

MEMO

To: India Delegates, November 2014

From: George B. Patrick III, Deputy Secretary, South Carolina Department of Commerce

Date: September 22, 2014

Subject: India Commerce Mission, November 2014

A question came up during the mandatory participant call regarding media inquiries related to the November 2014 economic development mission to India. Upon further discussion, please direct all media or public information requests regarding this trip to Allison Skipper, Director of Marketing and Communications at the South Carolina Department of Commerce. Her contact information is as follows:

Allison Skipper
1201 Main Street, Suite 1600
Columbia, SC 29201
(803) 737-1998 (office)
(803) 397-4771 (mobile)
askipper@sccommerce.com

Furthermore, we again wanted to stress the confidentiality of this trip. As a member of this delegation, you will be privy to information about potential investments into South Carolina, proprietary company data and other highly confidential information. In many cases, a representative from the South Carolina Department of Commerce has already signed a non-disclosure agreement that covers all Department of Commerce employees with many of the companies you will talk to or meet with. Therefore, these companies have an expectation (and we have a contractual obligation) to keep all information regarding their company and potential investment confidential. This also covers simply "participating in a meeting" with said company.

In addition, to provide the best possible security for all delegates, especially the Governor, we are keeping many specific details of the trip closed to the public. *Therefore, for confidentiality reasons, we are not able to share which companies we are meeting with and other specific information regarding itineraries or event participation with members of the public or those not involved in this trip.* This includes any press release by your individual organization regarding your participation in this trip until after the trip is completed.

We have attached a non-disclosure agreement for you to sign, certifying that the information you obtain either about or during this trip will not be disclosed. This will contractually forbid you from sharing specific trip details or company meeting information with others, even after the trip has concluded. If you have a specific question regarding this non-disclosure agreement, please direct it to Karen Manning, Chief Legal Counsel at the Department of Commerce. She can be reached at (803) 737-1603. If you have specific questions about what you are permitted to share with others, please contact Allison Skipper.

Please sign this mandatory non-disclosure agreement by October 3rd and return to Morgan Crapps at mcrapps@sccommerce.com or fax: (803) 737-0818.

Thank you. - George