



May 2010

Dear Colleague:

The South Carolina Upstate Paralegal Association ("SCUPA") invites you to showcase your services at our

**15th Annual Educational Seminar for Legal Professionals on
Friday, October 1, 2010,
at the Embassy Suites located at 670 Verdae Boulevard
in 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, and other legal professionals. This event draws 100 attendees, on average. The diversity of the legal professionals who attend makes this event a spectacular forum for you to promote your legal-related business or service.

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 every-day endeavors are critical to both. To support and facilitate your company in its marketing, we have enclosed several promotional packages. ***If you do not find a package that meets your needs, please feel free to call for a customized package.***

I look forward to working with you to our mutual benefit.

With appreciation for your kind consideration and best regards, I am

Yours very truly,

Becky Maxson, ACP
Chair – SCUPA 2010 Seminar Committee
(864) 242-8388
bmaxson@wyche.com

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.

OPTION 1 – EXHIBITOR

As an exhibitor, you are provided with a table that can be utilized as a creative and decorative showcase to display your products and services with the additional benefit of your being available to make personal contact with our attendees. Exhibitors receive the following:

- Attendance for two designated representatives (including breakfast, lunch, and the President's Reception);
- Recognition during the seminar;
- Inclusion in a hard copy vendor directory provided to attendees for quick reference;
- Inclusion of a camera-ready ad on the program CD provided to all attendees;
- Inclusion of your ad in a PowerPoint presentation that scrolls with photographs from SCUPA events in the general session forum;
- A hyperlink to your company website located in the vendor section of the SCUPA website for a year;
- 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 by postmark, email or fax date.

OPTION 2 – SPONSOR

Schedule and travel constraints sometimes make it difficult to attend events that you would otherwise plan to attend. We can provide you with publicity and exposure in your absence. Sponsorship may involve either sponsoring (or co-sponsoring) a specific event or general sponsorship that is not designated. Sponsors receive the following:

- Display of your promotional literature in the general sessions room;
- Recognition during the seminar;
- Inclusion in a hard copy vendor directory provided to attendees for quick reference;
- Inclusion of a camera-ready ad on the program CD provided to all attendees;
- Inclusion of your ad in a PowerPoint presentation that scrolls with photographs from SCUPA events in the general session forum;
- A hyperlink to your company website located in the vendor section of the SCUPA website for a year.

OPTION 3- ADVERTISER

Placing an advertisement in the seminar program is an excellent opportunity for the Upstate's legal community to learn of your products, services, and talent. Advertisers receive the following:

- Inclusion in a hard copy vendor directory provided to attendees for quick reference;
- Inclusion of a camera-ready ad on the program CD provided to all attendees;
- Inclusion of your ad in a PowerPoint presentation that scrolls with photographs from SCUPA events in the general session forum.



SUBMIT REGISTRATION AND PAYMENT:**

****Payment is required in advance of the date of the seminar.**

- 1. Visit www.scupa.org to send payment via www.PayPal.com, and forward registration by mail or email to Becky Maxson at the address below,
OR
- 2. Send check payable to **SCUPA** with your registration to:

SCUPA
c/o Becky Maxson, ACP
Wyche Burgess Freeman & Parham, P.A.
44 E. Camperdown Way
Greenville, SC 29601
(864) 242-8388 Direct
bmaxson@wyche.com

REGISTRATION

**Please complete and email or mail this page
with page(s) 4 and/or 5 (as needed)**

Company Name: _____

Address: _____

City, State, Zip: _____

Name of Contact: _____

Phone: _____ Fax: _____

Email: _____

Names of Attending Representative(s): _____

Return this form to **SCUPA**

COMPANY NAME & CONTACT: _____

OPTION 2 – SPONSOR

<input type="checkbox"/>	Sponsor* FREE AD – Camera-Ready Ad: <input type="checkbox"/> Yes (Enclosed) <input type="checkbox"/> No	\$150.00
<p>If you prefer to sponsor a specific event over general sponsorship, please identify the event below. Co-sponsorship is available.</p> <p><input type="checkbox"/> No preference <input type="checkbox"/> Breakfast <input type="checkbox"/> Luncheon <input type="checkbox"/> President's Reception <input type="checkbox"/> Other / Please describe your alternative preference: _____</p>		

OPTION 3 - ADVERTISER

<input type="checkbox"/>	ADVERTISER Full-Page Ad (Camera-Ready Ad Enclosed)	\$75.00
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<p>FOR OPTION 2 OR 3 - DOOR PRIZE(S):</p> <p>Door prize drawing(s) for attendees may be provided by a sponsor or advertiser. We will award the door prize(s) on your behalf at assigned times, and put the spotlight on your company!</p> <p style="text-align: center;">Winners must be present to win.</p> <p style="text-align: center;"><input type="checkbox"/> Yes (Estimated # _____) <input type="checkbox"/> No</p>

<p>TOTAL ENCLOSED: \$ _____</p> <p style="text-align: center;">(Payment: <input type="checkbox"/> by check, or <input type="checkbox"/> by PayPal)</p>

Return this form to **SCUPA**



SCUPA

c/o Becky Maxson, ACP
Wyche Burgess Freeman & Parham, P.A.
44 E. Camperdown Way
Greenville, SC 29601

SCUPA'S 15th Annual Educational Seminar for Legal Professionals

INFORMATION FOR EXHIBITORS ABOUT THE EMBASSY SUITES, 670 VERDAE BLVD., GREENVILLE, SC:

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 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 FRIDAY, SEPTEMBER 3, 2010:

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.

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.