



**Southern Association of Forensic Scientists  
2018 Annual Meeting  
May 1-4, 2018  
DoubleTree by Hilton – Charleston, South Carolina**

**Vendor Registration Form (to be sent with payment)**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Web address: \_\_\_\_\_

**Attendee name** for Name Tag: \_\_\_\_\_

Description	Cost	#	Subtotal
Exhibitor Space	\$1000		
Early Registration (received prior to March 15, 2018)	\$850		
<b>Extra</b> dinner Ticket (for additional participants)	\$75		
Additional Opportunities for Sponsorship			
Workshop Breaks (morning or afternoon Tuesday and/or Wednesday)	\$500		
Other Donations (please describe)			
<b>Total</b>			

Send completed paper form with remittance to:

**Southern Association of Forensic Scientists**

Georgia Bureau of Investigation  
Coastal Regional Crime Laboratory  
925A Mohawk Street  
Savannah, GA 31419



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**General Meeting Information**

The Southern Association of Forensic Scientists (SAFS) is a professional organization with a membership of over 300 practicing forensic scientists in a variety of different forensic disciplines. The members represent laboratories throughout the southern United States as well as other areas throughout the country. The SAFS conference attracts approximately 125 attendees each year.

**Exhibitor Space:**

Each exhibitor space will include a single draped and skirted table, two chairs and standard power cord (if necessary). Please contact the hotel or the meeting coordinator for any special needs. Your registration fee provides a vendor sponsored reception from 5:30pm-7:30 pm on Wednesday evening which is an opportunity for Exhibitors and conference attendees to interact in a casual setting. It also includes the Thursday morning Breakfast with Exhibitors to be held prior to our plenary session. This registration will also include two tickets for the banquet held on Thursday evening. Additional tickets may be purchased in advance with your registration for \$75 each.

Exhibitors may begin setting up at 8:00 am on Tuesday, May 2, 2018. The Exhibitor space will be open Tuesday and Wednesday during scheduled workshop breaks (midmorning and midafternoon) and again during the reception from 5:30 to 7:30 pm on Wednesday evening. Exhibitor space will also be open Thursday from 7:00-9:00 am for breakfast. Break down can be at any time after 9:00 am on Thursday, May 3<sup>rd</sup>. Exhibitors may ship items directly to hotel up to a week before the meeting's start date. Packages shipped to the hotel must contain the following: (a) the organization's name and contact; (b) date of function; and (c) name of hotel contact (Beth Hilton).

**Additional Opportunities for Sponsorship**

***Morning & Afternoon Breaks:*** Vendors wishing to sponsor morning and/or afternoon breaks will be recognized and given the opportunity to display their company logo on a placard or banner. Breaks will be held in the exhibitor area to maximize attendee and exhibitor interaction. *Break sponsorship is \$500.*

***Promotional Gifts, Donations and/or Door Prizes:*** Any vendor who wishes to donate items to be given away as door prizes during the vendor reception and breakfast at the SAFS 2018 Conference will receive recognition for their contributions. Promotional items and door prizes are big hits with meeting attendees and a fantastic way to highlight your company. Please ship any items that your company would like to donate prior to April 15, 2018.

***Registration handouts:*** Any vendor who wishes to donate items to be included in the swag bag each attendee receives upon meeting check-in needs to be sent in no later than April, 15, 2018. Please send to: Lynn Black Drug Analysis Dept. 4416 Broad River Road Columbia, SC 29210.

**Address all exhibitor questions to:**

Kristen Fripp (912)921-5894  
[kristen.fripp@gbi.ga.gov](mailto:kristen.fripp@gbi.ga.gov)

OR

Tanja Kopp (912)921-5912  
[tanja.kopp@gbi.ga.gov](mailto:tanja.kopp@gbi.ga.gov)