



SCBA 2023 SPRING CONFERENCE

SIMT: Florence-Darlington Technical College

1951 Pisgah Rd, Florence, SC 29501

VENDOR INFORMATION

Arrival/Booth Setup:

Vendors are permitted to setup on **Friday, February 24 beginning at 7:00 AM**. Upon arrival for setup, please enter at the Main Entrance and check-in at the Registration Desk to receive your booth assignment.

SIMT may have a limited number of carts available to vendors on a first-come, first-served basis. We recommend that you bring carts or dollies as required.

We kindly ask that **setup be completed before 10AM**.

Parking:

Vehicles may be temporarily parked near the main entrance for unloading purposes only and must be moved to designated parking spaces at the completion of product offloading. SCBA will have a team of volunteers ready to assist you.

In order to accommodate as many of our attendees as possible, we kindly request that you park using the minimum space required for your vehicle.

Shipments:

If shipments are required to the SIMT, please contact SCBA for an alternate address that will not require a surcharge.

Items Not Permitted by SIMT:

Gas-filled balloons, adhesive stickers, open flame candles, fireworks, glitter, sparkers, confetti, chalk

Signage may not be affixed to SIMT walls or other surfaces.

The SIMT is a “No Smoking” Facility.

No Outside Food or Beverages:

We are required by the facility to use one of their approved caterers. Failure to do so may result in a surcharge. Please be considerate of this and refrain from bringing in outside food and beverages.

Please do not have food orders delivered to the SIMT.

Continental breakfast will be served each morning as a part of the conference.

All Vendors and Sponsors are invited to the Friday Evening Beekeepers Bash Reception.

A list of nearby restaurants will be provided for your convenience.

Personal water bottles are permitted.

Departure/Booth Clean up:

Vendors may begin packing up following the final Saturday afternoon break beginning at 4pm. Kindly keep noise to a minimum. Please leave your space as you found it removing all trash and packaging. SCBA will provide a team of volunteers to assist you. Please complete clean up by 6pm.

We are excited that you have chosen to join us. We greatly appreciate your support!

If you have any questions or concerns, please direct them to:

Brett Kahley at 864-901-0972 or Susan Jones at 864-430-3393.

See you soon!