



October 2022

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 Greenville, South Carolina. The 2023 conference will be held February 16-19, 2023, at the Greenville Hyatt Regency, 220 North Main Street, Greenville, SC 29601.

Approximately 250 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 \$200 for two (2) days – February 17 and February 18, 2023. Additional draped tables are available for \$75 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/or service. If you are interested in being a vendor, please take a moment to complete the attached Vendor Registration Form and return to me no later than February 1, 2023, 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 Hyatt Regency to make hotel reservations. They may be reached at (864) 235-1234. The code to get the conference rate is: G-AESC

If you have any additional questions, please feel free to contact me at 803-699-2800, 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

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SCAEOP Conference Co-Chair