



August 22, 2023

The South Carolina Upstate Paralegal Association invites you to showcase your services at:

SCUPA's 27th Annual Educational Seminar for Legal Professionals:

“Rounding the Bases of Your Career”

Friday, October 20, 2023

8:00 am – 5:00 pm

**KROC Center Greenville
The Waggoner Conference Center and Younts Courtyard
424 Westfield Street, Greenville, South Carolina**

In pursuit of our mission to provide quality, continuing legal education opportunities to the legal community, SCUPA offers a full-day seminar targeted for attendance by paralegals, attorneys, paralegal educators, paralegal program students, and other legal professionals. This event is an ideal forum for you to promote your legal-related business or services.

Additional aspects of SCUPA's mission include providing a communication network and promoting the legal profession. The vendors, individuals, and businesses that support us in our everyday endeavors are critical to both.

We look forward to working with you!

Sincerely,

Wendy MacDonald

Wendy MacDonald
Seminar Committee Chairman
SC Upstate Paralegal Association
PO Box 10491
Greenville SC 29603
Phone: (864) 240-4544
seminar@scupa.org



Overview of Marketing Opportunities

Our exhibitors, sponsors and advertisers are an integral part of this event. You make it possible for us to provide this seminar for our attendees. We are committed to helping you highlight your business and services.

Upon arrival to the seminar, all registered attendees will be given a game card with all Exhibitor names on it. Attendees must visit your booth to complete the game card. Once the attendees have completed their cards, the cards are turned in for a chance to win door prizes provided by vendors. Door prize drawings will be held during the luncheon break, allowing plenty of time for attendees to meet with vendors. Each company's representative will have an opportunity to give away their door prize and present a brief "elevator speech" and pull the winning card for that exhibitor's door prize. Details of our Exhibitor package is below:

EXHIBITOR - \$350.00

As an exhibitor, you are provided with an **8' table** that can be utilized as a creative and decorative showcase to display your products and services with the additional benefit of making personal contact with our attendees. Every exhibitor will receive the following:

- Attendance for two designated representatives (including breakfast and lunch)
- Your company's name on a game card provided to all attendees
- Your logo featured on the SCUPA website for the next year
- Your company logo included in a PowerPoint presentation that scrolls continuously in the large meeting room throughout the day of the seminar;
- Recognition and Introduction of your company during the door prize drawings
- The opportunity to give a brief "elevator speech" about your company in front of all attendees before drawing the name of the winner of **your door prize**.
- Inclusion of your company logo on our seminar welcome board;
- Your company's contact information included in the Vendor Directory that is provided to all attendees;
- Following the event, we will provide you with a list of attendees;

**Due to space limitations, exhibitor registrations are accepted on a "first-come, first-served" basis.

DONATION ONLY

If your business has already maxed out its budget for marketing and seminars, but would like to support our seminar, you have the option of contributing a gift for our raffle **or** provide promotional item(s) with your company's name on them to be included in the registration bags that all attendees will receive. There is no fee for this option. If you choose to contribute a gift basket/certificate, your company will be introduced by a SCUPA member at the time of the raffle. Please email seminar@scupa.org if your business would like donate a door prize or provide promotional items.



EXHIBITOR REGISTRATION FORM

Company Name: _____
Business Address: _____
Business Phone: _____
Business Website: _____
Type of Business: _____
Contact Name: _____
Contact Phone: _____
Contact Email: _____

The Exhibitor Registration fee includes seating for **two** representatives at your company's booth as well as breakfast and lunch. Additional representatives may purchase breakfast and lunch at a fee of \$40.00 per person.

Representative Name(s): _____

Dietary Restrictions: _____

Door Prize to be presented by your company's representative: _____

- **Your representative will have an opportunity to briefly tell the attendees about your company and then will draw the name of the winner of your door prize.**

Submit Registration and Payment:

Mail registration and check to **SCUPA, PO Box 10491, Greenville SC 29603**. If you prefer to pay electronically, email your completed registration form to seminar@scupa.org and request an invoice.

Exhibitor Fee: \$350.00

Payment Type:

- Check # _____
 Electronic invoice (10% fee applies)

A representative of SCUPA will contact your representative by email for your materials and to assist with any last-minute questions or preparations.

EXHIBITOR PACKAGE GENERAL INFORMATION

BREAKFAST AND LUNCH

Exhibitor package includes breakfast and lunch for 2 company representatives. Breakfast and lunch for any additional representatives will cost \$40.00.

INFORMATION FOR DOOR PRIZE SELECTIONS:

Door prize selections should be tasteful and appropriate to the occasion. They can also be fun! Traditional door prizes have included items such as cash, gift baskets, gift cards, and gift certificates. Non-traditional and creative door prizes have included items such as flight bags, tech gadgets, jewelry, briefcases, event tickets, or gift certificates for paralegal courses.

In addition to your door prize, we also welcome pens, pads, sticky notes, flags, etc. featuring your company logo to be included in the attendees' bags. Email seminar@scupa.org if you'd like to contribute any items (Quantity: 100)

INFORMATION FOR EXHIBITORS ABOUT THE VENUE:

KROC CENTER
WAGGONER CONFERENCE CENTER
424 WESTFIELD STREET GREENVILLE, SC

Schedule for Exhibitors:

Set-Up: 6:30 am
Open: 8:00 am – 4:30 pm
Tear-down: 3:00 pm – 5:00 pm

CANCELLATION DEADLINE FRIDAY SEPTEMBER 29, 2023

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.

EXHIBIT SPACE:

All activities must be limited to within the confines of the table space contracted.

YOUR COMPANY LOGO:

Please email a color copy of your company logo to seminar@scupa.org no later than thirty (30) days before the seminar (**September 20, 2023**). This image will be used on the seminar welcome board, in the Vendor Directory and displayed on a rolling Powerpoint presentation viewable during the general sessions.

