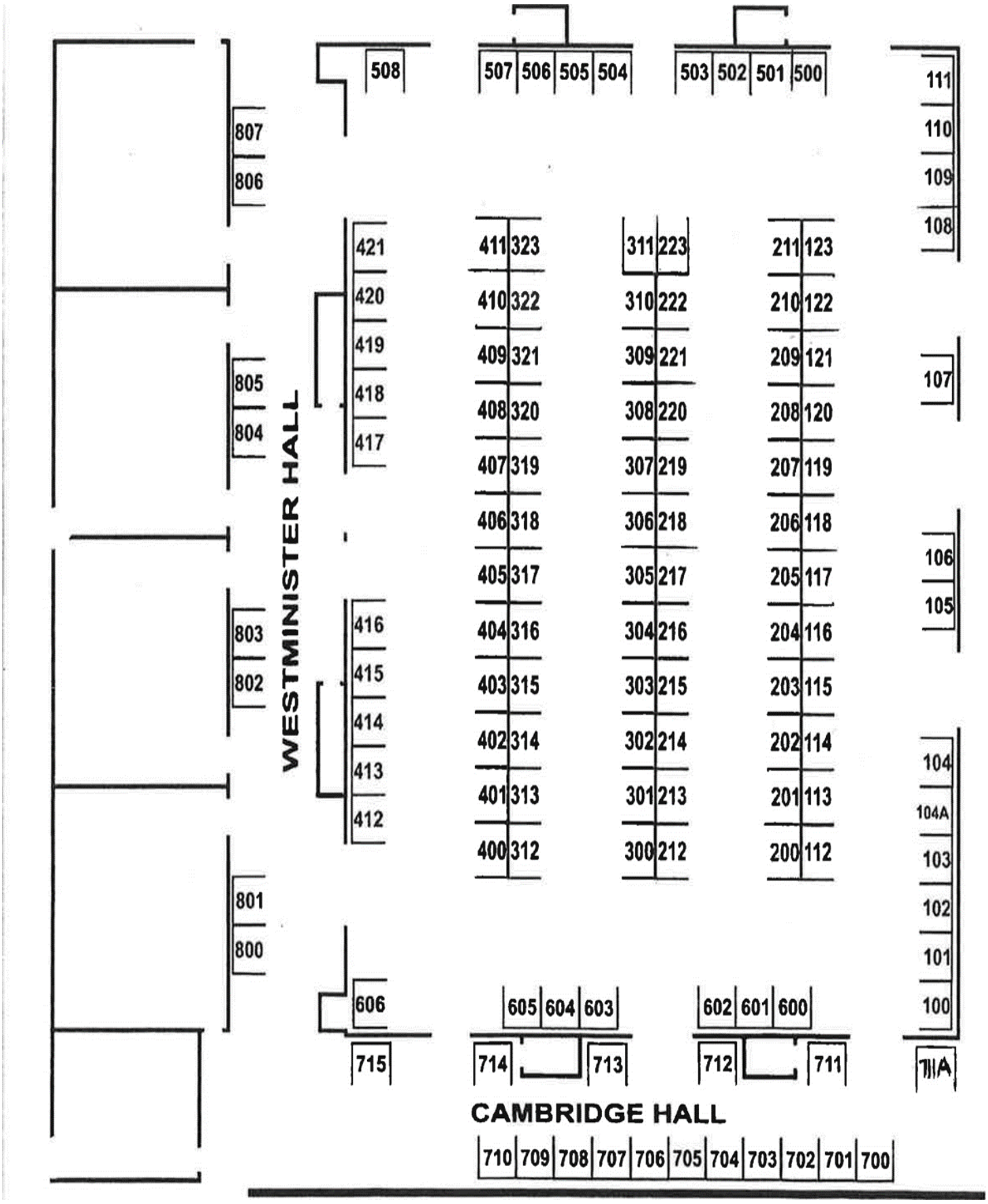
Exhibit Hall