Frequently Asked Questions
About Convention Makers Freight Service

1. Where do I get my Material Handling form & what do I do with it?
The Freight Service Form is in your exhibitor package provided by your association, or call Convention Makers at 843.650.6300. Fill the form out completely and fax back to 843.650.6301.

2. Where do I ship my show materials?
No cold storage items. Ship Here. No collect shipments will be accepted.

3. How should I label my show materials?
We recommend that all show materials be marked with the shipping labels provided in your exhibitor kit. Show materials not marked properly (show name, location, booth # ETC) may get lost, delayed in or out. Please make sure your materials are marked properly. Packages sent without the Material Handling form on file will be held until payment is received.

4. When do my show materials need to arrive at Convention Makers?
Delivery Times 9am - 4:30pm M-F, No Holidays.
All freight / show materials need to arrive at Convention Makers advance warehouse prepaid, 3 to 10 days prior to show date. If this target can not be met, your company may incur additional charges. Please refer to the Material Handling form. Your show materials will be waiting for you in your booth space.

5. Does Convention Makers accept Credit Cards?
We accept Mastercard, Visa & American Express. 3% will be added for processing. Declined Credit Cards will incur additional fees. Receipts will be faxed after the event has concluded.

6. What do I do with my Show materials after the show?
Simply pack up your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx, ups etc) & leave your equipment in your booth, schedule the pickup for your carrier at our warehouse location for the next working day.

7. Explanation of charges. The following charges may be applied to your shipment.
Our handling charges encompass, storage, delivery in and out.

<table>
<thead>
<tr>
<th>COST</th>
<th>Description</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.00 first 250 lbs</td>
<td>add $0.40 per lb over 250 lbs</td>
<td>Weight over 250 lb ( \times 0.40 )</td>
</tr>
</tbody>
</table>

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up.
Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver.
Forklift Charge: May be assessed to any inbound / outbound shipment too heavy for one person, or freight that needs to be put on a pallet to be moved safely.

See you at the show!
EVENT NAME: SCASA - 2020

Your Company

Your Address

City
State
Zip

Phone
Fax

On Site Rep Cell

Show Date

Booth #

Ordered By

Print

Signature

Inbound Shipment Handling

Materials Due: 06.17.20

Preferred Carriers: FedEx, UPS, Old Dominion, SE Freight, YRC

Carrier

Carrier Phone #

Number of Pieces & Weight

Cost= $100.00 first 250 lbs  Add $0.40 per lb over 250 lbs

$100.00 Minimum

Over 250Lb → Weight _____ x .40 =

Additional Charges may apply to safely ship your items

Convention Makers reserves the right to utilize a forklift to safely handle freight

Forklift / Hydraulic Lift Pricing

Convention Makers reserves the right to utilize a forklift to safely handle freight

Warehouse IN $50.00 OUT $50.00

Showsite IN $150.00 OUT $150.00

Forklift service is available please call to schedule.

DATE NEEDED

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and INSURED prior to shipping or removal from show floor.

Please ship freight to arrive at Convention Makers receiving facility 3 to 10 working days prior to decorator set up, or submit in writing the expected arrival date if this is not possible. Please be aware that your company may incur various charges to ensure proper acceptance or delivery of your show materials, these charges may include use of a forklift (SEE PRICING), Taping($10)pp, Labeling($15)pp, shrinkwrap($10), or banding ($15 per Pallet). All invoices are due in 30 days. All credit cards will be run after show is finished and receipts will be Faxed. We will ship UPS & FEDEX Out only if each package is Pre labeled, if requested & not labeled, packages will be shipped via Common Carrier. We will not accept any collect shipments or pay any Duty / Broker charges on International Shipments.

Special Paperwork requests BOL's, POD, Recieving Logs etc - $65

Authorized Credit Card Payment

Card Type ( ) Visa ( ) MC ( ) Amex

Card #

Expiration

Processing 3% fee
Declined Credit Card Fee $40.00
Bad check Fee $75.00

Outbound Shipment Handling

Preferred Carriers: Fedex, UPS, Old Dominion, SE Freight, YRC

Carrier

Carrier Phone #

# of Pieces / Weight _____ / _____ lbs.

Account #

Cost= $100.00 first 250 lbs  Add $0.40 per lb over 250 lbs

$100.00 Minimum

Over 250Lb → Weight _____ x .40 =

Additional Charges may apply to safely ship your items

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Warehouse IN $50.00 OUT $50.00

Showsite IN $150.00 OUT $150.00

Forklift service is available please call to schedule.

DATE NEEDED
CONVENTION MAKERS, INC.
LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and fax or mail to Convention Makers, Inc.

EVENT NAME/LOC.  SCASA - 2020

CONVENTION MAKERS, INC.
4501 Hwy 544
MYRTLE BEACH, SC  29588
PHONE: 843.650.6300         Fax 843.650.6301

MAILING ADDRESS

BILLING ADDRESS

YOUR COMPANY

YOUR ADDRESS

CITY  STATE   ZIP

PHONE  FAX

Cell #  Booth#

SHOW DATE

ORDERED BY

EMAIL

SIGNATURE

**All Displays must include detailed step by step instructions, as well as, any special tools required**

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.

Installation Labor

Check one
[ ] Full Display (10ft +) = 4hr minimum
[ ] Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED

APPROXIMATE HOURS

WILL YOU HAVE A REP. PRESENT?

APPROXIMATE START TIME

Start Date

LABOR CHARGES

$65.00 PER MAN HOUR (STRAIGHT)

$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

Dismantle Labor

Check one
[ ] Full Display (10ft +) = 4hr minimum
[ ] Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED

APPROXIMATE HOURS

WILL YOU HAVE A REP. PRESENT?

APPROXIMATE START TIME

Start Date

LABOR CHARGES

$65.00 PER MAN HOUR (STRAIGHT)

$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm
EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax or mail to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

EVENT NAME/LOC.

YOUR COMPANY _______________________

YOUR ADDRESS _______________________

CITY ___________________ STATE _________ ZIP _______

PHONE ___________________ FAX ___________

SHOW DATE ________________ BOOTH # ___________

ORDERED BY ___________________ PRINT ___________

ORDERED BY ___________________ SIGNATURE _______

MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Hwy 544

Myrtle Beach, SC 29588

PHONE: 843.650.6300   FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ( ) VISA ( ) MC ( ) Amex

CARD# __________________

EXPIRATION ______ / ______ CVV Code ______

3% Processing Fee

Declined Credit Card Fee = $40.00

Authorized Credit Card Payment

3% Processing Fee

Add 3% Processing fee = $ ______

EQUIPMENT

Tables / Skirting

QTY $ ea.

4' Regular 29" tall Plain 45
4' Regular 29" tall Skirted 3 sides 65
4' Regular 29" tall Skirted 4 sides 75
6' Regular 29" tall Plain 45
6' Regular 29" tall Skirted 3 Sides 65
6' Regular 29" tall Skirted 4 Sides 75
8' Regular 29" tall Plain 50
8' Regular 29" tall Skirted 3 Sides 70
8' Regular 29" tall Skirted 4 Sides 75
4' Raised 42" tall Plain 50
4' Raised 42" tall Skirted 3 Sides 70
4' Raised 42" tall Skirted 4 Sides 80
6' Raised 42" tall Plain 55
6' Raised 42" tall Skirted 3 Sides 75
6' Raised 42" tall Skirted 4 Sides 90
8' Raised 42" tall Plain 60
8' Raised 42" tall Skirted 3 Sides 85
8' Raised 42" tall Skirted 4 Sides 90
36" Round 29" tall Plain 45
36" Round 29" tall Skirted 60
36" Round 42" tall Plain 50
36" Round 42" tall - Covered 65
36" Round 29" tall - Covered 65
36" Round 42" tall - Covered 65
Swap Table for Different Size 30
Extra Skirting 25
Raise table in Booth 45

Seating

QTY $ ea.

Folding Chairs 15
Tall Bar Stools 30
Tall Bar Chairs 40
Cushion Chair 30
Cushion Arm Chair 45

Table Top Risers

QTY $ ea.

4' Risers 25
6' Risers 30
8' Risers 35

Lighting Accessories

QTY $ ea.

Standard Clip On 25
High Wattage Flood 50
Extension Cords 25
Multiplug Powerstrip 25

Miscellaneous

QTY $ ea.

Pinboards (4'x8') 60
Easels (metal) 20
Waste Baskets 15
Ficus Trees 65
Raffle Drums 60
Candy Dish 15
Booth Carpet Per 10' section 125
Carpet Padding Per 10' section 55
Booth Cleaning Per 10' section / per day 40
Bag Rack /Stand 65
Extra Table Skirt 25
Literature Rack (ZEDUp) 75

NEW ELECTRONICS

QTY $ ea.

DVD Player 75/day
Computer Monitor 19" 150/day
Computer Monitor 22" 175/day
32" LED Wide Screen 3 Days 395
36" LED Wide Screen 3 Days 405
40" LED Wide Screen 3 Days 425
46" LED Wide Screen 3 Days 450
LED Floor Stand 100/day
Lap Top 150/day

PAYMENT CALCULATION SECTION

Line Item Totals =$

Add 3% Processing fee =$

Add 20% for any ON-SITE Orders =$

SUB-TOTAL =$

+ 8% SC SALES TAX =$

GRAND TOTAL DUE =$

Please note, that all orders should be received by Convention Makers, prior to decorator set up date, complete with total payment.

ALL EQUIPMENT IS FOR RENTAL ONLY. ANY ITEM REMOVED FROM THE SHOW FLOOR IS SUBJECT TO OUR REPLACEMENT COST, which will be charged to your credit card. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Receipts & Invoices will be faxed to the fax number listed on this form. If items are ordered & delivered & it is decided they will not be used, you will still be charged for the rental.

By submitting this form you agree to assume full responsibility for all damaged or missing items & all replacement costs.
If your company requires additional booth equipment beyond equipment already provided, please complete this form and Fax or mail to Convention Makers Inc. Please contact the show promoter if you have any questions concerning exactly what is provided in your booth space.

### Show: SCASA - 2020

### Company Information:
- **Address**: 
- **City**: 
- **State**: 
- **Zip**: 
- **Phone**: 
- **Fax**: 
- **Cell**: 

### Ordered By:
- **Print**: 
- **Signature**: 

### Booth # [ ]

### Description | QTY | Cost
--- | --- | ---
**DVD Player** Includes HDMI Connections | 75/Day |
Computer Monitor 19” | 150/Day |
Computer Monitor 22” | 175/Day |
32’ LED Wide Screen | 3 Days 350 |
46’ LED Wide Screen | 3 Days 400 |
50’ LED Wide Screen | 3 Days 450 |
LED Floor Stand | 100/Day |
Any Connector Cables | $25/Day |
Lap Top | 150/Day |

**Lighting Accessories**
- Standard Clip On: 25
- High Wattage Flood: 50
- Extension Cords: 25
- Multiplug Powerstrip: 25
- VGA Cable 50ft: 40
- Tripod Projector Screen: 70/Day

### Payment Calculation Section

- **Line Item Totals** = $
- **Add 3% for Processing** = $
- **Add 20% for any ON-SITE Orders** = $
- **SUB-TOTAL** = $
- **8% SC Sales Tax** = $
- **GRAND TOTAL DUE** = $

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RUSH: EXHIBIT MATERIALS
**FOR ADVANCED WAREHOUSE ONLY**

MUST RECEIVE BY: 06.17.20

ADVANCE SHIPMENT

SCASA 2020

Name of Exhibition

Exhibiting Company

Carrier          Number of Pieces

Ship to:

Convention Makers
4501 Hwy 544
Myrtle Beach, SC 29588

Warehouse receiving hours are M - F 9:30a - 4:30p

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