

SOUTH CAROLINA
UPSTATE
PARALEGAL
ASSOCIATION



July 2009

Dear Colleague:

The South Carolina Upstate Paralegal Association (SCUPA) is excited to announce its upcoming event -- *SCUPA's 14th Annual Educational Seminar for Legal Professionals scheduled for Friday, September 25, 2009, at the Embassy Suites located at 670 Verdae Boulevard in Greenville (864) 676-9090.*

SCUPA is a non-profit professional organization with over 70 members employed by private firms, corporations, and governmental agencies throughout the Upstate.

In pursuit of its mission to provide quality continuing legal education opportunities to its members, SCUPA again offers a full-day, legal education seminar targeted for attendance by paralegals, attorneys, paralegal educators, and other legal professionals. This event draws 80 attendees, on average, largely from the Upstate. The diversity of the legal professionals that attend makes this event a spectacular forum for promoting your legal related business or service.

Additional aspects of SCUPA's mission include providing a communication network and promoting the paralegal profession. The vendors, individuals, and businesses that support us in our every-day endeavors are critical to both. To support and facilitate our professional colleagues in their marketing, we have enclosed several promotional packages that provide a variety of options to showcase products or services at the level of exposure most suited to your needs.

Please note that if you do not find a package that meets your needs, please feel free to call for a customized package.

We appreciate your kind consideration and look forward to working with you to our mutual benefit.

Becky Maxson, ACP
Chair - SCUPA 2009 Seminar Committee
(864) 242-8388
bmaxson@wyche.com



website: <http://www.scupa.org>

OPTION 1- ADVERTISEMENT

Placing your advertisement in the seminar program book is an excellent opportunity for the Upstate's legal community to learn of your products, services, and talent. Ads will be arranged in a special vendor section of the program literature for easy reference. Space is available at the following rates listed below.

Name of Company: _____
 Address: _____
 Telephone: _____ Fax: _____ Email: _____
 Describe your service or product: _____
 Company Representative(s): _____

<input type="checkbox"/>	Full-Page (camera-ready ad enclosed)	\$75.00
<input type="checkbox"/>	Half-Page (camera-ready ad enclosed)	\$50.00

Total Enclosed (with camera-ready ad): \$ _____

Return this form with your check made payable to SCUPA to:

SCUPA
 P.O. Box 10491
 Greenville, SC 29603
 Attn: Becky Maxson, ACP



website: <http://www.scupa.org>

OPTION 2 - NON-ATTENDING EXHIBITOR'S PROMOTIONAL HANDOUTS

Schedule and travel constraints sometimes make it difficult to attend events that you would otherwise plan to attend. If you cannot attend the seminar as an exhibitor, but would like to have your informational handouts available to attendees, we can provide a space for your items. You and your company will also be recognized in the program literature.

Name of Company: _____
Address: _____
Telephone: _____ Fax: _____ Email: _____
Describe your service or product: _____
Company Representative(s): _____

<input type="checkbox"/>	Non-attending Exhibitor	\$25.00
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Total Enclosed: \$ _____

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OPTION 3 - SPONSOR

Sponsorship may involve either sponsoring (or co-sponsoring) a specific event or general sponsorship that is not designated. Sponsors are included in the program literature in the Sponsor section, recognized during the seminar, and listed on our Website. Sponsor materials are also displayed on a special display table in the meeting room.

Name of Company: _____
 Address: _____
 Telephone: _____ Fax: _____ Email: _____
 Describe your service or product: _____
 Company Representative(s): _____

<input type="checkbox"/>	Sponsor*	\$150.00
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*If you prefer to sponsor a specific event over general sponsorship, please identify the event below. Co-sponsorship is available for all events.

<input type="checkbox"/>	Breakfast
<input type="checkbox"/>	Luncheon
<input type="checkbox"/>	President's Reception
<input type="checkbox"/>	Other / Attendee Items

Total Enclosed: \$ _____

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OPTION 4 - EXHIBITOR

Exhibitor tables can be creative and decorative showcases to display your products and services with the bonus advantage of making personal contact with attendees. Exhibitors are included in the program literature in the Exhibitor section, recognized during the seminar, and listed on our Website for the remainder of the calendar year. Each exhibitor receives free attendance for two designated representatives (including breakfast, lunch, and the President's Reception). In addition, exhibitors that would like to submit a camera-ready ad for inclusion in the advertisement section may do so free of charge.

The applications will be accepted on a "first-come, first-served" basis by postmark date.

Name of Company: _____
Address: _____

Telephone: _____ **Fax:** _____ **Email:** _____
Describe your service or product: _____
Company Representative(s): _____

<input type="checkbox"/>	Exhibitor	\$250.00
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Free ad - exhibitor provides camera-ready ad: Yes (enclosed) No

Will provide Door Prize(s): Yes (Estimated No. _____) No

Most Exhibitors offer door prizes and hold drawings from the business cards left by attendees who visit the exhibit tables. We encourage you to provide a fish bowl or other container at your table to collect business cards, and to then offer a non-gender door prize, gift card, gift certificate, or something fun. Your company representative awards the door prize at assigned time(s), and puts the spotlight on your company! All winners must be present to win.

RSVP for President's Reception: Yes (No. of People: _____) No

We encourage you to attend the President's Reception Friday night where you will be able to socialize with the attendees and speakers.

Total Enclosed: \$ _____

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EXHIBITOR INFORMATION

Please describe your proposed exhibit, including any special requirements such as electricity, data connections, etc.. This will help us communicate your needs with the Embassy Suites so that we may advise you of any limitations on your requests.

DESCRIPTION OF EXHIBIT:

SPECIAL REQUIREMENTS FOR EXHIBIT:

SCHEDULE FOR EXHIBITORS:

Set-up*: 6:30 a.m. – 8:00 a.m.

*Depending on the schedule at Embassy Suites, it may be possible for exhibitors to either assemble or store exhibit items at the hotel on the night before the seminar.

Open: 8:00 a.m. – 4:30 p.m.

Tear-down: 3:00 p.m. – 5:00 p.m.

CANCELLATION DEADLINE AUGUST 31:

In the event you must cancel as an exhibitor, please advise us in writing. Please understand that we will be unable to refund exhibitor fees after the deadline date of August 31.

EXHIBIT SPACE:

Please limit all activities to within the confines of the table space contracted.

SPECIAL CONSIDERATIONS AT THE EMBASSY SUITES:

- Balloons require both prior approval and special arrangements with the hotel.
- Confetti is prohibited.
- Food and bottled water provided for attendees are generally prohibited. However, this does not include items such as individually wrapped miniature candies. Pre-packaged and hand-packaged gifts for attendees are permitted.