

# Frequently Asked Questions About Convention Makers Freight Service

Show: SCASA - 2022

## 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  
*No collect shipments will be accepted*

**Ship Here** →

**Convention Makers  
4501 Hwy 544  
Myrtle Beach, SC 29588**

## 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

**Freight Due: 06.15.22**

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  
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs      Over 250Lb → Weight \_\_\_\_\_ x .40 =  Separate Charge for in & out

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!*

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

MUST RECEIVE BY: 06.15.22

**ADVANCE SHIPMENT**

**SCASA - 2022**

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

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

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4501 Hwy 544  
Myrtle Beach, SC 29588**

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

# CONVENTION MAKERS, INC.

## Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME FAX OR MAIL THIS FORM BACK TO CONVENTION MAKERS

\*  
EVENT NAME **SCASA - 2022**

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

On Site Rep Cell \_\_\_\_\_

Show Date \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PRINT

ORDERED BY \_\_\_\_\_ SIGNATURE

EMAIL \_\_\_\_\_

\*  
**Shipping & Mailing Address**  
CONVENTION MAKERS, INC.  
4501 Hwy 544  
Myrtle Beach, SC 29588  
PHONE: 843.650.6300 FAX: 843.650.6301  
Email: Conventionmakers@aol.com

**AUTHORIZED CREDIT CARD PAYMENT**  
CARD TYPE ( ) Visa ( ) MC ( ) Amex  
CARD # \_\_\_\_\_  
EXPIRATION \_\_\_\_ / \_\_\_\_ CVV Code   
Processing 3% fee Back of Card  
**Declined Credit Card Fee \$40.00**

**INBOUND Shipment Handling** Materials Due: **06.15.22**  
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 250lbs**  
\$100.00 Minimum Cost inbound  
Over 250Lb → Weight \_\_\_\_\_ x .40 =   
Early Storage Fee \$50 - Late Off Target \$30 per shipment  
Special Handling \$75 - After Hours Delivery - \$75  
**Delivery Hours 9-4:30 M-f No weekends / holidays**

**OUTBOUND Shipment Handling**  
Preferred Carriers, FedEx, Old Dominion, SE Freight, YRC  
CARRIER \_\_\_\_\_  CHECK  HOT/  
PHONE # \_\_\_\_\_ OVERNIGHT  
# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.  
ACCOUNT # \_\_\_\_\_  
**COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs**  
\$100.00 Minimum Cost Outbound  
Over 250Lb → Weight \_\_\_\_\_ x .40 =   
Additional Charges may apply to safely ship your items  
Freight will be cleared from showsite and forced  
From warehouse address the next buisness day

**OUTBOUND SHIP-TO ADDRESS**  
COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
SHIP-TO \_\_\_\_\_

**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**

**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.

**SCASA - 2022**

EVENT NAME/LOC. \_\_\_\_\_

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SHOW DATE \_\_\_\_\_ BOOTH #

ORDERED BY \_\_\_\_\_ PRINT

ORDERED BY \_\_\_\_\_

Email

**MAILING ADDRESS**  
**CONVENTION MAKERS, INC.**  
 4501 Hwy 544  
 Myrtle Beach, SC 29588  
 Conventionmakers@aol.com  
 PHONE: 843.650.6300 FAX: 843.650.6301

**AUTHORIZED CREDIT CARD PAYMENT**  
 CARD TYPE ( )VISA ( )MC ( )Amex  
 CARD# \_\_\_\_\_  
 EXPIRATION \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV Code   
Back of Card  
 3% Processing Fee  
 Declined Credit Card Fee = \$ 40.00

SIGNATURE \_\_\_\_\_

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
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

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32" LED Wide Screen		3 Days 350
40" LED Wide Screen		3 Days 400
50" LED Wide Screen		3 Days 450
LED Floor Stand		100/day
HDMI Cables		25/day

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
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

Velcro Display Boards	QTY	\$ ea.
Table Top Model		200
10' Floor Standing		300

**PAYMENT CALCULATION SECTION**

Line Item Totals	= \$
Add 3% Processing fee	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 8% SC SALES TAX	= \$
<b>GRAND TOTAL DUE</b>	<b>= \$</b>

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**

# 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.

### SCASA - 2022

EVENT NAME/LOC. \_\_\_\_\_

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Cell # \_\_\_\_\_ Booth#

SHOW DATE \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PRINT

ORDERED BY \_\_\_\_\_ SIGNATURE

EMAIL

### 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

Back of Card

3% Processing Fee  
Declined Credit Card Fee = \$ 40.00

- 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

- 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

**\*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.

# CONVENTION MAKERS, INC.

## Electronics

Myrtle Beach

Myrtle Beach

NEW!

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 - 2022**

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Zip \_\_\_\_\_

Fax \_\_\_\_\_ Cell \_\_\_\_\_

Ordered By \_\_\_\_\_  
Print

Ordered By \_\_\_\_\_  
Signature

CONVENTION MAKERS, INC.  
4501 Hwy 544  
Myrtle Beach, Sc 29588  
PHONE: 843.650.6300 FAX: 843.650.6301  
Conventionmakers@aol.com

AUTHORIZED CREDIT CARD PAYMENT  
CARD TYPE ( )VISA ( )MC ( )Amex  
CARD# \_\_\_\_\_  
EXPIRATION \_\_\_\_/\_\_\_\_ CVV Code  
Back of Card   
3% Processing Fee  
Declined Credit Card Fee = \$ 40.00

Booth #

Description	QTY	Cost
<b>DVD Player</b> Includes HDMI Connections		75/Day
<b>Computer Monitor 19"</b>		150/Day
<b>Computer Monitor 22"</b>		175/Day
<b>32" LED Wide Screen</b>		3 Days 350
<b>40" LED Wide Screen</b>		3 Days 400
<b>50" LED Wide Screen</b>		3 Days 450
<b>LED Floor Stand</b>		100/Day
<b>HDMI Cables</b>		\$25/Day

Lighting Accessories	QTY	\$ ea.
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 <u>ON-SITE</u> Orders	= \$
<b>SUB-TOTAL</b>	= \$
<b>8% SC SALES TAX</b>	= \$
<b>GRAND TOTAL DUE</b>	= \$

If ordering a monitor, please specify Connection needed

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**