



November 2018

Please allow this letter to serve as an invitation to participate in the South Carolina Association of Educational Office Professionals (SCAEOP) annual state conference in Myrtle Beach, South Carolina. The 2019 conference will be held February 28 - March 3, 2019, at the Myrtle Beach Hilton Resort. Approximately 300 educational office professionals from across the state will attend this conference. I would like to extend an opportunity for you to participate by becoming a conference vendor. One draped vendor table will rent for \$75 for two (2) days – Friday, March 1, 2019 and Saturday, March 2, 2019. Additional draped tables are available for \$50 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 tell us about your products and services, and share information about your company. You will have contact with many decisions makers as well as influencers from schools and districts across our state, and we would love to give you the opportunity to showcase your product and service. If you are interested in being a vendor, please take a moment to complete the attached Vendor Registration Form and return along with your payment, no later than February 1, 2019, 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 Hilton Myrtle Beach Resort to make hotel reservations. You may reach them at 843-449-5000. The group code to get the conference rate is: SCED.

If you have any additional questions, please feel free to contact me at 803-699-280, ext. 79830 or via email at mbutler@richland2.org.

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

Melody Wise Butler, CEOE

Melody Wise Butler, CEOE
SCAEOP Vice President



Vendor Registration Form

2018 SCAEOP Conference
Feb. 28 – March 3, 2019
Myrtle Beach, South Carolina

Please complete **all** information below and return to Melody Wise Butler at 1874 Lake Carolina Drive, Columbia, South Carolina 29229 by February 1, 2019.

Yes, I would like to be a vendor at the 2019 SCAEOP Conference at the Hilton Myrtle Beach Resort, Myrtle Beach, South Carolina on Friday and Saturday, March 1 – 2, 2019. Setup will be Friday, March 1st beginning at 7:00 a.m. The vendor showcase will take place from 7:30 a.m. – 5:00 p.m. on Friday and from 7:30 a.m. – 4:00 p.m. on Saturday. A schedule of events will be given to you upon your arrival on Friday.

Company/Vendor Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Person: _____

Email Address: _____

Fees:

One Table for Two Days \$ 75.00

Additional Tables at \$50/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.

For Office Use Only:

Vendor Information Recorded: _____ Tables Reserved: _____

Check Number: _____ Date Received: _____

Confirmation Letter Mailed: _____