

1. All materials and equipment furnished by or rented from the Charleston Marriott shall remain within the Facilities and shall not be removed.
2. Under NO circumstances shall anyone other than the Charleston Marriott Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the Charleston Marriott.
3. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, Charleston Marriott personnel are authorized to cut floor coverings to permit installation of service.
4. Claims will not be considered unless filed in writing prior to close of the show.
5. Keeping safety in mind, all equipment and lighting shall conform to all local, state and federal regulations and codes. Proper grounding shall remain to be of the up-most importance. Proper wire size running equipment will be maintained. Any infraction will result in shutting down the equipment or lighting until proper wiring is completed.

**6. Please label boxes appropriately:**

**Attention: Catherine Seanor, Event Manger**

**SCAAA SPRING CONFERENCE FOR ATHLETICS**

**\*\*Name of Company as it would be listed for program (Accuracy in identifying exhibitor company is essential to getting boxes to the proper location once they reach the hotel)\*\***

**c/o Charleston Marriott**

**170 Lockwood Blvd.**

**Charleston, SC 29403**

7. Hotel can ship remaining materials at the end of meeting as long as boxes are properly labeled and ready to be shipped, with pickup called in to shipping company of choice.
8. Hotel will receive materials no sooner than three business days prior to the function at a charge of \$5.00 per box and \$85.00 per pallet. Packages that arrive prior to three business days before the event will assess an additional handling and storage charge of \$15.00 per box per day and 150.00 per pallet per day.

**SERVICE INSTALLATION AND EQUIPMENT**

1. The Charleston Marriott reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Charleston Marriott Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.