



SCAEOP
2026 Annual Conference
Vendor Information
www.scaeop.org

Vendor Registration Form

2026 Annual Conference
February 26 – March 1, 2026
Myrtle Beach, South Carolina

Please allow this letter to serve as an invitation to participate in the South Carolina Association of Educational Office Professionals (SCAEOP) Annual Conference in Myrtle Beach, South Carolina. The 2026 Annual Conference will be held February 26 - March 1, 2026 at the Embassy Suites By Hilton Myrtle Beach Oceanfront Resort. Approximately 200 educational office professionals from across the state will attend this conference. We would like to extend an opportunity for you to participate by becoming a conference vendor.

One vendor table will rent for \$150 for two (2) days (February 27 - 28, 2026), with set up beginning on February 26, and break down taking place on February 27). Additional tables are available for \$100 per table per day. All vendors will be listed in the conference souvenir booklet.

Please contact us if you are interested in being a conference sponsor as well. Sponsors receive additional recognition in conference materials, social media and on the association's website.

Please consider this invitation as an opportunity to display, demonstrate and provide conference attendees information regarding your products, services, and share information about your company. You will have contact with many decision makers, as well as influencers from schools and districts across our state.

If you are interested in being a vendor, please take a moment to complete the attached Vendor Registration Form and return no later than January 26, 2026, along with your payment, to reserve your table(s). Space is limited and tables will be assigned on a first come first served basis.

Please note that SCAEOP does not limit vendors by category so multiple vendors offering the same or similar products or services may be present.

If you require overnight accommodations in connection with this event, please contact the Embassy Suites By Hilton Myrtle Beach Oceanfront Resort to make hotel reservations. They may be reached at (800) 876-0010. Be sure to identify yourself as an attendee of the SC Association of Educational Office Professionals Annual Conference and provide the SRP Code: SAE to receive the special group rate.

If you have any additional questions, please feel free to contact us via email at scaeopwebmaster@gmail.com.

Thank you for considering this invitation and we look forward to receiving a positive response from your company. With your help, this conference will be a great success!

Tamara & Sydney

Tamara Collier & Sydney Rice, CEOE
SCAEOP Annual Conference Co-Chairs



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Please complete **all** information below:

Yes, I would like to be a vendor at the 2026 SCAEOP Annual Conference at the Embassy Suites by Hilton Myrtle Beach Oceanfront Resort, Myrtle Beach, South Carolina on Friday and Saturday, February 27 – 28, 2026. Setup will begin Thursday, February 26 beginning at 12:00 p.m. The vendor showcase will take place from 8:00 a.m. – 5:00 p.m. on Friday and Saturday. A schedule of events will be given to you upon your arrival.

Company/Vendor Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Email Address: _____

Fees

One Table for Two Days \$ 150.00

Additional Tables at \$100/Table per Day

_____ # of Additional Tables for Friday \$ _____

_____ # of Additional Tables for Saturday \$ _____

Total Enclosed: \$ _____

Please note that SCAEOP does not limit vendors by category so multiple vendors offering the same or similar products or services may be present.

Please return this form, with vendor fee payment, by January 26, 2026 to:

**SCAEOP
ATTN: Annual Conference Co-Chairs
4611 Hardscrabble Road, Suite 109, PMB-3
Columbia, SC 29229**