

Information on registering for the **2010 Charleston Vendor Showcase**, to be held November 3, 2010, in the conference space on the 2nd floor of the Francis Marion Hotel in Charleston, S.C.:

Remember that participation in the Charleston Vendor Showcase DOES NOT register anyone for the 30th Annual Charleston Conference. PLEASE pay close attention to changes that have been made this year in regards to registration. Read carefully page 1, paragraph 4, of the Exhibitor Contract PDF file attached here.

The **Exhibitor Contract Agreement** and basic showcase information is available both as a regular PDF file and as an Interactive PDF file. (The interactive file has FORM in the file name.) If you have Adobe Acrobat Standard or Adobe Acrobat Professional software, we encourage you to use the Interactive PDF to fill in your information. You can use the tab key to easily go through the form fields. Then, just print the completed form and fax or mail as instructed in the file. Note: If you only have Acrobat Reader software you can still fill out the fields and print the form, however you will be unable to save your new file. If you have trouble reading these PDF documents please let us know and we will gladly mail or fax a copy to you.

Once we have received your **Contract Agreement** and payment information, participants will receive via email: 1) confirmation of payment processed, 2) a WORD file for filling out the exhibitor guide questionnaire, 3) information about the Vendor Chat Sessions, 4) materials shipping instructions, 5) contact information for a few local rental companies, and 6) additional technical set-up instructions and information. Please Note: There will be NO REFUNDS once your payment has been processed. (Please allow 1-2 weeks for the confirmation and acceptance email.)

By vendor request, we will continue to allow pop-up signs in all 78 Exhibit Spaces. We ask that you respect your neighboring vendors by keeping your pop-up signs within your exhibit space and placing them in a manner that will not block the view to other vendors (see Pricing and Details for Exhibit Spaces on p.1). Electricity, one power strip, and Internet connects via WI-FI (wireless only) will be provided for each exhibit space. Refreshments will be provided throughout the Vendor Showcase. No dialup or hardwired connections will be available. Please be sure you are equipped for WI-FI.

This year's conference and preconferences look very strong; last year's registration topped 1,000 attendees -- all in your target market -- everyone likes to visit the Vendor Showcase. You won't want to miss this opportunity! The Vendor Showcase has sold out every year, so don't delay in returning your registration form. If you need additional information, please just ask.

Sincerely,

Toni Nix, Coordinator for the
2010 Charleston Vendor Showcase
Phone: 843-835-8604

If paying by credit card you may fax your contract to: 843-805-7918

Please make checks payable to
The Charleston Information Group LLC.
and mail to:

**The Charleston Information Group, LLC.
MSC 98, The Citadel
Charleston, SC 29409**