



NAACP South Carolina State Conference

are cordially invited to participate in our upcoming Annual Convention & Civil Rights Conference, at the Prince Hall Grand Lodge located at 2324 Gervais St., Columbia, SC

Our Exhibitor/Vendor area will offer access to conference attendees representing a wide range of communities and interests throughout the Carolinas. Please respond before Thursday, September 17, 2026 to ensure adequate space. The Exhibit/Vendor Area will be operational October 8, 9, 10 and 11, 2026.

If you would like to secure accommodations at the Marriott Hotel, **please call the hotel at 803.744.6920 and mention group code "NAACP" to secure your reservation.** The NAACP rate of \$159.00 per night (plus taxes and fees) is available until 5:00 PM on September 17, 2026.

Company Information [Please print or type]

Primary contact: First Name _____ Last Name _____

Title: _____

Company/Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone: _____ Fax: _____

Email Address: _____

Website: _____

Confirmation & Acceptance

I agree to abide by the guidelines listed below. The following describes the type of products, services or materials to be displayed:

Primary Goods, services or materials: _____

I am authorized to confirm this order and execute this agreement on behalf of the requesting Exhibitor or Vendor.
Signed: _____

Signature

Date

NAACP

South Carolina
STATE CONFERENCE

Annual Convention & Civil Rights Conference October 8 - 11, 2026 Columbia, South Carolina 2026 Vendor and Exhibitor Space

BOOTH TYPE SELECTION

☐ Double Booth	\$180.00
☐ Regular Booth	\$130.00
☐ Nonprofit/Government Rate	\$105.00

Total Due: \$ _____

PAYMENT TYPE:

Checks made payable to: SC NAACP

P.O. Box 1148
Columbia, SC 29202

Credit Card - Choose One

☐ American Express ☐ Visa ☐ Mastercard ☐ Discover

Credit Card Information - Please print

Credit Card Number _____

Expiration Date _____ Code _____

Name as it appears on the card (please print) _____

Signature _____ Date _____

Exhibit/Vendor Area Terms

Exhibitors and Vendors participating in the NAACP's Annual Convention & Civil Rights Conference are required to execute an Exhibit/Vendor Agreement and subscribe to the following guidelines and conditions:

1. Official Exhibit/Vendor Area Management

NAACP South Carolina Conference (the NAACP) staff will coordinate management between the Vendors and the Staff at Trinity. If you have any questions about your vending space please contact:

ATTN: Dorene Boular
201 Columbia Mall Blvd., Suite 113, Columbia, SC 29223
Telephone: 803.754.4584 Fax: 803.754.5457
Email: info@scnaacp.org

2. Eligibility

Vendors will be limited to one space provided by the NAACP unless they purchase an additional booth. The NAACP reserves the right to determine the eligibility of any company for inclusion in the Exhibit/Vendor area, and to prohibit a company or organization from conducting and maintaining a booth. Other restrictions may apply.

3. Fees and Host Considerations

Nonprofit and governmental agencies will be charged \$105.00 (USD) for a single booth. These rates pertain to the period or any part thereof having been designated for vending and exhibits. Each single space provides approximately fifty square feet with ten feet of frontage. The Exhibit/Vendor area is carpeted. Vendor tables must be confined within the space designated for the Vendor. Selling or display of merchandise will be permitted only in the Exhibit/Vendor area designated by the NAACP. The NAACP will provide one (1) six-foot rectangular table with two (2) side chairs for each single space leased. Two tables will be provided for each oversized booth. These items and the space are for your exclusive use during the published operating schedule. Each Exhibitor/Vendor may assign up to two personnel to staff their booth at any one time. The NAACP will provide a badge for each representative for identification purposes. The badge will only grant them access to the common areas at Trinity. The names of the exhibitors/vendors confirmed by Tuesday, September 12, 2023 will be included in the program guide issued to all conference attendees. You may also desire information about separate rates for ad space in the 2023 Conference Journal.

4. Assignment of Space

Exhibit space will be assigned at the rate of \$130.00 (USD) per single booth and \$180.00 (USD) per Oversized booth. Space will not be assigned without the appropriate booth payment made in advance. Assignments will be made on a first-come, first-serve basis. All space will be in the pre-function areas of the Conference Center. Whenever possible, the NAACP intends to make space assignments in keeping with the Vendor's preferences. The NAACP, however, reserves the right to make the final determination of all space assignments in the best interest of the event. If space is not available, a waiting list will be developed in the order of the date of receipt of each completed contract by the NAACP. The NAACP will promptly refund all monies received with an agreement for Space to any applicant for whom space is not available.

5. Subletting of Space

Vendors may not assign, sublet or share their booth space. This helps to minimize any duplication of products or services.

6. Installation, Setup and Operating Schedules

Vendors will have ample and reasonable times to erect and dismantle their exhibits. The NAACP reserves the right to reassign any unused exhibit space. Deliveries will be limited to the setup times and pre-opening hours unless approved by the NAACP. The following schedules will apply:

Move-in Hours at Prince Hall Grand Lodge

Thursday (October 8)	2:00 PM -- 4:00 PM 6:00 PM -- 9:00 PM
Friday (October 9)	8:00 AM -- 9:30 PM

Operational Hours:

Thursday October 8, 2026	2:00 PM - 9:00 PM
Friday October 9, 2026	9:00 AM - 7:00 PM
Friday October 10, 2026	9:00 AM - 9:00 PM

7. Liability of the NAACP

It is expressly agreed and understood between Exhibitors/Vendors and the NAACP that the NAACP shall be under no liability for loss, or damage to goods/property of Vendors or personal injury to the Vendors or the Vendors' employees. Each Vendor upon signing this agreement expressly releases the NAACP from and agrees to hold the NAACP harmless from all such claims. Vendor further warrants that he/she will obey all rules, regulations and laws in the City of Columbia, South Carolina.

8. Miscellaneous Regulations

No loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining exhibits will be permitted. Silent movies must be located as not to interfere with other Vendors or aisle space. All operations must conform to any regulation as set by the City of Sumter, SC. No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at anytime. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under the tables and behind displays. Vendors and exhibitors shall provide advance notice to the NAACP in writing if electrical power will be required for the booth. Such services are available or accessible during the dates of our event at a rate determined by Trinity. In addition, Trinity may assess storage fees for items shipped to Trinity in advance of the convention dates. We will provide a contact and a copy of Trinity's policy related to Exhibit/Vendor services. Any service charges will be the sole responsibility of the Vendor/Exhibitor. Vendors agree that the NAACP shall be under no liability for loss of, damage to goods/property, or lack of sales if such services are not readily available.

9. Vendor's Authorized Representative Onsite

Each Vendor must have at least one person to be its representative in connection with installation, operation and removal of materials associated with a booth. The Vendor assumes responsibility for such representative being in attendance for all operational periods of the Vendor Marketplace. Vendors and their representatives will be required to wear badges during setup and operation of the Exhibit/Vendor area. Each Exhibitor/Vendor will provide the NAACP with a final list of names of its onsite representatives no later than 5:00 p.m. on Monday, October 5, 2026. Onsite Personnel/Name/Telephone:

Acceptance by SCNAACP: Reviewed by: _____ Date _____
Special Notes: _____
