



2016 SSA CONVENTION

TD CONVENTION CENTER, GREENVILLE, SC

EXHIBITOR INFORMATION

DATES AND LOCATION

DATES AND HOURS OF OPERATIONS (Tentative)

Wednesday	February	17, 2016	Exhibit Setup	9 AM – 8 PM
Thursday	February	18, 2016	Hall Open	9 AM – 5 PM
Friday	February	19, 2016	Hall Open	9 AM – 5 PM
Saturday	February	20, 2016	Hall Open	9 AM – 5 PM
Sunday	February	21, 2016	Exhibit Breakdown	8 AM – 12 PM

The 2016 SSA Convention will be held at the TD Convention Center in Greenville, SC. The center is located at One Exposition Drive. Telephone 864-233-2562. Fax 864-255-8600.

HEADQUARTERS HOTEL – The headquarters hotel for the convention will be the Hilton Greenville. The Hilton is located at 45 West Orchard Park Drive, Greenville, SC 29615. Telephone 864-232-4747. Fax 864-233-2861.

To make your hotel reservations go to www.ssa.org, select the annual convention tab, click on convention hotel.

We encourage you to make reservations early as the room block tends to fill well prior to the event.

EARLY REGISTRATION - PRICES AND CHOICE OF LOCATION

Register early for booth and floor space to receive discounted prices as well as the opportunity to select your booth and display location in Greenville. Booth and floor space requests will be honored in the order in which they are received. In order to receive the Early discount and have your preference considered for location, it will be necessary to pay a 50% deposit at the time of application. Early registration will continue until the close of business on September 15, 2015. Please note that all deposits are fully refundable prior to the close of business November 30, 2015.

CONFIRMATION OF ACCEPTANCE AND SPACE ASSIGNMENTS WILL BE MAILED UPON RECEIPT OF REGISTRATION AND DEPOSIT.



EXHIBIT INFORMATION AND FEES

On your application you will be asked to list three preferences for your location. Your location preference will be honored based on the order in which your application and deposit was received. Please be sure to indicate any special needs and any companies you prefer not to be located near. Every effort will be made to accommodate your requests. Your receipt and deposit confirmation will reference your specific space assignments. If it becomes necessary to change the floor layout you will retain your position in terms of selecting new space. We will make every effort to honor your booth choice. If your selection is not available, SSA reserves the right to assign booths at its discretion.

<u>BOOTH TYPES</u>	<u>EARLY</u>	<u>STANDARD</u>
Standard 10 X 10 Booth	\$450	\$525
Corner 10 X 10 Booth	\$550	\$625
Double Wide Booth – No Corners	\$725	\$825
Double Wide Booth – One Corner	\$825	\$925

<u>FLOOR EXHIBITS</u>		
First Display with Booth	\$275	\$350
Display without Booth	\$450	\$525
Each Additional Display (Limit of 4)		\$100

FEES FOR BOOTH RENTAL INCLUDE

Space rental, pipe frame with side and back drapes in Exhibit Hall.
Skirted table and two chairs per booth space.
Two free registration badges per booth space and one free registration badge per floor exhibits which includes admission to seminars.
Listing in the convention program.
Security when the exhibit hall is closed
Booth sign in the exhibit hall and/or at your static display.

DEPOSIT AND REFUND POLICY

Reservations for space must be made by an application accompanied by a deposit equal to 50% of the total cost. Applications without a deposit will not be considered complete and no space assignment will be made until the necessary deposit is received. Final payment for the space agreement must be paid by the close of business on December 18, 2015. A full refund of all deposits and payments is available until this time. *After November 30, 2015, we will be unable to accommodate refunds for any cancellation.*



EXHIBITOR GUIDELINES

EXHIBITS

Setup must be completed by 8 PM on Wednesday, February 17, 2016.

Booths must be staffed while the exhibit hall is open.

Exhibits cannot extend into the aisle.

Exhibits must meet all local fire regulations.

Any booth or demonstration equipment must not interfere with adjacent booths.

Audio/visual equipment must not interfere with adjacent booths.

Booths may not be dismantled before 5 PM on Saturday, February 21, 2016.

SECURITY

Security will be provided while the exhibit hall is closed. Although every precaution will be taken to provide protection for goods, the SSA and sponsoring groups do not assume any responsibility for damaged, missing or stolen equipment.

SSA LIABILITY

Each exhibitor agrees that SSA shall not be liable for any loss, damage or injury to any exhibitor or any other person in connection with any exhibit activity and agrees to hold SSA harmless from any claims made against it in connection with any exhibit activity at the TD Convention Center. In the event of fire, strike or circumstances beyond the control of the SSA that require cancellation of the exhibit function, this agreement shall not be binding.

SPACE ASSIGNMENTS

SSA reserves the right to refuse any contract and to restrict any exhibit that becomes objectionable because of noise or method of doing business. By accepting this agreement, exhibitors agree to the rules stated here. Payment of a deposit constitutes acceptance of the terms set forth.

SPECIAL ASSISTANCE

Any exhibitor or their staff who needs special assistance or accommodations on the exhibit floor because of a disability should contact the SSA office at (575) 392-1177. Every effort will be made to accommodate your request.



2016 SSA CONVENTION EXHIBITOR REGISTRATION FORM

BOOTH TYPES	EARLY (Ends 9/15/15)	STANDARD	# OF SPACES	AMOUNT
Standard 10 X 10 Booth	\$450	\$525	_____	\$ _____
Corner 10X10 Booth	\$550	\$625	_____	\$ _____
Double Wide Booth	\$725	\$825	_____	\$ _____
Double Wide – One Corner	\$825	\$925	_____	\$ _____

FLOOR EXHIBITS

First Display with Booth	\$275	\$350	_____	\$ _____
Display no Booth	\$450	\$525	_____	\$ _____
Each Additional Display (Limit of 4)	\$100		_____	\$ _____

Recognized SSA Affiliates and Divisions qualify for a 50% discount from Standard rates pending approval.

TOTAL \$ _____

DEPOSIT \$ _____

Please Note: Booths 1-7 are not available.

BOOTH(S) CHOICE(S) 1ST _____ 2ND _____ 3RD _____

DISPLAY CHOICE(S) 1ST _____ 2ND _____ 3RD _____

Nature of Products or Services to be displayed in your booth:

Indicate aircraft or type of equipment to be displayed:

Please list any companies you prefer not to be located near:

PLEASE TYPE OR PRINT CLEARLY!

Company Name _____

METHOD OF PAYMENT

Street Address _____

Visa MC Amex Discover

City/State/Zip _____

Telephone/Fax _____

Exp _____ Sec Code _____

E-Mail Address _____

Make Checks Payable to SSA

I have read and agree to abide by the 2016 Exhibitor Guidelines

Signature _____

Print Name _____