



2025 SCOMS Winter CME Conference

AC Hotel
 Greenville, SC
 February 14 - 16, 2025
www.scdos.org

EXHIBITOR CHECKLIST (as of 9/17/24)

TO DO:	ACTION:	DEADLINE:
Complete Contract & Remit Payment	Submit to tammy@scdos.org	As exhibit space allows
Provide Logo in JPEG Format	Submit to tammy@scdos.org	Within 10 business days of submitting contract/payment
Provide Camera Ready Ad in PDF Format - Sizes vary by sponsorship levels	Submit to tammy@scdos.org	December 16, 2024
Make Hotel Reservations	Group Rate is \$199 per night Book online	January 24, 2025 (or until room block is full)
Provide Name(s) of Exhibitors(s) and RSVP to Friday Reception and Saturday Evening Reception & Silent Auction	Submit to andrea@scdos.org	January 16, 2025

TENTATIVE SCHEDULE (Visit [Conference Website](#) for most recent information)

Friday, Feb. 14, 2025	Exhibitor Set-Up	10:30 to 11:45 a.m.	Pre-Function
Friday, Feb. 14, 2025	Exhibit Hall Open	12:00 to 5:00 p.m.	Pre-Function
Friday, Feb. 14, 2025	SCOMS Board Reception for Sponsors & Speakers	5:30 to 6:15 p.m.	The Press Room
Saturday, Feb.15, 2025	Coffee with the Exhibitors	8:30 to 9:00 a.m.	Pre-Function
Saturday, Feb.15, 2025	Exhibit Hall Open	8:30 a.m. to 4:30 p.m.	Pre-Function
Saturday, Feb.15, 2025	Saturday Evening Reception & Silent Auction	5:30 to 6:30 p.m.	Breakfast/Lounge
Sunday, Feb.16, 2025	Coffee with the Exhibitors	8:30 to 9:00 a.m.	Pre-Function
Sunday, Feb.16, 2025	Exhibit Hall Open	8:30 to 11:00 a.m.	Pre-Function
Sunday, Feb.16, 2025	Exhibit Hall Tear Down	11:00 a.m.	Pre-Function

SCOMS CONTACTS:

Tammy Whaley, Executive Director, tammy@scdos.org or 864-327-9995
 Andrea Powell, Membership Coordinator, andrea@scdos.org or 864-327-9919