9th Annual Women’s Leadership Conference & Celebration of Inspiring Women
February 4 - 5, 2019
Sheraton Myrtle Beach Convention Center
2019 Exhibitor Policies & Form

Women in Philanthropy and Leadership (WIPL) for Coastal Carolina University is giving your business the opportunity to reach a critical demographic—women leaders—by exhibiting at our 9th Annual Women’s Leadership Conference & Celebration of Inspiring Women set for February 4- 5, 2019, in Myrtle Beach, South Carolina. Join hundreds of women for a time of education, networking and empowerment.

Your Conference & Celebration exhibit will create a buzz in the local area and beyond. When attendees go home and talk about the Conference & Celebration, their friends and co-workers pay attention. Through Facebook, tweets and conversations, attendees can take your message into numerous communities throughout the state, region and nation.

*Our attendees are your customers! Join us and achieve your marketing goals at this powerful event!*

The conference is set for Feb. 5 from 7:30 a.m. to 5 p.m. This will be a full day of programming and networking opportunities.

- There will be activities in the Exhibit Hall including breaks.
- **Electricity must be coordinated at least 10 days prior with the Myrtle Beach Convention Center directly using the following link. There is an additional fee:** [http://myrtlebeachconventioncenter.myshopify.com](http://myrtlebeachconventioncenter.myshopify.com)
- Your representatives will have the opportunity to provide promotional giveaways from your table.
- Your business name as an Exhibitor will be noted in the Conference program and website.
- You may distribute literature in the conference attendee bags.
- Please note: In order to be included in the printed Conference program, reservations must be received on or before January 5, 2018.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Exhibitor Set Up</td>
<td>Tuesday, Feb. 5</td>
<td>6:30 – 7:30 a.m.</td>
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<tr>
<td>Exhibits Open</td>
<td>Tuesday, Feb. 5</td>
<td>7:30 a.m. – 5 p.m.</td>
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<tr>
<td>Exhibitor Tear Down</td>
<td>Tuesday, Feb. 5</td>
<td>5 - 7 p.m.</td>
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**Exhibit Area**

The Women’s Leadership Conference exhibit area is located in Exhibit Hall A in the Convention Center, next to the main ballroom. Each vendor will have a 10x10 booth surrounded by pipe and drape with a six-foot table. In addition, Tidelands Health will present a daylong expo titled – Better! Be strong. Be healthy. Be you. — in the other half of the exhibit hall.
The following rules apply to all registered exhibitors. WIPL reserves the right to make additions to these policies if necessary and will notify all exhibitors, in writing, or any changes or additions.

Table space will be assigned on a first-come, first-served basis according to date registration is received. WIPL reserves the right to arrange the exhibit hall to maintain the best use of space and the safety of exhibitors and conference attendees.

- Exhibit space consists of one 10 x 10 booth with a six-foot skirted table, one chair, one single line standard identification sign. Electricity must be coordinated with the Myrtle Beach Convention Center directly using the following link: http://myrtlebeachconventioncenter.myshopify.com. Exhibitors using power will be responsible for providing their own extension cords and power strips.
- Exhibitors may provide their own additional equipment, signage and services at their own expense.
- All exhibitor shipments should be sent directly to the hotel and should be clearly marked “WIPL Conference.”
- Exhibit space may not be shared between companies or individuals with the exception of the shared table/brochure stand for non-profit and/or government organizations. Only one name of a company or individual may be registered and listed on each reserved table and identification sign.
- The exhibitor assumes the sole responsibility and liability for any loss, damage and claim arising out of exhibitors activities on the hotel premises and Convention Center premises and will indemnify, defend, and hold harmless WIPL, CCU, the hotel, the Convention Center, any officer, agent or employee from any and all such losses, damages and claims. Exhibitor also agrees to comply with all applicable terms, conditions, rules and regulations of the Sheraton Myrtle Beach Convention Center Hotel. The exhibitor assumes the entire responsibility and liability for all losses, damages, claims or destruction of his/her property, employees, agents and guests.
- The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives or employees. The exhibitor will indemnify and hold harmless WIPL, their members, directors, officers, agents, representatives and employees against any and all liability whatsoever arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees or any other such persons. Exhibitors will furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.
- Reservations must be received on or before January 5, 2019.
- Cancellations: Written notice of cancellation for any reserved space must be received by WIPL by January 15, 2019. Full amount paid will be refunded less $50 processing fee. Cancellations received after deadline will not be refunded.
- Payment is accepted in U.S. dollars by check (drawn on a U.S. bank) or credit card (Visa, MasterCard, American Express, Discover). Space will not be confirmed until payment is received.
- WIPL reserves the right to revoke the license for space of any exhibiting company or prohibit any exhibit or part of any exhibit, or prohibit or restrict any activity or conduct within the Exhibit Hall, which in WIPL’s exclusive judgment, is not appropriate.
- Security/Liability: The Exhibit Hall will not be secured when exhibits are not open. WIPL and/or CCU shall not be responsible for the safety of exhibits from theft, damage by fire or other causes.
- Inability to Perform: If WIPL should be prevented from conducting the annual conference, or if it cannot permit the exhibitor to occupy the space for any cause beyond its control, WIPL will refund to the exhibitor the amount of the exhibitor fee paid, less a proportionate share of the exhibition expenses, and shall have no further liability to the exhibitor.
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Exhibitor Information

<table>
<thead>
<tr>
<th>Company name</th>
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</thead>
<tbody>
<tr>
<td>Contact Name</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>City, State and Zip</td>
</tr>
<tr>
<td>Phone</td>
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<tr>
<td>Email</td>
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</tbody>
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Customize Your Conference Marketing Package

<table>
<thead>
<tr>
<th>Exhibit Table (each table receives two badges)</th>
<th>Each</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$500</td>
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| Additional Exhibitor Badge                     | $150 |

METHOD OF PAYMENT

Please invoice me
■ Check enclosed
■ Pay with credit card online

Please make checks payable to Coastal Educational Foundation - WIPL  
Coastal Carolina University  
Attn: Hatton Gravely  
P.O. Box 261954  
Conway, SC 29528-6054