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# 2012 VICTIMS' RIGHTS WEEK CONFERENCE

## Exhibit Space Guidelines

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### SETUP

- Setup begins at 8:00 AM on Wednesday May 2, 2012

### BOOTH STANDARDS

- In order to create a polished look in the hotel, each exhibitor is strongly urged to display their products in the most professional manner possible. A professional image not only enhances an exhibitor's appearance, but also encourages conference attendees to stop at an exhibitor's booth.
- Each booth will be approximately 6' by 4'.
- Exhibitors should have their own backwall, if necessary. Items may not be pinned or hung in any fashion to the walls of the exhibit area.
- All tables will be skirted. Surplus materials should be stored or hidden in the booth so as to create a neat appearance.
- Any items displayed in the booth or any services promoted from a booth must be listed on the contract.
- Please use professionally printed signs whenever possible, as handwritten signs tend to diminish the professional appearance of a booth.
- Each exhibitor is strongly encouraged to provide his or her employees with some sort of name badge.

### DECORATING

- Tables and skirting will be provided for booths. Backwalls and other set-up items must be supplied by the exhibitor.

### PARKING

- Parking is free to all entering VRW.

### TEARDOWN

- Teardown no later than Friday, May 4th at 11:00AM. We realize some exhibitors may have a need to teardown their booths earlier. Feel free to remove your booths at any time, but please be courteous to conference attendees and other exhibitors. **\*Refunds will not be issued if you choose to teardown prior to Friday.**

### SOUND USE

- Exhibits that contain or require sound are permitted as long as it is kept to a level as to not disturb any other exhibits or the conference workshops.

### SECURITY

- There is hotel security; however, the ultimate responsibility rests with the exhibitor to secure items in the booth space.

### LIABILITY

- The South Carolina Victim Assistance Network and the Embassy Suites will not be responsible to any person, individual, corporation, or association for any loss by fire, theft, damage, or personal injury sustained by anyone through the negligence of any person or group of persons.

### MISCELLANEOUS

- Disregard of any rule or order issued to exhibitors forfeits all premiums and rights without recourse.

**I agree to the above guidelines:**

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**\*2012 VICTIMS' RIGHTS WEEK CONFERENCE\***  
**APPLICATION FOR EXHIBIT SPACE**

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**GENERAL INFORMATION:**

*(Please type or print clearly)*

**Business or Agency Name:**

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**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Address:**

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**Email Address**

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**Exhibit Coordinator:** (Agency Representative): \_\_\_\_\_

**EXHIBIT INFORMATION:**

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**Electrical Outlet?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Any special needs or requests?** *(These requests will be honored if possible.)*

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**Please check which type agency –**

Nonprofit Agency: \_\_\_\_\_ \$65

State Agency: \_\_\_\_\_ \$65

For Profit Agency: \_\_\_\_\_ \$90

Amount Enclosed: \$ \_\_\_\_\_

**\*\* FULL PAYMENT MUST ACCOMPANY THIS COMPLETED APPLICATION \*\***

I certify that I have read and understand the above. All information is true and correct to the best of my knowledge.

Signature and Date: \_\_\_\_\_

Return application and payment to:  
South Carolina Victim Assistance Network (SCVAN)  
Attn: Nicole Goodwin, Exhibits Coordinator  
113 Executive Pointe Blvd, Suite 202  
Columbia, SC 29210