



**South Carolina Transportation Partnering Conference
December 2-5, 2007**

**General Information
For Sponsors Who Will Be Exhibiting**

Set Up and Tear Down

The trade show will open at **3:00 p.m. on Sunday, December 2, 2007**, which is the same time the conference registration desk opens. Set-up can begin at 10:00 a.m. Teardown and removal of all exhibit materials should be completed **2:00 pm on Wednesday, December 5**.

Exhibits Open

The conference agenda states that exhibits will be open as follows:

Sunday	3:00 – 6:30 pm
Monday	7:45 am – 5:30 pm
Tuesday	7:45 am – 5:30 pm
Wednesday	7:45 – 11:00 am

Your exhibit area should be manned at minimum during Registration, the Icebreaker Reception, and scheduled Breaks. If any additional clarification is needed regarding exhibit set-up or operating hours, please contact Jeri Blair with SPATS at (864) 864-562-4252.

Exhibit Space

Each exhibitor will be provided with a 6-foot skirted table and 2 chairs. Exhibitors will load through the main ballroom doors if the exhibits are small; if not they can either load from the dock or the 2 big double doors to the right as you face the ballroom. Hotel staff will be available to show you where these doors are located. The exhibit booths will be located in the Heritage Foyer. Exhibit space will be assigned based on level of sponsorship and then on a first come first served basis.

Telecommunications and Electrical Requirements

Telecommunication and electrical services are available from the Marriott Spartanburg Conference Hotel for an additional charge. You must contract directly with the hotel for items such as audiovisual equipment, telephone or Internet services and electricity. Please use the Marriott Exhibitor Service Order Form to request the facilities and equipment needed.

Shipping of Exhibit Materials

All exhibits that need to be shipped can be sent directly to the hotel to arrive no more than three days before the event. Address labels should read:

Name of on-site contact for Company or Organization
Company or Organization name
Event: SC Transportation Partnering Conference
Marriott Spartanburg Conference Hotel at Renaissance Park
299 North Church Street
Spartanburg, South Carolina 29306

The first 5 boxes are complimentary; six or more boxes will be charged a standard handling fee of \$5.00 per box. These fees include moving the boxes from storage.

Hotel Contact Information

Phone: 864-596-1211

Fax: 864-591-4182

www.marriott.com/spamc

Hotel Accommodations

Please make room reservations directly with the Marriott. Please make your reservations no later than November 16, 2007 and specify the *SC Transportation Partnering Conference* to get the \$60 group rate. Reservations can be made through the conference website, or by calling 1-800-327-6465 or (864) 596-1211. The group code is "traaa."

Conference Registration

If you are planning to attend conference sessions or meal events, please indicate on the "Sponsor Registration Form." If you have employees who wish to attend but are not included in your complementary registrations, please visit the conference website at www.sctransportationpartners.org or contact Jeri Blair with SPATS at (864) 562-4252 or jblair@spartanburgcounty.org.

Registration Information

In order to reserve your space, please complete and sign the Sponsor Registration Form and mail with your payment to SPATS, 366 N. Church St, Suite 700, Spartanburg, SC 29303. Sponsor registrations MUST be received by **November 9, 2007**. Payment must be received before your space will be reserved. Please make your check payable to the *SC Transportation Partnering Conference*.

Rules, Terms and Conditions

Please refer to the separate "Rules, Terms & Conditions for Trade Show Exhibitors" document.

Conference Sponsor Listings

As a sponsor, your company's name will be included in the registration material and on posters displayed throughout the conference facility. There will also be a "sponsor minute" program at lunch on Monday where sponsors will be asked to speak for one minute about their products and services.

Hospitality Rooms

Sponsors may contract directly with the Marriott to host hospitality rooms during the conference. We ask that you please consult SPATS before scheduling so that you will not conflict with previously scheduled conference events. Sponsors are responsible for reserving space at the hotel through Carrie Long, Sales Manager, at 864-591-9119 or carrie.long@marriott.com. The hospitality room host is responsible for providing food and beverages. SPATS can provide you with a list of all attendees if you wish to send an invitation to a hospitality room prior to the conference. You can also announce your hospitality room during the "sponsor minute" at lunch on Monday. All costs for hospitality rooms will be billed directly to your company.

Please keep in mind space is limited and sales agreements with the Marriott will be on a first come, first served basis. If you intend to host a hospitality room, please check the appropriate box on the "Sponsor Registration Form" so that someone from SPATS may contact you and plan accordingly.