

SOUTH CAROLINA CORRECTIONAL ASSOCIATION  
Standard Operating Procedures

**Procedure:** Co-Chairs – Exhibits and Fund Raising Committee

**Number:** SOP–C5

**Authority:** SCCA Constitution and By-Laws – Article V

**Effective Date:** February 28, 2003

**Revises Previous Date:** November 7, 2001

It shall be the duty of the Exhibits Committee to solicit vendors, vendor co-sponsors and door prizes for the Association’s Annual Conference.

The purpose and general duties of the Exhibits/Fund Raising Committee are as follows:

1. Exhibits Co-Chair is responsible for soliciting vendors for the annual training conference.
  - a. Annual mail-out of solicitation letter for booth spaces. (Appendix A)
  - b. Coordination of conference/exhibit information to vendors after receipt of signed contract and payment. (Appendix B)
  - c. Assignment of booth spaces before conference each year and coordination regarding electrical needs. (Appendices C & D)
  - d. Annual mail-out of thank you letters to vendors and co-sponsors. (Appendix E)
2. Responsible for the upkeep of vendor database for use in mail-outs.
3. Selecting committee members – preferably a variety of representation (i.e., Probation, Pardon and Parole, Juvenile Justice, Alston Wilkes Society, Consolidated Naval Brig, Retirees, SCDC, etc.).
3. Coordination with an exhibit service (Convention Makers) to effect exhibit hall setup before conference. (Appendix F)
  - a. Coordinates booth setup and electrical needs.
  - b. Coordinates delivery and setup of tables and chairs as needed for exhibit hall and other conference events.
  - c. Coordinates event and vendor display signs as needed with exhibit service and Association.
  - d. Responsible for getting the golf display sign to appropriate person or to the golf course on Saturday morning before the tournament begins.
4. Fund Raising Co-Chair is responsible for soliciting co-sponsorship funds from vendors to be used at the annual conference. Also responsible for coordinating fund raising events for the association.

- a. Makes solicitation calls to past vendors for co-sponsorship monies to be used at the annual conference.
  - b. Coordinates events (i.e., volleyball/fish fry, sell food items at Olympic events) to raise money for the Association.
5. Door prize Sub-Committee is responsible for soliciting door prizes for giveaway at events held in the exhibit hall at the conference.
  - a. Contact vendors by phone or letter, soliciting door prizes to be given away at the annual conference. (Appendix G)
  - b. Responsible for providing box for door prize registration slips and making sure the box is at every drawing. (Appendix H)
  - c. Responsible for actual drawing for and giving away of door prizes at designated times and places at the annual conference.
6. Vendor Appreciation Sub-Committee coordinates appreciation gifts for all vendors and speakers.
  - a. Responsible for contacting the Program Chair for number of speakers.
  - b. Committee responsible for coming up with idea for gifts and soliciting gifts for vendor and speaker gifts.
  - c. Responsible for coordination of gifts and delivery to vendors and Program Chair at the annual conference.
7. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.

Appendices:

Appendix A - SCCA Contract Letter  
Appendix B - Exhibitor Confirmation Letter  
Appendix C - Facilities Diagram  
Appendix D - Electrical Service Order Form  
Appendix E - Vendor "Thank You" Letters  
Appendix F - Convention Makers Rate Sheet  
Appendix G - Door Prize Solicitation Letter  
Appendix H - Door Prize Guidelines  
Appendix I - Chapter Contract Letter  
Appendix J - Door Prize Cash Receipt  
Appendix K - Vendor Conference Evaluation Form

May 11, 2001

The South Carolina Correctional Association (SCCA) is a multidisciplinary organization consisting of correctional professionals, individuals, agencies and organizations involved in all aspects of criminal justice activities.

The Association had its beginning in February, 1979, when the Board of Governors and the Delegate Assembly of the American Correctional Association (ACA) instituted a chapter pilot program. This program allowed for dual membership in State Chapters, as well as the American Correctional Association. Under such an arrangement, the SCCA became an advocate for issues of local and state importance while having support from a dynamic national organization as the American Correctional Association whose roots date back to 1870.

Membership is open to any individual, agency or organization interested in criminal justice and the objectives of the Association. Membership represents all aspects of federal, state, county and municipal corrections to include adult and juvenile corrections, probation, pardon and parole services, local detention centers, schools of criminal justice in the various colleges and universities, volunteer organizations, and individuals interested in but not employed in the field of corrections.

The SCCA is committed to the development of sound, progressive and effective criminal justice in your state. Specific objectives of the Association are as follows:

- o To provide a mechanism for a meaningful interchange of information between the disciplines of the criminal justice system in the State of South Carolina.
- o To promote high standards of professional practice in the criminal justice system.
- o To conduct chapter, regional and state-level seminars, workshops, institutes and other training programs for criminal justice practitioners.
- o To provide a means for collectively addressing correctional problems as a whole and draw upon common resources to implement the solutions to these problems for the good of all.

In an effort to provide professional development for the SCCA members, several workshops and seminars are conducted throughout the year in addition to the annual conference/business meeting. Also, each member receives a quarterly newsletter concerning Board activities, various chapter issues, legislative action and current events of concern to criminal justice practitioners.

**Support The Criminal Justice System in South Carolina!**

TO: Correctional Association Friends

FROM: Ann Bowers and Colie Rushton, Co-Chairs  
Exhibits and Fundraising Committee

DATE: May 11, 2001

This year the South Carolina Correctional Association will hold its 23rd Annual Conference. The Conference dates are November 4-7, 2001, and will be held at the Wyndham Resort Hotel, in Myrtle Beach, South Carolina. We are expecting around 100 attendees which will include speakers and presenters as well as participants.

This is the yearly highlight for our association, and we will have some exciting programs as well as social activities. Please mark your calendars now and join us!

THE ASSOCIATION IS ASKING FOR YOUR PARTICIPATION AND YOUR SUPPORT OF THE SCCA CONFERENCE! We would like for you to consider exhibiting your product or service, advertise in our conference program or co-sponsor one of the following: Opening Reception; Dance w/DJ; Breakfast; Break; Awards Luncheon; Scholarship Breakfast; Barbecue Dinner; or Speaker.

We are very excited about being at the Wyndham once again. The cost of exhibit space will start at \$375.00 and advertisements will start at \$40.00. We are scheduling coffee breaks as well as social events around the Exhibit Hall to increase traffic flow in the exhibit area. Additionally, specific time segments will be scheduled for exhibit visits by conference attendees.

The attached Conference Participation Form will provide detailed information on size and cost for exhibit/ad space. Exhibit space will be assigned on a "first come, first serve" basis, so we encourage you to return the attached agreement quickly. Please feel free to contact me at (803) 896-1744, for more information.

We would also like to invite you to visit our web site, [www.scca.freeservers.com](http://www.scca.freeservers.com). On this web site you will be able to learn more about our organization, view the board members and committee chairs and you can mark your calendars for upcoming special events. You will be able to view the current issue of our newsletter, The Reporter.

We look forward to seeing you this November in beautiful Myrtle Beach, South Carolina!!!

**23RD ANNUAL CONFERENCE OF THE  
SOUTH CAROLINA CORRECTIONAL ASSOCIATION**

**NOVEMBER 4 - NOVEMBER 7, 2001  
WYNDHAM RESORT HOTEL  
MYRTLE BEACH, SOUTH CAROLINA**

**CONFERENCE PARTICIPATION AGREEMENT**

**EXHIBITS:** Exhibit fee includes one 8' x 2' table, two chairs, backdrop, side dividers, and optional display sign. Any additional needs should be listed under special requirements on the reverse side of this form.

The Wyndham has limited facilities to receive and store exhibit materials. These arrangements should be made with John Curtis of Convention Makers (803-828-0828), for pick-up and return transportation of exhibits.

**Special electrical outlets or phone lines must be arranged with the hotel at least 30 days in advance to guarantee service.** An electrical service order form will be mailed to you upon confirmation of your exhibit space.

Exhibit setup can begin at 1:00 p.m., Sunday, November 4, 2001, in the Exhibit Hall. All exhibits must be set up by 6:00 p.m. Sunday for the opening reception in the Exhibit Hall. All exhibits can be dismantled Tuesday afternoon, November 6, 2001. Detailed information will be provided once we receive a completed agreement and check.

Assignment of exhibit space will be made by the Exhibit Committee and all booths will be clearly marked before 1:00 p.m. on Sunday, November 4, 2001. Please review the attached Agreement carefully and indicate your participation plans and needs.

Should the exhibitor cancel space before October 12, 2001, the Association will retain 15% of the exhibit fee. For all cancellations after October 12, 2001, 100% of the fee will be retained.

**GOLF TOURNAMENT** We will be hosting a golf tournament again this year on Saturday, November 3 and Sunday Morning, November 4. Additional information will be sent upon confirmation of your booth space, or upon request. If you plan to play in the tournament, please have sufficient personnel on hand to setup your exhibit on Sunday as the tournament may not be over in time to allow for both.

**CO-SPONSORSHIP:** Funds raised through co-sponsorship will be utilized by the Host Committee to fund the conference to include, but not limited to the following events.

Continental Breakfasts (\$850)	Refreshment Breaks (\$425)	Dance w/DJ (\$500)
Golf Tournament	Opening Reception (\$3,500)	Speakers
Scholarship Breakfast (\$1,500)	Awards Luncheon (\$3,500)	Barbeque Dinner (\$2,000)

If your organization is interested in co-sponsorship, please contact Mr. Colie Rushton at (864) 443-2114.

**DOOR PRIZES** Door prizes always enhance participation in any conference. If your organization is interested in providing a door prize, please check the appropriate box on the reverse of this form. You will be contacted by a committee member prior to the Conference.

**Please forward your check and Participation Agreement before October 12, 2001, to guarantee exhibit space and/or advertisement in the Conference program.**

**Conference Participation Form (Continued)**

Please complete and return this agreement with remittance to Ann Bowers, South Carolina Correctional Association, Post Office Box 210603, Columbia, South Carolina 29221. **Make checks payable to SCCA.** Retain a copy of the agreement for your records.

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Products and/or Services to be Exhibited: \_\_\_\_\_  
\_\_\_\_\_

Exhibit Representative(s): \_\_\_\_\_

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

Special Requirements: \_\_\_\_\_

**Check Appropriate Box**

16 x 10 Exhibit Space/Full Page Ad in Conference Program \$675.00

8 x 10 Exhibit Space/Full Page Ad in Conference Program \$475.00

16 x 10 Exhibit Space \$575.00

8 x 10 Exhibit Space \$375.00

**CHECK HERE IF ELECTRICITY IS NEEDED FOR YOUR EXHIBIT SPACE**  
(Electrical information will be forwarded to you. Electrical needs are the responsibility of the Exhibitor and should be handled directly with the hotel.)

Full Page Ad (7 x 10) in Conference Program \$150.00

1/2 Page Ad (7 x 4-3/4 or 10 x 3-1/4) in Conference Program \$75.00

1/4 Page Ad (3-1/4 x 4-3/4) in Conference Program \$40.00

Co-Sponsorship \$ \_\_\_\_\_ (Amount) Event \_\_\_\_\_

**YES**, we need a display sign.

**YES**, we are bringing a door prize.

Contract Agreement received without a black & white, camera-ready ad, or half-tone negative (120 line screen) will not be valid until the ad is received. All ads will be published as furnished.

Total for Exhibits/Co-Sponsorship/Advertisements: \$ \_\_\_\_\_

October 8, 2001

Dear :

It was a delight to learn that the \_\_\_\_\_ has decided to participate in this year's Conference. As you know, the Conference dates are November 4-7, 2001, and it will be held at the Wyndham Myrtle Beach Resort, Myrtle Beach, South Carolina. The phone number for the Wyndham is (843) 449-5000. Please make sure you and/or your exhibit representatives are provided this information as they should go ahead and make their reservations. The deadline for our special rate is October 16, 2001.

Your Conference Participation Agreement indicates that you wish to reserve an 8 x 10 exhibit space for a total of \$375 and, you do (not) need a display sign. Thank you for bringing a door prize. Should your needs change before the conference, or if you have any questions, regarding the Conference Participation Agreement, please call me at (803) 896-1742.

The Wyndham will not be responsible for storing freight. The Wyndham will, however, handle all electrical needs. Please fill out the attached form and return at the address indicated. Arrangements for freight transportation and storage can be made by filling out the attached forms and sending them to John Curtis of Convention Makers (843-828-0828).

Attached are the exhibit hours, meeting times and social events. Exhibit setup can begin at 1:00 p.m. on Sunday, November 4, 2001, and must be ready by 6:00 p.m. Breakdown may begin after the break and door prize giveaway at 10:30 a.m. on Tuesday, November 6, 2001.

For the purpose of name tags, I have the following as your booth representative(s): \_\_\_\_\_  
If this is not correct, or if you have additional names, please call me.

Please be aware, that although the Exhibit Hall will be locked at night, each exhibitor is ultimately responsible for items of value left at their booth.

If you or your representative(s) are interested in playing golf on Saturday and Sunday, November 3 & 4, 2001, please contact Scott Lewis or Colie Rushton at (864) 443-2114 as soon as possible.

If you have any questions, or if I can be of any further assistance, please call me at (803) 896-1742.

Sincerely,

Ann Bowers, Chair  
Sponsorship Committee

/abb

**CONFERENCE AGENDA****Sunday, November 4, 2001**

1:00 p.m.	Exhibit Setup Begins
6:00 p.m.	Exhibits Should Be Ready
6:30 - 7:00 p.m.	Opening Session
7:00 - 8:30 p.m.	Exhibits Opening/Reception
9:00 - Until	Conference Kick-Off Dance

**Monday, November 5, 2001**

8:00 - 9:00 a.m.	Continental Breakfast in Exhibit Hall
10:30 - 11:00 a.m.	Break in Exhibit Hall with Door Prizes
1:30 - 2:30 p.m.	Exhibit Hall open with Door Prize Drawings
4:00 - Until	Hospitality sponsored by NABCJ
4:30 - 6:30 p.m.	Volleyball

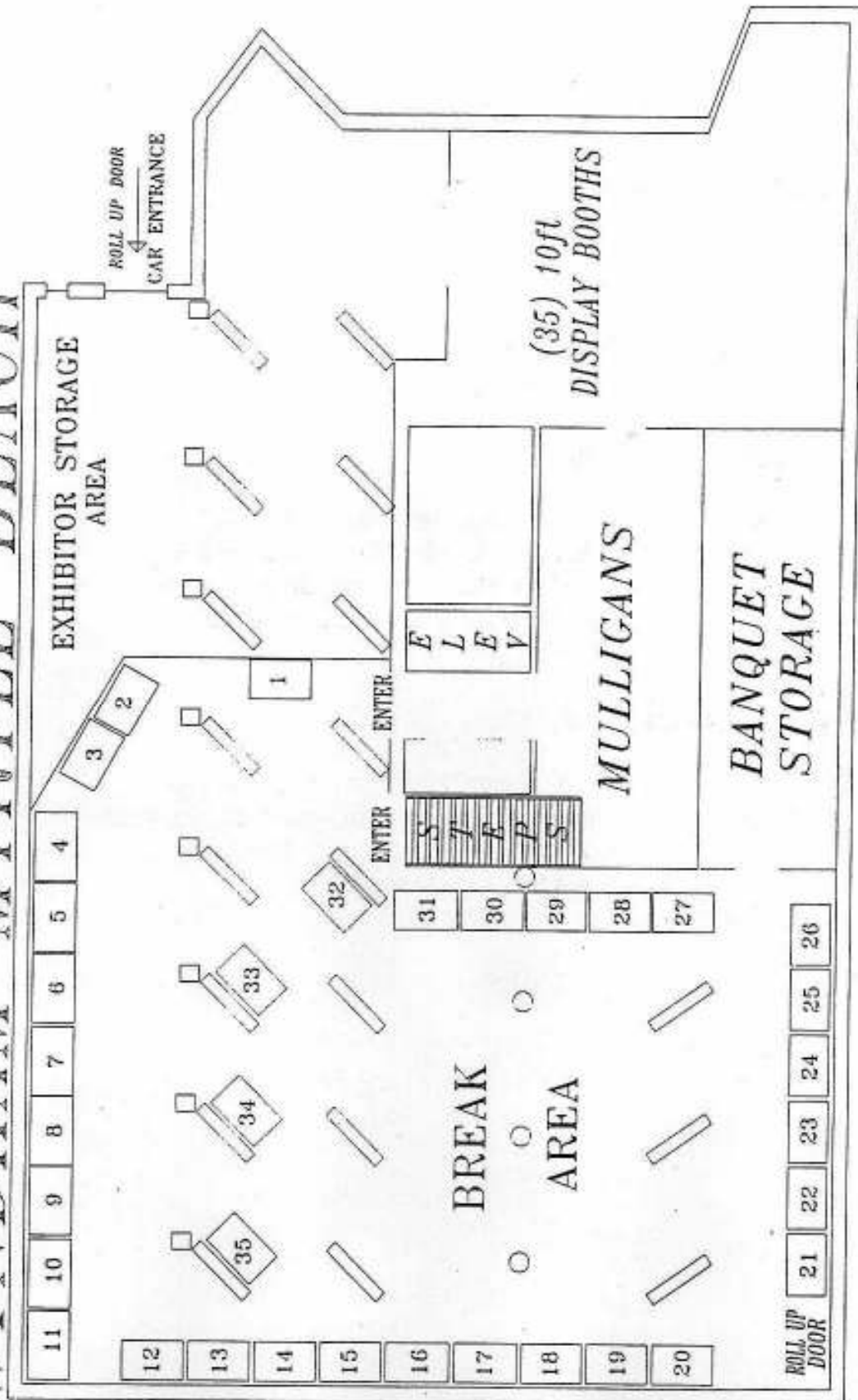
**Tuesday, November 6, 2001**

8:00 - 9:00 a.m.	Continental Breakfast in Exhibit Hall
10:30 - 11:00 a.m.	Break in Exhibit Hall with door prizes (Breakdown afterwards)
12:30 - 2:30 p.m.	Awards Luncheon
4:30 - 6:00 p.m.	Bowling Social

**Wednesday, November 7, 2001**

8:30 - 10:30 a.m.	Scholarship Breakfast
10:30 - 11:30 a.m.	Closing Session and Business Meeting
12:00 p.m.	Deadline for Checkout

# WYNDHAM MYRTLE BEACH



COMPUTERIZED DIAGRAMS by CONVENTION MAKERS



### ELECTRICAL SERVICE ORDER FORM

**Information and Instructions**

UPD: 2-98

1. Please type or print
2. Prices based on current wage rate & are subject to change without notice.
3. All equipment regardless of source of power must comply with all federal, state and local codes.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. All extension cords must be of the three wire grounded type.
6. All equipment must be properly tagged and wired with complete information as to type of current, amperage, voltage, phase, cycle, horsepower, etc.
7. All materials furnished by the Wyndham Myrtle Beach Resort for this service order shall remain the property of the Wyndham Myrtle Beach Resort at the close of the show.
8. Rates quoted cover only the bringing of service to the booth in the most convenient manner and do not include connecting of equipment or special wiring.
9. Advance orders must be received a minimum of 21 days prior to the exhibitors arrival for move in. **Fax#: 843-497-0295**
10. Make remittance payable to:  
 Wyndham Myrtle Beach Resort  
 10,000 Beach Club Drive  
 Myrtle Beach, SC 29572  
 Attn: Catering Sales

Will you require work in booth beyond normal connections?  YES  NO  
 What type/quantity of equipment is being displayed within booth? (i.e. PC, Monitor, Refrigeration)

ELECTRICAL OR TELEPHONE/DATA SERVICE (WATTS = VOLTAGE X AMPS)	ADVANCE PAYMENT	SAME DAY PAYMENT	NUMBER OF OUTLETS / AMPS	TOTAL COST
Computer Hook-Up *	\$ 180.00	N/A		\$
* Clear and dedicated lines must be ordered 30 days in advance due to GTE Policy. Long distance bill will be forwarded upon receipt within 30 days.				
Single Phase, 120V, per 10 Amps	\$ 25.00	\$ 40.00		\$
Single Phase, 220V, per 10 Amps	\$ 50.00	\$ 75.00		\$
Three Phase Power, per 10 Amps	\$ 150.00	\$ 200.00		\$
POWERSTRIP	\$ 15.00	\$ 25.00		\$
LIGHT/HEAVY DUTY EXTENSION CORD(S)	\$	\$ ** 25.00		\$
<i>**It is recommended exhibitors bring their own extension cords, as rental supply is limited.</i>				

**WATER:** Hookup is 1/2" line. Hookup is \$30.00 for each piece of equipment. Please specify if drain is needed. Drains needed on \_\_\_\_\_ of below specified hookups.  
 Number of Hookups required @ \$30.00 each = \$

**Total Cost of all required services:** \_\_\_\_\_

Please specify "Point of Contact" for technical questions concerning your equipment needs.  
 Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Event: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Credit Card Type: (i.e. Amex, MC, Visa, etc) \_\_\_\_\_ Name: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Check or Money Order to accompany order unless credit is arranged in advance. NO EXCEPTIONS PLEASE  
 10000 Beach Club Drive Myrtle Beach, SC 29572 843/419-5000 Fax: 843/497-0295



**WYNDHAM MYRTLE BEACH RESORT™**  
AND ARCADIAN SHORES GOLF CLUB

## EXHIBITOR FACT SHEET

UPD 1/88

The Wyndham Myrtle Beach Resort looks forward to hosting your upcoming trade show. In order to assure you a successful show, the following guidelines have been established. Please feel free to call our Catering Sales Department (803/449-5000) should you need further assistance.

- 1) Because the Wyndham Myrtle Beach Resort does not have adequate facilities to receive and store exhibit materials, the Exhibitor should contact the following drayage company for information on charges and billing arrangements for inbound/outbound freight.

**Mailing Address:**

P.O. Box 988  
Myrtle Beach, SC 29577

**Convention Makers**

**Contact: John Curtis**  
**Phone: (803) 828-0828**  
**Fax: (803) 828-4232**  
**(Pipe, Drape, Drayage)**

**Shipping Address:**

5702-B S. Kings Highway  
Myrtle Beach, SC 29575

Arrangements must also be made for pick-up of outbound freight. In the event materials need to be picked up on a weekend and none of the above companies are available, please make alternate arrangements.

**IN THE EVENT MATERIALS ARE SENT TO THE WYNDHAM MYRTLE BEACH RESORT WITHOUT PRIOR APPROVAL OF THE CATERING SALES MANAGER, THE RECEIVING DEPARTMENT AT THE WYNDHAM MYRTLE BEACH RESORT WILL REFUSE SHIPMENT AND THE MATERIALS WILL BE RETURNED TO SENDER.**

- 2) An Electrical Service Order form must be filled out by each Exhibitor and sent to the Catering Sales Manager. This form is mandatory and must be received 21 days to arrival. *Please note: There is a \$25.00 rental charge for use of extension cords.*
- 3) Audio-visual equipment is available through Caribiner International Audio Visual Svcs. Phone/Fax: 803/497-5703. This is also the supplier of extension cords.
- 4) The Wyndham Myrtle Beach Resort's lease agreement with our lobby shops preclude the sale of items which may be purchased in their shops. Items being sold directly to convention attendees during an Exhibit Show must have prior approval.
- 5) If a clear and dedicated line is needed, the Exhibitor must contact the Catering Sales Manager 30 days prior due to GTE's policy. Current prices are \$180.00 per line plus phone charges. A valid credit card number must be included in all orders.

November 30, 2000

Dear :

The South Carolina Correctional Association's 22nd Annual Conference in Myrtle Beach, South Carolina, was a success due largely to the help of correctional supporters like you, so on behalf of the Association, thank you!

Everyone thought the Exhibit Hall looked great, and it did. I think the exhibit hall and special events were well attended. Everyone always enjoys the opening dance and the Monday night barbecue.

Thanks again for your support of the South Carolina Correctional Association, and I look forward to working with you again in the future.

Sincerely,

Ann Bowers, Co-Chair  
Exhibits Committee

/abb

November 30, 2000

Dear :

The South Carolina Correctional Association's 22nd Annual Conference in Myrtle Beach, South Carolina, was a success due largely to the help of correctional supporters like you, so on behalf of the Association, thank you!

Everyone thought the Exhibit Hall looked great, and it did. I think the exhibit hall and special events were well attended. Everyone always enjoys the opening dance and the Monday night barbecue.

Enclosed is a copy of the Conference program. On page four, you will find the ad you placed. I hope this ad proves to be beneficial to you.

Thanks again for your support of the South Carolina Correctional Association, and I look forward to working with you again in the future.

Sincerely,

Ann Bowers, Co-Chair  
Exhibits Committee

/abb

# CONVENTION MAKERS INC.

## SHOW PROPOSAL

### TO:

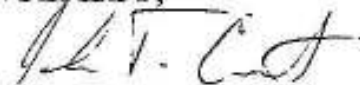
SHOW DATE: NOV 12-14 - 2000

SC CORRECTIONS  
MS. ANN BOWERS

THANK YOU FOR YOUR INTEREST IN CONVENTION MAKERS SHOW DECORATING SERVICES. PLEASE REVIEW THE FOLLOWING PRICE LIST. IF YOU HAVE ANY QUESTIONS, PLEASE DON'T HESITATE TO CALL AND DISCUSS!!!

PIPE AND DRAPE BOOTHS	= \$ 20.00 ea.
DISPLAY TABLES	= \$ 8.00 ea.
TABLE SKIRTING	= \$ 8.00 ea.
TABLE COVERS	= \$ 3.00 ea.
BOOTH ID SIGNS	= \$ 5.50 ea.
TABLES (BBQ)	= \$ 10.00 ea.
CHAIRS (BBQ)	= \$ 1.00 ea.
ADD. LINEAR DRAPE	= \$ 1.50/ft (3ft tall)
(IF APPLICABLE)	= \$ 2.00/ft (8ft tall)

SINCERELY,

  
JOHN T. CURTIS  
CONVENTION MAKERS INC.

**PAYMENT IS DUE IN FULL UPON COMPLETION OF SET-UP**

IF PRICING STRUCTURE IS ACCEPTABLE, PLEASE SIGN AND DATE, AND SEND OR FAX TO CONVENTION MAKERS:

\_\_\_\_\_  
NAME TITLE DATE

CONVENTION MAKERS INC.  
P.O. BOX 988  
MYRTLE BEACH, SC 29578

PHONE: (843) 828-0828  
FAX: (843) 828-4232

Dear Supporter:

The South Carolina Correctional Association will hold its Annual Conference at the Wyndham Myrtle Beach Resort, in Myrtle Beach, South Carolina on November 4-7, 2001.

The Association is made up of corrections, parole, education, local detention, law enforcement and juvenile correctional professionals from across the state. The conference will consist of a series of sessions covering topics of interest to corrections participants. Exhibitors from around the country will display products and have representatives available.

We would welcome your company's participation in our conference by donating a door prize to be given away during one of the many conference activities. The door prize can be a product your company manufactures or distributes, can include a company logo, or can be an item purchased specifically to be given away. Your company will be recognized for the donation in the package of information that all participants will receive and at the time the prize is given away.

Thank you for your consideration and we would welcome your participation.

Sincerely,

Door Prize Sub-Committee

### Guidelines for Door Prizes At the Annual Conference

1. For every paid registration, a door prize ticket will be included in the registration packet. The registrants are to fill out the ticket and deposit it in a box which will be located at the Exhibits/Fund Raising Booth in the Exhibit Hall. Only one ticket per registrant is allowed.
2. The Chair of the Door Prize Subcommittee will be in charge of the ticket box. The Chair will also ensure the security of the ticket box at the closing of the Exhibit Hall each day.
3. During the actual drawing for the door prizes, the Chair is again in charge of the ticket box. The chair will pick someone from the crowd to pull the first winner. Other members of the Door Prize Committee will distribute the prizes.
4. After the first winner has been chosen, the Chair will then have that winner pull the next ticket from the box. The second winner will then pull the next ticket, and so on until all of the prizes are given away.
5. If a member of the Exhibits/Fundraising Committee is pulled as a winner, that committee member will be able to accept the prize if a paid registrant.
6. At no time will any member of the Exhibits/Fundraising Committee or its subcommittees, pull a winning ticket from the box.
7. After a winning ticket is pulled, that ticket will be kept separate from the primary box until the morning of the scholarship breakfast, when all winning tickets will be returned to the box for the final drawing.
8. Registrants must be present to win. If, during a door prize giveaway, a registrant is absent from the Exhibit Hall because he/she is working as part of a conference committee, that door prize will be set aside and presented to that person at a later date.

**(NOTE:** If a prize is declined by the winner, his/her name will still come out of the box until the final drawing on the last morning.)

TO: SCCA Chapters/Non-Profit Organizations  
FROM: Ann Bowers and Colie Rushton, Co-Chairs  
Exhibits and Fundraising Committee

This year the South Carolina Correctional Association will hold its 22nd Annual Conference. The Conference dates are November 12-15, 2000, and it will be held at the Wyndham Resort Hotel, in Myrtle Beach, South Carolina. We are expecting around 200 attendees which will include speakers and presenters as well as participants.

As you are aware, this is the yearly highlight for our association, and we will have some exciting programs as well as social activities. Please mark your calendars now and join us!

We are very excited about being at the Wyndham once again. The cost of exhibit space for chapters/non-profit organizations this year will be \$75.00 and advertisements will start at \$40.00.

The attached Conference Participation Form will provide detailed information on size and cost for exhibit/ad space. Exhibit space for chapters/non-profit organizations will be assigned on a "first come, first serve" basis, so we encourage you to return the attached agreement, along with your payment, quickly. Please feel free to contact me at (803) 896-1744, for more information.

We look forward to seeing you this November in beautiful Myrtle Beach, South Carolina!!!

**22ND ANNUAL CONFERENCE OF THE  
SOUTH CAROLINA CORRECTIONAL ASSOCIATION**

**NOVEMBER 12 - NOVEMBER 15, 2000  
WYNDHAM RESORT HOTEL  
MYRTLE BEACH, SOUTH CAROLINA**

**CONFERENCE PARTICIPATION AGREEMENT  
(For Chapters and Non-Profit Organizations)**

**EXHIBITS:** Exhibit fee includes one 8' x 2' table, two chairs, backdrop, side dividers, and **optional display sign**. Any additional needs should be listed under special requirements on the reverse side of this form.

**Special electrical outlets or phone lines must be arranged with the hotel at least 30 days in advance to guarantee service.** An electrical service order form will be mailed to you upon confirmation of your exhibit space.

Exhibit setup can begin at 1:00 p.m., Sunday, November 12, 2000, in the Exhibit Hall. All exhibits must be set up by 6:00 p.m. Sunday for the opening reception in the Exhibit Hall. All exhibits can be dismantled Tuesday afternoon, November 14, 2000. Detailed information will be provided once we receive a completed agreement and check.

Assignment of exhibit space will be made by the Exhibit Committee and all booths will be clearly marked before 1:00 p.m. on Sunday, November 12, 2000. Please review the attached Agreement carefully and indicate your participation plans and needs.

Should the exhibitor cancel space before October 13, 2000, the Association will retain 15% of the exhibit fee. For all cancellations after October 13, 2000, 100% of the fee will be retained.

**DOOR PRIZES** Door prizes always enhance participation in any conference. If your Chapter is interested in providing a door prize, please check the appropriate box on the reverse of this form.

**Please forward your check and Participation Agreement before October 13, 2000, to guarantee exhibit space and/or advertisement in the Conference program.**

**Conference Participation Form (Continued)**

Please read this contract carefully to ensure that your needs are addressed.

Please complete and return this agreement with remittance to Ann Bowers, South Carolina Correctional Association, Post Office Box 210603, Columbia, South Carolina 29221. **Make checks payable to SCCA.** Retain a copy of the agreement for your records.

Company Name:

---

Address:

---

---

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Products and/or Services to be Exhibited:

---

---

Exhibit Representative(s):

---

Phone Number:

---

Special Requirements:

---

**Check Appropriate Box**

- 8 x 10 Exhibit Space \$75.00
- CHECK HERE IF ELECTRICITY IS NEEDED FOR YOUR EXHIBIT SPACE**  
(Electrical information will be forwarded to you. Electrical needs are the responsibility of the Exhibitor and should be handled directly with the hotel.)
- Full Page Ad (7 x 10) in Conference Program \$150.00
- 1/2 Page Ad (7 x 4-3/4 or 10 x 3-1/4) in Conference Program \$75.00
- 1/4 Page Ad (3-1/4 x 4-3/4) in Conference Program \$40.00
- YES**, we need a display sign.
- YES**, we are bringing a door prize.

Contract Agreement received without a black & white, camera-ready ad, or half-tone negative (120 line screen) will not be valid until the ad is received. All ads will be published as furnished.

Total for Exhibits/Advertisements: \$ \_\_\_\_\_

**MAKE CHECKS PAYABLE TO THE  
SOUTH CAROLINA CORRECTIONAL ASSOCIATION**

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**SOUTH CAROLINA**

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**CORRECTIONAL  
ASSOCIATION**

# Receipt

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**To:**

**From:**

**Date:**

For \$ \_\_\_\_\_ in cash, to be used as a door prize at the Annual Conference of the South Carolina Correctional Association at Myrtle Beach, S.C., to be held at the Wyndham Resort Hotel on November 4-7, 2001.

Thank you for your support.

S/ \_\_\_\_\_

**SOUTH CAROLINA CORRECTIONAL ASSOCIATION  
VENDOR CONFERENCE EVALUATION**

We hope you are enjoying the 2000 South Carolina Correctional Association Conference in Myrtle Beach.

What you think of our Conference is very important to us. Any comments or suggestions you may have will ensure future Conferences are bigger and better yet.

Please take a few minutes to fill out this evaluation for us.

1. Were you greeted when you arrived and shown to your exhibit booth promptly?
  
2. What would have made your check-in process smoother?
  
3. Did you have everything you needed at your booth? What would have made it better?
  
4. Do you feel exhibiting at this conference was worth your while? What could we have done differently?
  
5. Do you think you will exhibit with SCCA again?
  
6. Did you enjoy the Conference?
  
7. To ensure that our mailing list remains current, please provide the name and address of your company or attach your current business card.

Hope to see you next year back here in Myrtle Beach

**Please fax to:  
Ann Bowers, SCDC, (803)-896-1220**