

2019 SC GOVERNOR'S  
**OPIOID SUMMIT**



## EXHIBITOR GUIDELINES

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**EVENT DATES/TIMES:** SEPTEMBER 5-6, 2019

**EVENT LOCATION:** COLUMBIA METROPOLITAN CONVENTION CENTER  
1101 LINCOLN STREET | COLUMBIA SC 29201

**EVENT CONTACT:** NANCYE BAILEY, EVENT CO-COORDINATOR  
NBAILEY@DAODAS.SC.GOV | 803.238.7438

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**SET UP TIME:** September 5, 2019 | 8:00AM – 9:15AM (DURING THE OPENING PLENARY)

**BREAKDOWN TIME:** September 6, 2018 | 1:30PM-2:30PM (**MUST BE OUT BY 2:30PM**)

**BOOTH DETAILS:** We will provide you with one 6ft skirted table and two chairs in a 10' wide x 5' deep space

**ELECTRICITY/WIFI:** Exhibitors will be responsible for their own electrical and advanced WiFi costs. You must secure these directly with the Convention Center using the links below:  
[Electricity](#)    [WiFi Information](#)    [WiFi Order Form](#)

**SHIPPING:** If you are shipping items to the Convention Center, please complete [THIS FORM](#).

**GUIDELINES:** Please review the [Convention Center Exhibitor Guidelines](#)

**FOOD/BEVERAGE:** Exhibitors are not allowed to sell any food or beverage items at their booths. The **ONLY** exception is if you have samples that are **LESS** than 2oz.

**SIGNAGE:** You are welcome to bring pop-up banners and other signage as long as all signage stays within the confines of your designated booth space.

**REPRESENTATIVES:** Each exhibitor booth allows for two (2) representatives to attend the conference.

**MEALS:** All meals are included for exhibitors.