SOUTH CAROLINA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

VENDOR INVITATION & INFORMATION

2027 Annual Conference | February 25-28, 2027

Hilton Myrtle Beach Oceanfront Resort | Myrtle Beach, SC

YOU ARE INVITED

SCAEOP invites your organization to participate as a vendor at the 2027 Annual Conference. Connect with educational office professionals from schools and districts across South Carolina while showcasing your products and services.

Vendor showcase: Friday and Saturday, February 26-27, 2027. Setup, showcase, and breakdown times will be provided after the conference committee confirms the schedule.

One vendor table for both days: $150. Additional tables: $100 per table, per day. Vendors will be listed in the conference souvenir booklet. Space is limited; tables are assigned first-come, first-served after registration and payment.

SCAEOP does not limit vendors by product or service category. Other vendors offering similar products or services may participate.

LODGING & RESERVATIONS

Hotel booking deadline: January 21, 2027

Hilton conference reservation page (click here to book online)

Telephone: (800) 876-0010

Kingston Plantation Condos: Option 1, code AOF

Embassy Suites Myrtle Beach Resort: Option 2, code AOE

Identify yourself as an SCAEOP Annual Conference attendee.

HOW TO REGISTER

1. Complete the fillable form on Pages 2 and 3.
2. Save and print the completed form.
3. Mail the form with your payment or purchase-order documentation.

Vendor registration deadline: January 26, 2027

SCAEOP | ATTN: Annual Conference Co-Chairs

4611 Hardscrabble Road, Suite 109, PMB-3

Columbia, SC 29229

Questions / sponsorship inquiries: scaeopannualconference@gmail.com

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FILLABLE VENDOR REGISTRATION

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COMPANY & CONTACT INFORMATION

Company / Vendor Name

Mailing Address

City **State** **ZIP Code**

Primary Contact **Phone Number**

Email Address **Website (Optional)**

PRODUCTS, SERVICES & VENDOR NEEDS

Describe the products / services you will showcase

☐ I would like information about electrical outlet availability.

Electricity availability and any applicable charge will be confirmed by the committee.

☐ Please contact me about conference sponsorship opportunities.

VENDOR TABLE SELECTIONS & FEES

One table for two days (Feb. 26-27): $150

Additional Friday tables ($100 each): 0 Additional Saturday: 0

TOTAL VENDOR FEE ($): 150.00 Auto-calculated in Acrobat Reader

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PAYMENT & VENDOR ACKNOWLEDGMENT

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PAYMENT DETAILS

☐ Check / Money Order Enclosed

☐ Purchase Order Documentation Enclosed

Make checks or money orders payable to SCAEOP.

Mail completed registration and payment to the address on Page 1.

VENDOR ACKNOWLEDGMENT

☐ I understand registration and payment are due by January 26, 2027.

☐ I understand table space is limited and assigned first-come, first-served.

☐ I understand similar or competing vendors may participate.

☐ I understand setup, showcase, and breakdown times are pending confirmation.

☐ I understand electricity availability and any fees must be confirmed.

CANCELLATION & REFUND INFORMATION

Cancellation requests must be submitted in writing. Refunds depend on the date received.

See the full Vendor Cancellation and Refund Policy on Page 4.

☐ I have read and agree to the Vendor Cancellation and Refund Policy on Page 4.

AUTHORIZED VENDOR CONTACT

Name / Title

Date

By submitting this form, the vendor confirms the information provided is accurate.

Conference information

Conference: February 25-28, 2027 | Vendor showcase: February 26-27, 2027 | Myrtle Beach, SC

1. Written cancellation requests

All requests must be submitted to scaeopannualconference@gmail.com and include the business name, primary contact, reason for cancellation, and registration information. Eligibility is based on the date the committee receives the written request.

2. Refund schedule

Received on or before January 26, 2027: 100% of vendor fees paid, less a $25 administrative fee. Received January 27-February 10, 2027: 50% of vendor fees paid, less a $25 administrative fee. Received February 11, 2027 or later: no refund except as described below. Refunds cannot exceed amounts paid; administrative fees are nonrefundable.

3. Exceptional circumstances

Documented medical emergencies, death, or other extraordinary circumstances may be considered on a case-by-case basis at SCAEOP's discretion. Approval is not guaranteed. Written exception requests must be received by March 12, 2027.

4. Vendor substitutions

A substitute representative from the same company may be requested at no charge. Transfers to another company or organization require prior written committee approval. All substitution or transfer requests are due by February 10, 2027.

5. Failure to attend

No refunds or credits will be issued for no-shows, late arrivals, failure to set up, early departures, or unused exhibit space.

6. Cancellation by SCAEOP

If SCAEOP cancels the conference or vendor showcase, it will refund vendor registration fees paid to SCAEOP. SCAEOP is not responsible for vendor travel, lodging, shipping, lost revenue, or other expenses. If rescheduled, vendors may be offered a transfer or refund.

7. Exhibit space

Space is limited and assigned first-come, first-served after completed registration and payment. SCAEOP may adjust table assignments and exhibit arrangements. Similar or competing vendors may participate; exclusivity is not guaranteed.

8. Refund processing

Approved refunds will generally be processed within 30 business days after approval through established SCAEOP financial procedures, to the original payer unless otherwise approved.

9. Vendor acknowledgment

By submitting the Vendor Registration Form and payment, the vendor acknowledges reading and agreeing to this policy. Please check the acknowledgment box on Page 3.

Policy incorporated at request of the conference organizer; SCAEOP leadership approval should be confirmed before publication.