



CAPCA

Exhibition Information

SPRING MEETING April 7-9, 2010 • Grove Park Inn • Asheville, NC

FALL MEETING October 20-22, 2010 • The Hilton • Myrtle Beach, SC

CAPCA EXHIBITIONS

Benefits of showing your products and services at the CAPCA Spring and Fall Meetings are the following:

- Demonstrate your products and services to a targeted number of potential customers
- Make important industry contacts
- Highlight your company to CAPCA members as a leader in the environmental arena
- Receive the attendee list electronically within a few days after the meeting
- Listing on CAPCA website

Fees regarding rented exhibit space are received on a first-come, first-serve basis. Return the application quickly to receive your preferred choice of a location.

SPRING MEETING Booth rental for an 8x10 booth – \$900 *(This does not include anyone working in the booth.)*

Exhibitor Registration (charges per person)

\$35 for 2010 Membership Dues

\$200 for Pre-registration Member *(must be postmarked by March 8)*

\$225 for Registration Member *(received after March 8)*

\$250 for Pre-registration Non-Member *(must be postmarked by March 8)*

\$275 for Registration Non-Member *(received after March 8)*

FALL MEETING Booth rental for an 8x10 booth – \$900 *(This does not include anyone working in the booth.)*

Exhibitor Registration (charges per person)

\$35 for 2010 Membership Dues

\$200 for Pre-registration Member *(must be postmarked by September 20)*

\$225 for Registration Member *(received after September 20)*

\$250 for Pre-registration Non-Member *(must be postmarked by September 20)*

\$275 for Registration Non-Member *(received after September 20)*

SAVE MONEY ON BOOTH RENTAL

Sign up and pay for the Spring and Fall exhibit spaces at the same time and receive **A 10% DISCOUNT** on total booth rental fees.

Entitlements for each 8x10 booth rented includes:

- One 6' draped table
- Two side chairs
- Carpeted floor
- Complete list of attendees, including name, address and phone number
- Conference program including a list of exhibiting companies
- One 9' high back curtain
- Two 3' high side curtains
- Power provided *(You must furnish an extension cord from the back of your booth at both meetings.)*

Application, Contract and Payments should be mailed to:

CAPCA • 6300 Creedmoor Rd. • Ste. 170, Box 351 • Raleigh, NC 27612 Questions? Call Ann Daniel at **(919) 676-6099**

Cancellation of booth space by the exhibitor requires:

- Cancellation must be in writing
- CAPCA will retain entire fee
- If exhibitor has no representation on the show floor by the stated opening time of exhibits, CAPCA reserves the right to re-sell the space or to move another exhibitor into the space
- EXCEPTION: If space is re-sold, half the fee will be retained by CAPCA

Terms of Payment require you provide:

- A check for the booth amount must accompany the Application and Contract. CAPCA does not accept any credit cards or purchase orders for booth registrations.
- Exhibitor payments can be made at the same time.
- To receive the early bird discount rate, exhibitor applications are due no later than **March 8** for Spring meeting and **September 20** for Fall meeting.

CAPCA SPRING EXHIBITION

Rules & Regulations

EXHIBITORS: CAPCA limits those companies offering products or services of specific interest to the attendees. CAPCA reserves the right to determine the eligibility of any company for participation.

ADMISSION: Exhibits are open to all registrants. Admission will be limited to those with a specific interest in the subject matter of the exhibition.

BOOTH SIZE: Standard size is a minimum 8 x 10 foot space. A floor layout is enclosed.

EXHIBIT DESIGN: No exhibit shall be permitted to interfere with a neighboring exhibit. No exhibitor is permitted to move any side-dividers. Booth walls cannot exceed eight (8') feet in height.

Exhibitors are not permitted to block the entrance to the booth area and are encouraged to design the booth to allow full access by meeting attendees.

Exposed/unsightly or oversized portions of booths may be ordered "masked" by CAPCA. The removal expense is the sole responsibility of the exhibitor.

ELECTRICAL: Power will be supplied for all booths. It is the exhibitor's responsibility to furnish needed electrical cords to receive power to the booth. The hotel may furnish an extension cord to the back of each exhibit; however, it will be the exhibitor's responsibility for arranging.

SAFETY AND FIRE LAWS: All applicable fire and safety laws of the State of North Carolina must be strictly observed by exhibitors. No decorations of flammable materials are permitted. Wiring must comply with local Fire Department and Underwriters Rules.

PROMOTIONAL ACTIVITIES: All promotional activities must be confined to the exhibitor's booth area. Distribution of literature or promotional material in the aisles, meeting rooms, registration lobby, parking lots or any area other than the booth is strictly prohibited. No cooking of food products is allowed inside the Exhibit Hall.

LOSSES: CAPCA cannot and does not accept any responsibility for any damage, injury, theft or loss incurred or caused by an exhibitor prior to, during, or subsequent to the CAPCA meeting. Damage, injury, theft or loss is solely the exhibitor's responsibility.

MEETING MATERIALS: If you plan to ship meeting materials prior to your arrival, please notify the **Convention Manager at (828) 252-2711**. Meeting materials should be shipped to his/her attention with the label located at the bottom right. This label must be placed in the lower left hand corner of each package. There is a \$5.00 per box handling and storage fee.

EXHIBIT SHIPMENTS: The Grove Park Inn does not have storage facility available to receive or store exhibits, displays and boxes prior to a convention. The Grove Park Inn has appointed Convention Makers, Inc. to assist exhibitors in your shipping arrangements.

Their services include:

- Storage of displays and boxes up to the date of the convention, at no cost to the exhibitor.
- Delivery of displays and boxes to the Grove Park Inn.
- Pick up of materials at the end of the convention for return shipping.



CAPCA
Group Coordinator:
Connie McElroy-Bacon

Arrival Date: _____

CAPCA SPRING EXHIBITION

Grove Park Inn

290 Macon Avenue • Asheville, NC 28804 • Telephone 1-800-438-5800

The conference is being held at the Grove Park Inn. For your convenience, call the hotel directly at 1-800-438-5800. Group rates are \$134 single or double.

1. Check-in time: after 4:00 p.m.
2. Check-out time: before 11:00 a.m.
3. **To qualify for the special group rates extended to CAPCA, reservations must be received by March 5, 2010.**
Reservations received after March 5, 2010, will be honored at the regular room rates, subject to availability.
4. Group code: 256373 (use on internet reservations only).
5. A first night's room deposit is required with your reservation.
6. Cancellations must be received 7 days in advance of arrival for refund.

Overflow Hotel Information

Overflow accommodations have been made for your convenience at the:

Crowne Plaza Asheville NC-Mountain Resort

1 Holiday Inn Drive • Asheville, NC 28806 • Reservations: 1-800-733-3211 • Direct Number: 828-254-3211

Just two minutes from downtown Asheville, the Crowne Plaza Asheville NC-Mountain Resort is situated on over 150 beautifully landscaped acres and is a great place for a convention, festival, meeting, retreat or just a vacation. The hotel has an 18-hole golf course, 8 tennis courts, fireside lounge, concierge staff, on-site fitness center, and rooms equipped with refrigerators, hair dryers and coffee makers.

1. Check-in time: 3:00 p.m. (check for room availability if earlier).
2. Check-out time: 11:00 a.m.
3. Group rate is \$94. (Must mention Carolinas Air Pollution Control Association to receive this rate.)
4. 72-hour cancellation policy.
5. **Reservations must be received by March 7, 2010.**

Spring Installation Date

Wednesday, April 7, 2010

8:30 a.m. - 4:30 p.m.

Spring Exhibition Dates

Thursday, April 8, 2010

7:30 – 8:15 a.m. • 10:00 – 10:45 a.m.* • 3:00 – 3:45 p.m.*

Friday, April 9, 2010

7:30 – 8:15 a.m. • 10:00 – 10:45 a.m.*

Spring Move-Out Date

Friday, April 9, 2010: 10 minutes after morning break ends (approximately 11:15 a.m.)

*Approximate times. (Refer to meeting agenda booklet received at meeting check-in for specific times.)



Save Money on Booth Rental: sign up and pay for the Spring & Fall exhibit spaces at the same time & receive a **10% DISCOUNT** on total booth rental fees.



CAPCA SPRING EXHIBITION

Application and Contract for Booth Space

Exhibit Dates: April 7-9, 2010 • Grove Park Inn • Asheville, NC

6300 Creedmoor Rd.
Ste. 170, Box 351
Raleigh, NC 27612

Application Date: _____

Applicant applies for one of the following booth locations (list 6 choices) at \$900 per space. (This fee does not include anyone working in the booth.)

Choice	Booth Number(s)	Choice	Booth Number(s)
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____	6.	_____



\$_____ is enclosed. (Spaces cannot be reserved without a check.)

Electrical: Specify 1 outlet or 2. You must supply your own extension cords.

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone Number: (____) _____ Fax Number: (____) _____

E-Mail: _____

Signed By: _____ Printed Name of Signatory _____

___ Yes ___ No Our company will be sponsoring a door prize.

Central Exhibit Contract (if other than signatory)

Name _____

Address _____

Phone: (____) _____

Fax: (____) _____

E-Mail: _____

Name & E-mail address of designated person to receive attendee list electronically:

Name _____

E-mail address: _____

CAPCA OFFICE USE ONLY

Check received? Yes No

Check # _____

Eligible for discount? Yes No

Date Received _____

Booth #s Assigned _____

Date _____

Check Amount _____

Signature of Board Member _____

Spring 2010 CAPCA Exhibitors Form

6300 Creedmoor Rd. • Ste. 170, Box 351 • Raleigh, NC 27612

Name: _____

Preference on Name Tag: _____

Please check appropriate category:

- Academia Consultant Equipment Sales Legal Regulatory
- Industry Other: _____

Company/Agency: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #: (____) _____

Fax #: (____) _____

E-Mail: _____

Enclosed is my check for the following:

- \$200 Pre-registration Member by mail (postmarked by March 8, 2010)
- \$225 Registration Member (mail or walk-in after March 8, 2010)
- \$35 Membership Dues for 2010
- \$250 Pre-registration Non-member (postmarked by March 8, 2010)
- \$275 Registration Non-member (mail or walk-in after March 8, 2010)

YOUR CANCELED CHECK IS YOUR RECEIPT

Additional Receipt Required

One (1) Person Per Form – Please copy for additional workers.

Fed. Tax I.D. #58-1314418



CAPCA Office Use Only

Check/Cash Received: Yes No

Check # _____

Date Received: _____

- ___ dues..... \$35
- ___ pre-registration member \$200
- ___ registration member \$225
- ___ pre-registration non-member \$250
- ___ registration non-member \$275

Amount Paid \$_____

Booth # _____

Signature of Board Member

Spring 2010 CAPCA Exhibitors Form

6300 Creedmoor Rd. • Ste. 170, Box 351 • Raleigh, NC 27612

Name: _____

Preference on Name Tag: _____

Please check appropriate category:

- Academia Consultant Equipment Sales Legal Regulatory
- Industry Other: _____

Company/Agency: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #: (____) _____

Fax #: (____) _____

E-Mail: _____

Enclosed is my check for the following:

- \$200 Pre-registration Member by mail (postmarked by March 8, 2010)
- \$225 Registration Member (mail or walk-in after March 8, 2010)
- \$35 Membership Dues for 2010
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YOUR CANCELED CHECK IS YOUR RECEIPT

Additional Receipt Required

One (1) Person Per Form – Please copy for additional workers.

Fed. Tax I.D. #58-1314418



CAPCA Office Use Only

Check/Cash Received: Yes No

Check # _____

Date Received: _____

- ___ dues..... \$35
- ___ pre-registration member \$200
- ___ registration member \$225
- ___ pre-registration non-member \$250
- ___ registration non-member \$275

Amount Paid \$_____

Booth # _____

Signature of Board Member

ACCOUNTING WORKSHEET FOR YOUR RECORDS

Reminders

1. Booth rental does not include any free registration. Fees apply to each person working in the booth.
2. Save money on booth rental. Sign up and pay for the Spring and Fall exhibit spaces at the same time and receive a 10% discount on total booth rental fees.
3. Save money when you pay dues for each person attending and pay the member rate.

Spring 2010 Meeting

Booth rental for an 8x10 booth = \$900 \$ _____

2010 Membership Dues - \$35/person x _____ = \$ _____

Member pre-registration (received by March 8, 2010) \$200/person x _____ = \$ _____

Member registration (received after March 8, 2010 or at the door) \$225/person x _____ = \$ _____

Non-member pre-registration (received by March 8, 2010) \$250/person x _____ = \$ _____

Non-member registration (received after March 8, 2010 or at the door) \$275/person x _____ = \$ _____

Fall 2010 Meeting

Booth rental for an 8x10 booth = \$900 \$ _____

2010 Membership Dues - \$35/person x _____ = \$ _____

Member pre-registration (received by September 20, 2010) \$200/person x _____ = \$ _____

Member registration (received after September 20, 2010 or at the door) \$225/person x _____ = \$ _____

Non-member pre-registration (received by September 20, 2010) \$250/person x _____ = \$ _____

Non-member registration (received after September 20, 2010 or at the door) \$275/person x _____ = \$ _____

Are you paying for both spring and fall booths at the same time?

If yes, deduct 10% from booth rentals = \$ _____

TOTAL AMOUNT OWED: \$ _____

GROVE PARK INN

VANDERBILT
B

VANDERBILT
C

ENTER

ENTER

ENTER

ENTER

BEVERAGE

8	9
7	10
6	11
5	12

22	23
21	24
20	25

36	37
35	38
34	39
33	40

BEVERAGE

50
49
48

FOOD

FOOD

FOOD

FOOD

FOOD

4	13
3	14
2	15
1	16

19	26
18	27
17	28

32	41
31	42
30	43
29	44

47
46
45

BEVERAGE

BEVERAGE

ENTER

ENTER

ENTER

ENTER

ENTER

MAIN ENTRANCE

Trade Show and Event Decorating Service FREIGHT SERVICE FORM

If you require freight handling services please complete this form and fax or mail to the address below. **EACH PACKAGE must be labeled with your company name and show name.**

EVENT NAME/LOC. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

ORDERED BY _____

PRINT

ORDERED BY _____

SIGNATURE

SHIP TO / MAILING ADDRESS

**CONVENTION MAKERS, INC.
12-D OLD CHARLOTTE HIGHWAY
ASHEVILLE, NC 28803**

PHONE: (828) 298-3700 FAX: (828) 298-3400

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () VISA () MC () AMX

YOUR CREDIT CARD # (NOT FREIGHT CARRIER ACCT. #)

EXPIRATION ____ / ____

CREDIT CARD FEES:
3% Processing Fee
\$40.00 Dishonored Card Fee

INCOMING FREIGHT

CARRIER _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

COST = \$75.00/ FIRST 250 LBS.
ADD \$0.30 PER POUND OVER 250 LBS.

SPECIAL LATE DELIVERY = \$50.00 ONE TIME CHARGE
ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?

() YES () NO

CARRIER _____

CARRIER PHONE # _____

CARRIER ACCOUNT NUMBER (DIFFERENT THAN YOUR CREDIT CARD #)

OF PIECES / WEIGHT _____ / _____ lbs.

COST = \$75.00/ FIRST 250 LBS.
ADD \$0.30 PER POUND OVER 250 LBS.

OUTBOUND SHIP-TO ADDRESS

COMPANY NAME _____ CONTACT _____ PHONE _____

SHIP-TO _____

**FORKLIFT SERVICE: Will you require forklift service? () WAREHOUSE = \$ 40.00
() SHOW SITE = \$ 150.00**

**CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE
A FORKLIFT TO SAFELY HANDLE FREIGHT IF WE DEEM NECESSARY-AT YOUR EXPENSE**

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 contact us concerning expected arrival date if this is not possible. Thank you.

RE-PACK

RE-LABEL

PROVIDE WAYBILL

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

Exhibitor Company Name:

Ph.# _____

ADVANCED WAREHOUSE ADDRESS:
TO:

CONVENTION MAKERS, INC.
12-D OLD CHARLOTTE HIGHWAY
ASHEVILLE, NC 28803

SHOW NAME: _____

ATTN: _____

BOOTH #: _____

NUMBER OF PIECES _____

Cut Here

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

Exhibitor Company Name:

Ph.# _____

ADVANCED WAREHOUSE ADDRESS:
TO:

CONVENTION MAKERS, INC.
12-D OLD CHARLOTTE HIGHWAY
ASHEVILLE, NC 28803

SHOW NAME: _____

ATTN: _____

BOOTH #: _____

NUMBER OF PIECES _____

Cut Here

Cut Here

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

Exhibitor Company Name:

Ph.# _____

ADVANCED WAREHOUSE ADDRESS:
TO:

CONVENTION MAKERS, INC.
12-D OLD CHARLOTTE HIGHWAY
ASHEVILLE, NC 28803

SHOW NAME: _____

ATTN: _____

BOOTH #: _____

NUMBER OF PIECES _____

Cut Here

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

Exhibitor Company Name:

Ph.# _____

ADVANCED WAREHOUSE ADDRESS:
TO:

CONVENTION MAKERS, INC.
12-D OLD CHARLOTTE HIGHWAY
ASHEVILLE, NC 28803

SHOW NAME: _____

ATTN: _____

BOOTH #: _____

NUMBER OF PIECES _____

Trade Show and Event Decorating Service 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. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

<p align="center">MAILING ADDRESS</p> <p align="center">CONVENTION MAKERS, INC. 12- D OLD CHARLOTTE HIGHWAY ASHEVILLE, NC 28803</p> <p>PHONE: (828) 298-3700 FAX: (828) 298-3400</p>
--

SHOW DATE _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

<p align="center">AUTHORIZED CREDIT CARD PAYMENT</p> <p>CARD TYPE () VISA () MC () AMX</p> <p>CARD# _____</p> <p>EXPIRATION ____ / ____</p> <p align="right"><small>CREDIT CARD FEES: 3% Processing Fee \$40.00 Dishonored Card Fee</small></p>
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<p><u>INSTALLATION LABOR (2 hour minimum)</u></p> <p>NUMBER OF PEOPLE REQUESTED _____</p> <p>APPROXIMATE HOURS _____</p> <p>WILL YOU HAVE A REP. PRESENT? _____</p> <p>APPROXIMATE START TIME _____</p> <p align="center"><u>LABOR CHARGES</u></p> <p><small>\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME) OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am TO 5:00pm</small></p>
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<p><u>DISMANTLE LABOR (2 hour minimum)</u></p> <p>NUMBER OF PEOPLE REQUESTED _____</p> <p>APPROXIMATE HOURS _____</p> <p>WILL YOU HAVE A REP. PRESENT? _____</p> <p>APPROXIMATE START TIME _____</p> <p align="center"><u>LABOR CHARGES</u></p> <p><small>\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME) OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am TO 5:00pm</small></p>

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.

Trade Show and Event Decorating Service 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.
12-D OLD CHARLOTTE HIGHWAY
ASHEVILLE, NC 28803

PHONE: (828) 298-3700 FAX: (828) 298-3400

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () VISA () MC () AMX

CARD# _____

EXPIRATION ____ / ____

Credit Card Payments Will Incur a 3% Card Processing Fee
 Declined Credit Card Fee = \$ 40.00

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		25
4' Regular 29" tall Skirted 3 sides		40
4' Regular 29" tall Skirted 4 sides		50
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		45
6' Regular 29" tall Skirted 4 Sides		60
7' Regular 29" tall Plain		35
7' Regular 29" tall Skirted 3 Sides		50
7' Regular 29" tall Skirted 4 Sides		65
4' Raised 42" tall Plain		35
4' Raised 42" tall Skirted 3 Sides		60
4' Raised 42" tall Skirted 4 Sides		60
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
7' Raised 42" tall Plain		45
7' Raised 42" tall Skirted 3 Sides		70
7' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		30
36" Round 42" tall Skirted		50
60" Round Plain		40
60" Round Skirted		70

Seating	QTY	\$ ea.
Folding Chairs		5
Tall Bar Stools		15
Tall Bar Chairs		25

Table Risers	QTY	\$ ea.
4' Risers		15
6' Risers		20
8' Risers		20

Velcro Display Boards	QTY	\$ ea.
Table Top Model		250
10' Floor Standing		350

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		100
Booth Cleaning Per 10' section / per day		40
Jewelry Cases 6' Full View Lighted		300
Extension Cords		25
Multi Plug Cords		25

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 20% for any <u>ON-SITE</u> Orders	= \$
SUB-TOTAL	= \$
+ 7.75% NC 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. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. 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 INVOICES NOT PAID WITHIN 30 DAYS WILL INCUR A 15% LATE CHARGE PER MONTH.

CAPCA FALL EXHIBITION

Rules & Regulations

EXHIBITORS: CAPCA limits those companies offering products or services of specific interest to the attendees. CAPCA reserves the right to determine the eligibility of any company for participation.

ADMISSION: Exhibits are open to all registrants. Admission will be limited to those with a specific interest in the subject matter of the exhibition.

BOOTH SIZE: Standard size is a minimum 8 x 10 foot space. A floor layout is enclosed.

EXHIBIT DESIGN: No exhibit shall be permitted to interfere with a neighboring exhibit. No exhibitor is permitted to move any side-dividers. Booth walls cannot exceed eight (8') feet in height.

Exhibitors are not permitted to block the entrance to the booth area and are encouraged to design the booth to allow full access by meeting attendees.

Exposed/unsightly or oversized portions of booths may be ordered "masked" by CAPCA. The removal expense is the sole responsibility of the exhibitor.

ELECTRICAL: Power will be supplied for all booths. It is the exhibitor's responsibility to furnish needed electrical cords to receive power to the booth. Convention Makers will rent you a cord. See "Additional Supplies" form.

SAFETY AND FIRE LAWS: All applicable fire and safety laws of the State of South Carolina must be strictly observed by exhibitors. No decorations of flammable materials are permitted. Wiring must comply with local Fire Department and Underwriters Rules. No cooking of food products is allowed inside the Exhibit Hall.

PROMOTIONAL ACTIVITIES: All promotional activities must be confined to the exhibitor's booth area. Distribution of literature or promotional material in the aisles, meeting rooms, registration lobby, parking lots or any area other than the booth is strictly prohibited.

LOSSES: CAPCA cannot and does not accept any responsibility for any damage, injury, theft or loss incurred or caused by an exhibitor prior to, during, or subsequent to the CAPCA meeting. Damage, injury, theft or loss is solely the exhibitor's responsibility.

MEETING MATERIALS: If you plan on shipping meeting materials to the hotel, you must ship them to yourself. These materials must arrive while you are registered as a guest of the hotel.

EXHIBIT SHIPMENTS: The hotel does not have adequate facilities to accept or store any delivery of booths or exhibit materials. Any boxes shipped to the Hilton will be returned to the shipper. The exhibitor must use the following drayage company for shipping:

CONVENTION MAKERS - CAPCA • 4501 Highway 544 • Myrtle Beach, SC 29588 • (843) 650-6300
(Please use the provided storage & drayage form)



PLEASE NOTE:

Any exhibits shipped to the Hilton prior to the show will not be accepted. They will be returned to the shipper.

CAPCA FALL EXHIBITION

The Hilton

10000 Beach Club Drive • Myrtle Beach, SC 29572

Reservations: 1-800-876-0010 or www.hilton.com



The conference is being held at The Hilton.

Room Types and Rates:

Oceanview Rooms (Hilton): \$104.00+12% tax. • Oceanview Rooms (Royale Palms Tower): \$92.00+12% tax
Oceanview 2BR condos (Royale Palms Tower): \$174.00+12% tax. • Group Code Number for reservations if necessary: "CAP"

1. Check-in time: 4:00 p.m.
2. Check-out time: 11:00 a.m.
3. **To qualify for the special group rates extended to CAPCA, reservations must be received by September 20, 2010 or until the contracted block fills.** Reservations received after September 20, 2010, will be honored at regular room rates, subject to availability.
4. A first night's room deposit is required with your reservation.
5. Cancellations must be received 7 days in advance of arrival for refund.

Overflow Hotel Information

Ocean Creek Resort

10600 North Kings Hwy. • Myrtle Beach, SC 29572 • Reservations: 1-800-845-0353 • Group Code: 263340

For your convenience, overflow accommodations have been arranged. Please call the hotel directly at 1-800-845-0353. Group rates are for villas in The Lodges. Group rates are \$60 for 1 Bedroom, and \$68 for 2 Bedroom + 12% tax and \$6 daily resort fee.

1. Check-in time: 3:00 p.m.
2. Check-out time: 11:00 a.m.
3. To qualify for the special group rates extended to CAPCA, **reservations must be received by September 20, 2010.** Reservations received after September 20, 2010, will be honored at regular room rates, subject to availability.
4. A first night's room deposit is required with your reservation.
5. Reservations may be cancelled up to 7 days prior to arrival.

Fall Installation Date

Wednesday, October 20, 2010

8:00 a.m. - 4:30 p.m.

Fall Exhibition Dates

Thursday, October 21, 2010

7:30 – 8:15 a.m. • 10:00 – 10:45 a.m.* • 3:00 – 3:45 p.m.* • 5:30-7:30 p.m.

Friday, October 22, 2010

7:30 – 8:15 a.m. • 10:00 – 10:45 a.m.*

Fall Move-Out Date

Friday, October 22, 2010: (Approximately 11:25 a.m.)

*Approximate times. (Refer to meeting agenda booklet received at meeting check-in for specific times.)

Save Money on Booth Rental: sign up and pay for the Spring & Fall exhibit spaces at the same time & receive a **10% DISCOUNT** on total booth rental fees.



CAPCA FALL EXHIBITION

Application and Contract for Booth Space

Exhibit Dates: October 20-22, 2010 • The Hilton • Myrtle Beach, SC

6300 Creedmoor Rd.
Ste. 170, Box 351
Raleigh, NC 27612

Application Date: _____

Applicant applies for one of the following booth locations (list 6 choices) at \$900. (This fee does not include anyone working in the booth.)

Choice	Booth Number(s)	Choice	Booth Number(s)
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____	6.	_____



\$_____ is enclosed. (Spaces cannot be reserved without a check.)

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone Number: (____) _____ Fax Number: (____) _____

E-Mail: _____

Signed By: _____ Printed Name of Signatory _____

Yes No Our company will be sponsoring a door prize.

Central Exhibit Contract (if other than signatory)

Name _____

Address _____

Phone: (____) _____

Fax: (____) _____

E-Mail: _____

Name & E-mail address of designated person to receive attendee list electronically:

Name _____

E-mail address: _____

CAPCA OFFICE USE ONLY

Check received? Yes No

Check # _____

Eligible for discount? Yes No

Date Received _____

Booth #s Assigned _____

Date _____

Check Amount _____

Signature of Board Member _____

Fall 2010 CAPCA Exhibitors Form

6300 Creedmoor Rd. • Ste. 170, Box 351 • Raleigh, NC 27612

Name: _____

Preference on Name Tag: _____

Please check appropriate category:

Academia Consultant Equipment Sales Legal Regulatory
 Industry Other: _____

Company/Agency: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #: (____) _____

Fax #: (____) _____

E-Mail: _____

Enclosed is my check for the following:

- _____ \$200 Pre-registration Member by mail (postmarked by Sept. 20, 2010)
- _____ \$225 Registration Member (mail or walk-in after Sept. 20, 2010)
- _____ \$35 Membership Dues for 2010
- _____ \$250 Pre-registration Non-member (postmarked by Sept. 20, 2010)
- _____ \$275 Registration Non-member (mail or walk-in after Sept. 20, 2010)

YOUR CANCELED CHECK IS YOUR RECEIPT

Additional Receipt Required

One (1) Person Per Form – Please copy for additional workers.

Fed. Tax I.D. #58-1314418



CAPCA Office Use Only

Check/Cash Received: Yes No

Check # _____

Date Received: _____

___ dues..... \$35
___ pre-registration member \$200
___ registration member \$225
___ pre-registration non-member \$250
___ registration non-member \$275

Amount Paid \$_____

Booth # _____

Signature of Board Member

Fall 2010 CAPCA Exhibitors Form

6300 Creedmoor Rd. • Ste. 170, Box 351 • Raleigh, NC 27612

Name: _____

Preference on Name Tag: _____

Please check appropriate category:

Academia Consultant Equipment Sales Legal Regulatory
 Industry Other: _____

Company/Agency: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #: (____) _____

Fax #: (____) _____

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- _____ \$35 Membership Dues for 2010
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- _____ \$275 Registration Non-member (mail or walk-in after Sept. 20, 2010)

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Check/Cash Received: Yes No

Check # _____

Date Received: _____

___ dues..... \$35
___ pre-registration member \$200
___ registration member \$225
___ pre-registration non-member \$250
___ registration non-member \$275

Amount Paid \$_____

Booth # _____

Signature of Board Member

ACCOUNTING WORKSHEET FOR YOUR RECORDS

Reminders

1. Booth rental does not include any free registration. Fees apply to each person working in the booth.
2. Save money on booth rental. Sign up and pay for the Spring and Fall exhibit spaces at the same time and receive a 10% discount on total booth rental fees.
3. Save money when you pay dues for each person attending and pay the member rate.

Spring 2010 Meeting

Booth rental for an 8x10 booth = \$900 \$ _____

2010 Membership Dues - \$35/person x _____ = \$ _____

Member pre-registration (received by March 8, 2010) \$200/person x _____ = \$ _____

Member registration (received after March 8, 2010 or at the door) \$225/person x _____ = \$ _____

Non-member pre-registration (received by March 8, 2010) \$250/person x _____ = \$ _____

Non-member registration (received after March 8, 2010 or at the door) \$275/person x _____ = \$ _____

Fall 2010 Meeting

Booth rental for an 8x10 booth = \$900 \$ _____

2010 Membership Dues - \$35/person x _____ = \$ _____

Member pre-registration (received by September 20, 2010) \$200/person x _____ = \$ _____

Member registration (received after September 20, 2010 or at the door) \$225/person x _____ = \$ _____

Non-member pre-registration (received by September 20, 2010) \$250/person x _____ = \$ _____

Non-member registration (received after September 20, 2010 or at the door) \$275/person x _____ = \$ _____

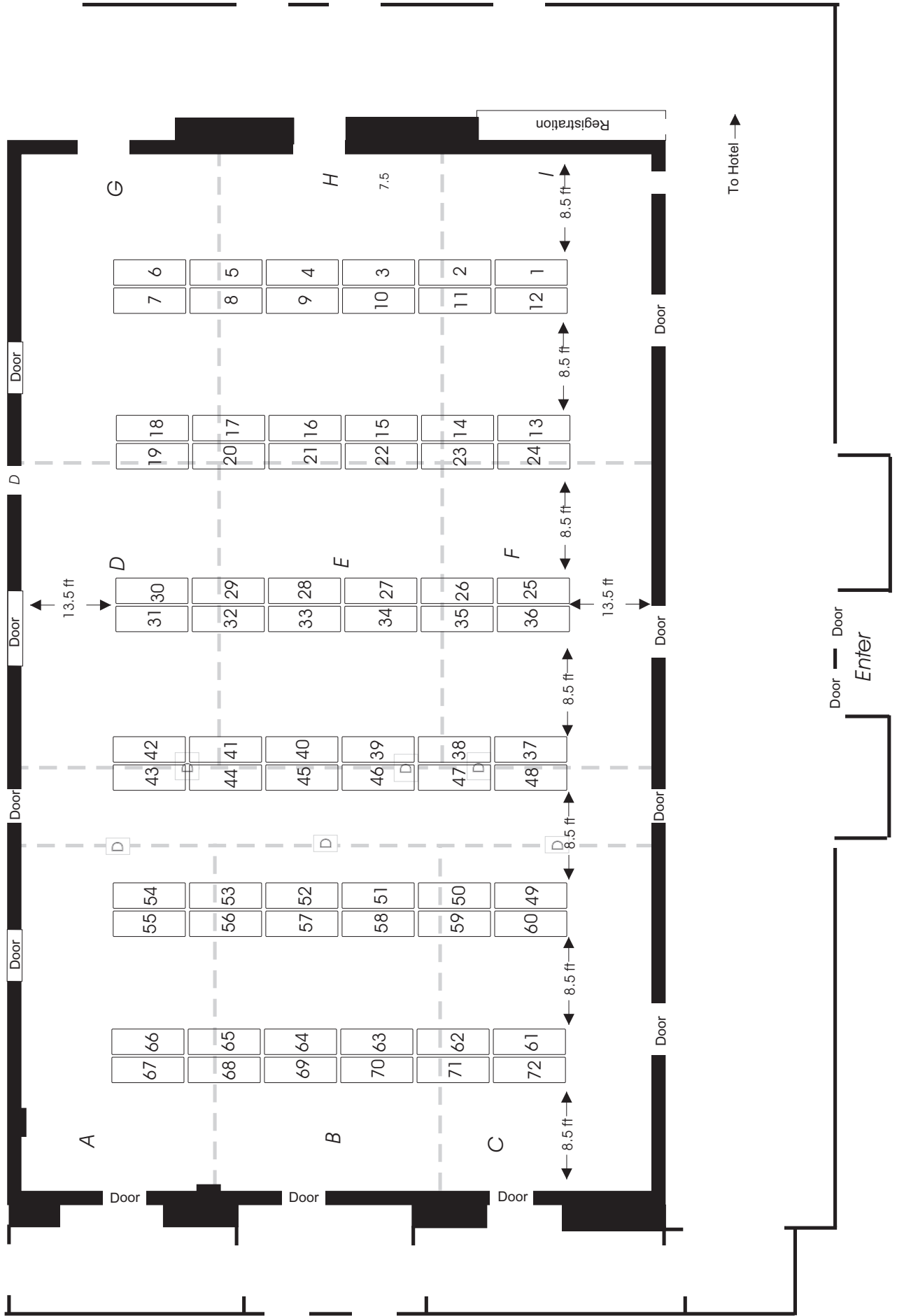
Are you paying for both spring and fall booths at the same time?

If yes, deduct 10% from booth rentals = \$ _____

TOTAL AMOUNT OWED: \$ _____

Hilton Myrtle Beach Resort - Palisades

Show: CAPCA



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. _____

**B
I
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L
I
N
G**
YOUR COMPANY _____

YOUR ADDRESS _____

**A
D
D
R
E
S
S**
CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

Cell # _____

SHOW DATE _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

EMAIL _____

<p align="center"><u>MAILING ADDRESS</u></p> <p align="center">CONVENTION MAKERS, INC. 4501 Hwy 544 MYRTLE BEACH, SC 29588</p> <p align="center">PHONE: 843.650.6300 Fax 843.650.6301</p>

<p align="center"><u>AUTHORIZED CREDIT CARD PAYMENT</u></p> <p>CARD TYPE () VISA () MC () Amex</p> <p>CARD # _____</p> <p>EXPIRATION ____ / ____</p> <p>Payment by Credit Card will include a 3% fee Declined Credit Card Fee \$40.00</p>

Bad Check Fee \$75.00

<p><u>INSTALLATION LABOR (4 hour minimum)</u></p> <p>NUMBER OF PEOPLE REQUESTED _____</p> <p>APPROXIMATE HOURS _____</p> <p>WILL YOU HAVE A REP. PRESENT? _____</p> <p>APPROXIMATE START TIME _____</p> <p>Start Date _____</p> <p align="center"><u>LABOR CHARGES</u> \$60.00 PER MAN HOUR (STRAIGHT) \$90.00 PER MAN HOUR (OVERTIME) OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am TO 5:00pm</p>
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<p><u>DISMANTLE LABOR (4 hour minimum)</u></p> <p>NUMBER OF PEOPLE REQUESTED _____</p> <p>APPROXIMATE HOURS _____</p> <p>WILL YOU HAVE A REP. PRESENT? _____</p> <p>APPROXIMATE START TIME _____</p> <p>Start Date _____</p> <p align="center"><u>LABOR CHARGES</u> \$60.00 PER MAN HOUR (STRAIGHT) \$90.00 PER MAN HOUR (OVERTIME) OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am TO 5:00pm</p>

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.

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. **CAPCA**

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

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 ____ / ____
 Credit Card Payments Will Incur a 3% Card Processing Fee
 Declined Credit Card Fee = \$ 40.00

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		30
4' Regular 29" tall Skirted 3 sides		50
4' Regular 29" tall Skirted 4 sides		60
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		50
6' Regular 29" tall Skirted 4 Sides		60
8' Regular 29" tall Plain		35
8' Regular 29" tall Skirted 3 Sides		55
8' Regular 29" tall Skirted 4 Sides		60
4' Raised 42" tall Plain		40
4' Raised 42" tall Skirted 3 Sides		65
4' Raised 42" tall Skirted 4 Sides		75
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
8' Raised 42" tall Plain		45
8' Raised 42" tall Skirted 3 Sides		70
8' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		30
36" Round 42" tall Skirted		50
60" Round Plain		40
60" Round Skirted		70
Flip Chart w/ Pad / Whiteboard		45/Day

Seating	QTY	\$ ea.
Folding Chairs		10
Tall Bar Stools		15
Tall Bar Chairs		25
Cushion Chair		15
Cushion Arm Chair		25

Table Risers	QTY	\$ ea.
4' Risers		15
6' Risers		20
8' Risers		20

Lighting/Power	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

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32' LCD Wide Screen	3 Days	350
46' LCD Wide Screen	3 Days	400
LCD Floor Stand		100/day
Lap Top		250/day
Please call for Connections		\$15

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		60
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		10
Booth Carpet Per 10' section		125
Carpet Padding Per 10' section		50
Booth Cleaning Per 10' section / per day		40
Jewelry Cases 6' Full View Lighted		300
10 x 10 Tent		125
Literature Rack		50

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

PAYMENT CALCULATION SECTION	
Line Item Totals	= \$
Add 3% for Credit Card Orders	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 9% 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. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. 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. Bad Check Fee \$75.00

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

MUST RECEIVE BY: 10.15.10

FROM: _____

ADVANCE SHIPMENT

Exhibiting Company _____

CAPCA

Name of Exhibition _____

Carrier _____ Number of Pieces _____

Ship to: **CONVENTION MAKERS, INC.**
4501 HWY 544
MYRTLE BEACH, SC 29588
Warehouse receiving hours are M - F 9:30a - 4:30p

RUSH: EXHIBIT MATERIALS
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4501 HWY 544
MYRTLE BEACH, SC 29588
Warehouse receiving hours are M - F 9:30a - 4:30p

NEW!

Electronics

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.

Show: **CAPCA**

Company _____

Address _____

City _____ State _____

Zip _____

Phone _____ Cell _____

Fax _____

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 _____ / _____
 Credit Card Payments Will Incur a 3% Card Processing Fee
 Declined Credit Card Fee = \$ 40.00

	QTY	Cost
DVD Player Includes HDMI Connections		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32' LCD Wide Screen		3 Days 350
40' LCD Wide Screen		3 Days 400
46' LCD Wide Screen		3 Days 425
52' LCD Wide Screen		3 Days 450
LCD Floor Stand		100/day
Lap Top		250/day

**Please specify
 Connection needed**

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 3% for Credit Card Orders	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 9% 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. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site, based on availability, at 20% mark-up. 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. Bad Check Fee \$75.00

WWW.CONVENTIONMAKERS.COM

NOTES

NOTES



CAPCA

6300 Creedmoor Road,
Suite 170, Box 351
Raleigh, NC 27612

Address Services Requested



2010 Exhibits Are Here . . .

Save Money on Booth Rental when you sign up for Spring and Fall at the same time!

