



# CAPCA

## Exhibition Information

**SPRING MEETING** April 12-14, 2023 • Omni Grove Park Inn • Asheville, NC  
**FALL MEETING** October 18-20, 2023 • 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 pre-registration attendee list electronically within 7 days before 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 – \$1,195 *(This does not include anyone working in the booth.)*

**Spring Theme:** Outer Space and Aliens

**Exhibitor Registration** (charges per person)

\$50 for 2023 Membership Dues

\$415 for Members

\$545 for Non-Members

\$595 for Walk-Ins

**FALL MEETING** Booth rental for an 8x10 booth – \$1,195 *(This does not include anyone working in the booth.)*

**Fall Theme:** Football Tailgate Party

**Exhibitor Registration** (charges per person)

\$50 for 2023 Membership Dues

\$415 for Members

\$545 for Non-Members

\$595 for Walk-Ins

## **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 upon request *(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. 170-351 • Raleigh, NC 27612 or paid online at [www.capca-carolinas.org](http://www.capca-carolinas.org)**

**Questions? Call Ann Daniel at (919) 676-6368**

## **Cancellation** of booth space by the exhibitor requires:

- Cancellation must be in writing and emailed to [AnnCapca@gmail.com](mailto:AnnCapca@gmail.com)
- 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 plus \$50 cancellation fee will be retained by CAPCA

## **Terms of Payment** require you provide:

- A check for the booth amount must accompany the Application and Contract that is mailed. CAPCA does not accept purchase orders for booth registrations. You may also register online with a credit card.
- Booth worker registration payments can be made at the same time.
- Deadlines: Spring Conference March 25 / Fall Conference September 30

### **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.

To Receive the discount, email Ann at [AnnCapca@gmail.com](mailto:AnnCapca@gmail.com) to register your booths

# 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:** Companies exhibiting at the CAPCA Conference that plan and host outside activities during daily conference functions will not be invited to exhibit at any future CAPA Conferences. 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.

**EXHIBIT AND MEETING MATERIALS SHIPMENTS:** The Omni Grove Park Inn does not have storage facility available to receive or store exhibits, displays and boxes prior to a convention. The Omni 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 Omni Grove Park Inn.
- Pick up of materials at the end of the convention for return shipping.
- Convention Makers • 150 Westside Drive • Asheville, NC 28806 • (828) 215-2254  
Please use the provided storage and drayage form.
- NOTE: CAPCA reserves the right to make adjustments and modify exhibit space if necessary.

**CAPCA  
Group Coordinator:  
Connie McElroy-Bacon**

**Arrival Date:** \_\_\_\_\_

# CAPCA SPRING EXHIBITION

## Omni Grove Park Inn

290 Macon Avenue • Asheville, NC 28804 • Phone 1-800-438-5800 or 828-252-2711, Ext. 1010

Internet Reservations:

<https://www.omnihotels.com/hotels/asheville-grove-park/meetings/capca-2023-annual-meeting-04102023>

The conference is being held at the Omni Grove Park Inn. For your convenience, call the hotel directly at **1-828-252-2711, Ext. 1010**. Group rates are \$269 single or double plus tax (Resort Fee \$20/night) and daily overnight guest parking fees of:

**Overnight Hotel Guests:** Self Parking (Outside or Garage) \$25 per night / Valet Parking: \$35 per night

**Drive On Guests:** Self Parking (Outside or Garage): 1st Hour Complimentary; 1-3 hours \$10 / 3-6 hours \$20 / 6 -24 hours \$25 / Valet Parking \$30

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 10, 2023 (or when block fills).** Reservations received after March 10 2023, will be honored at the regular room rates, subject to availability. Online the URL link to online booking is: <https://www.omnihotels.com/hotels/asheville-grove-park/meetings/capca-2023-annual-meeting-04102023>
4. If calling directly, 828-252-2711m Ext. 1010.
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.

## Spring Installation Date

**Wednesday, April 12, 2023**

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

## Spring Exhibition Dates

**Thursday, April 13, 2023**

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, April 14, 2023**

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

## Spring Move-Out Date

**Friday, April 14, 2023**

10 minutes after the close of the exhibitor meeting which begins at 8:45am.

\*Approximate times. (Refer to meeting agenda for specific times.)

## Save Money on Booth Rental

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



# CAPCA SPRING EXHIBITION



## Application and Contract for Booth Space

**Exhibit Dates: April 12-14, 2023 • Omni Grove Park Inn • Asheville, NC**

**6300 Creedmoor Rd.  
Ste. 170-351  
Raleigh, NC 27612**

Application Date: \_\_\_\_\_

Applicant applies for one of the following booth locations  
(list 6 choices) at \$1,195 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.)

Website \_\_\_\_\_

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.

Yes  No We need power in the booth

Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Resort, its owners, or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless the Resort and its officers, directors, partners, agents, members, managers and employees (collectively, the "Resort indemnified parties") from and against any and all demands, claims damages to persons or property, losses and liabilities, including reasonable attorneys' fees (collectively "Claims") arising out of or caused by the Exhibitors or its members', agent's, employees', independent contractors' negligence in connection with the use of property owned by the Resort, except to the extent and percentage attributable to the Resort's negligence. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of Exhibitor's occupancy and/or use of the exhibition premises, the Resort or any part thereof. The Exhibitor understand that the Resort does not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain such insurance.

Signature: \_\_\_\_\_

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

Name \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Central Exhibit Contract (if other than signatory)

Name \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### 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 \_\_\_\_\_

# CAPCA SPRING EXHIBITION

## Spring 2023 CAPCA Exhibitor Registration Form

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

Name: \_\_\_\_\_

Preference on Name Tag: \_\_\_\_\_

Please check appropriate category:

Academia  Consultant  Equipment Sales  Legal  Regulatory  Environmental Services & Supply  
 Industry  Government: State/Local/Federal/Municipality  Other: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Enclosed is my check for the following:

\$415 Registration Member  
 \$50 Membership Dues for 2023  
 \$545 Registration Non-member  
 \$595 Walk-Ins

SPOUSE OR GUEST REGISTRATION FORM: (1 guest per CAPCA attendee)

Participant's Name: \_\_\_\_\_

Spouse/Guest's Name: \_\_\_\_\_

\$85 Wednesday Night Symposium  
 \$60 Thursday Lunch  
 \$85 Thursday Night Symposium  
 \$\_\_\_\_\_ Total Amount Owed for Spouse/Guest

### **YOUR CANCELED CHECK IS YOUR RECEIPT**

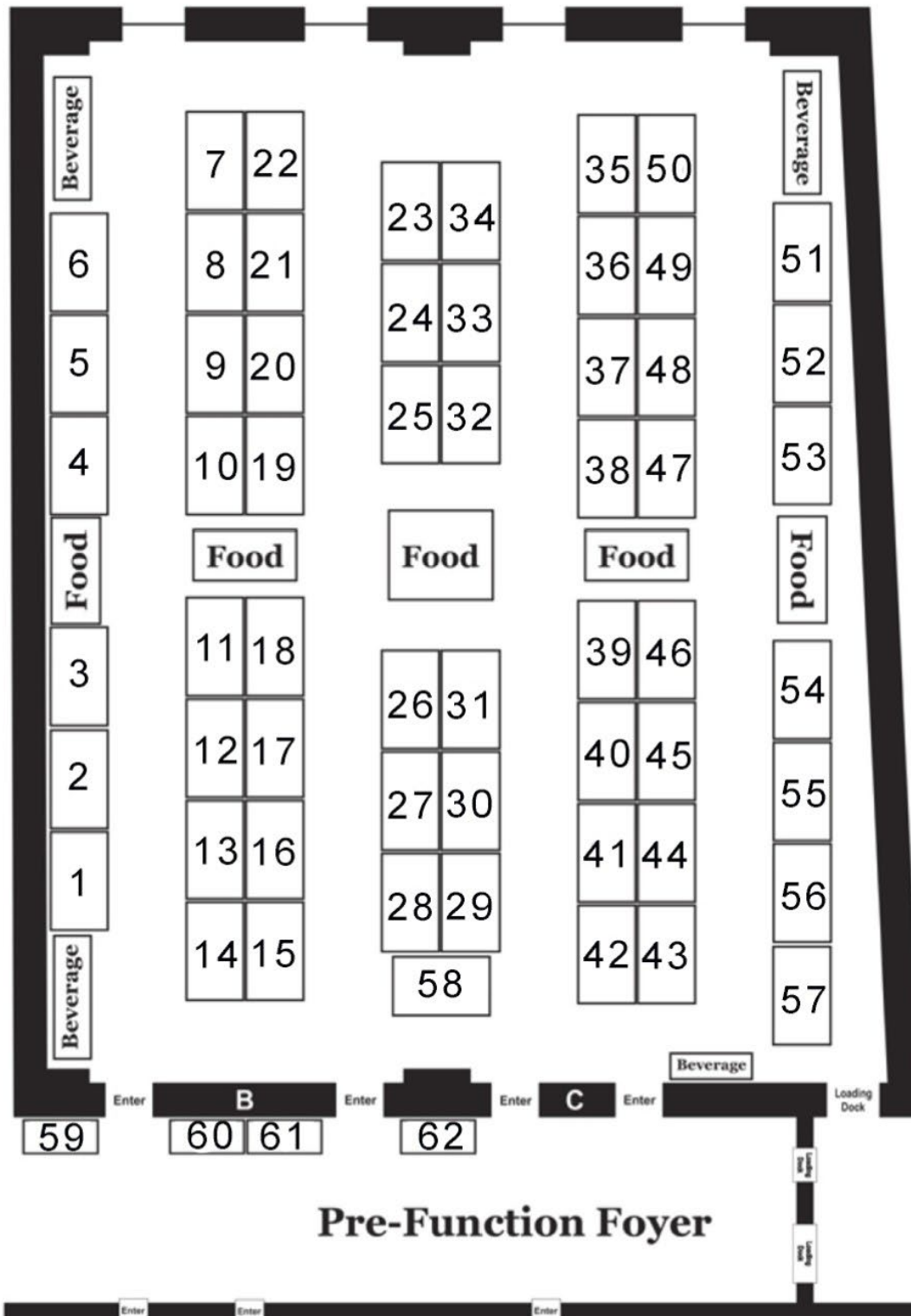
Additional Receipt Required  
**One (1) Person Per Form –**  
**Please copy for additional workers**  
Fed. Tax I.D. #58-1314418

CAPCA Office Use Only	
Check/Cash Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Check #	_____
Date Received:	_____
___ dues.....	\$50
___ registration member .....	\$415
___ registration non-member .....	\$545
___ walk-ins .....	\$595
___ guest .....	\$_____
	Amount Paid \$_____
Booth #	_____
_____ Signature of Board Member	

# GROVE PARK INN

## Grand Ballrooms B & C

### SERVICE HALLWAY



## FREIGHT SERVICE FORM

If you require Freight Handling Service, please complete all information on this form and Email to address  
**EACH PACKAGE MUST be labeled with your COMPANY NAME and SHOW NAME.**

EVENT NAME \_\_\_\_\_  
 EVENT LOCATION \_\_\_\_\_  
 YOUR COMPANY \_\_\_\_\_  
 YOUR EMAIL \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 SHOW DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_

**Email Form To: NCConventions@aol.com**  
**PHONE: (828) 215-2254**

**SHIP FREIGHT TO: (No Mail)**  
**CONVENTION MAKERS, INC.**  
 150 Westside Drive, Asheville, NC 28806

**MAILING ADDRESS: (No Freight)**  
**PO Box 1075**  
**Morganton, NC 28680**

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

### AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: ( ) VISA ( ) MC ( ) AMX Security Code  
 \_\_\_\_\_  
 Card # \_\_\_\_\_

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

EXPIRATION \_\_\_\_/\_\_\_\_/\_\_\_\_ **CREDIT CARD FEES:**  
3% Processing Fee  
 \$50.00 Dishonored Card Fee

### INCOMING FREIGHT

CARRIER \_\_\_\_\_  
 APPROXIMATE # of PIECES \_\_\_\_\_  
 APPROXIMATE WEIGHT \_\_\_\_\_

### WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?

YES  NO

CARRIER \_\_\_\_\_  
 CARRIER PHONE # \_\_\_\_\_

CARRIER ACCOUNT NUMBER (DIFFERENT THAN YOUR CREDIT CARD #)

\_\_\_\_\_

# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.

**COST = \$0.40 PER POUND - \$80.00 MINIMUM**  
ANY MATERIALS REQUIRING PACKING OR TAPING WILL BE BILLED AT PREVAILING LABOR RATE

**COST = \$0.40 PER POUND - \$80.00 MINIMUM**  
**SPECIAL LATE DELIVERY = \$75.00 ONE TIME CHARGE**

ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

### OUTBOUND SHIP-TO ADDRESS

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_  
 SHIP-TO \_\_\_\_\_

**FORKLIFT SERVICE:** Will you require forklift service?  WAREHOUSE = \$ 50.00  
 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.

Freight Total \$ \_\_\_\_\_ 3% Card Fee \$ \_\_\_\_\_ Grand Total \$ \_\_\_\_\_



**RUSH: EXHIBIT MATERIALS**

Ship To: **ADVANCED WAREHOUSE ADDRESS**

**CONVENTION MAKERS, INC.**

**150 Westside Drive  
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

**EVENT NAME**

EVENT DATE: \_\_\_\_\_

**Your Company Name**

BOOTH #: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Cut Here

**RUSH: EXHIBIT MATERIALS**

Ship To: **ADVANCED WAREHOUSE ADDRESS**

**CONVENTION MAKERS, INC.**

**150 Westside Drive  
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

**EVENT NAME**

EVENT DATE: \_\_\_\_\_

**Your Company Name**

BOOTH #: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Cut Here

Cut Here

**RUSH: EXHIBIT MATERIALS**

Ship To: **ADVANCED WAREHOUSE ADDRESS**

**CONVENTION MAKERS, INC.**

**150 Westside Drive  
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

**EVENT NAME**

EVENT DATE: \_\_\_\_\_

**Your Company Name**

BOOTH #: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Cut Here

**RUSH: EXHIBIT MATERIALS**

Ship To: **ADVANCED WAREHOUSE ADDRESS**

**CONVENTION MAKERS, INC.**

**150 Westside Drive  
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

**EVENT NAME**

EVENT DATE: \_\_\_\_\_

**Your Company Name**

BOOTH #: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE #: \_\_\_\_\_

# LABOR ORDER FORM

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

EVENT NAME \_\_\_\_\_  
 EVENT LOCATION \_\_\_\_\_  
 YOUR COMPANY \_\_\_\_\_  
 YOUR EMAIL \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 SHOW DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_

**Email Form To: NCConventions@aol.com**  
**PHONE: (828) 215-2254**

**MAILING ADDRESS: (No Freight)**  
**PO Box 1075**  
**Morganton, NC 28680**

**AUTHORIZED CREDIT CARD PAYMENT**

Security Code

CARD TYPE: ( ) VISA ( ) MC ( ) AMX

Card #

EXPIRATION \_\_\_\_ / \_\_\_\_

**CREDIT CARD FEES:**  
 3% Processing Fee  
 \$50.00 Dishonored Card Fee

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_

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

**INSTALLATION LABOR (2 hour minimum)**

NUMBER OF PEOPLE REQUESTED \_\_\_\_\_  
 APPROXIMATE HOURS \_\_\_\_\_  
 WILL YOU HAVE A REP. PRESENT? \_\_\_\_\_  
 APPROXIMATE START TIME \_\_\_\_\_

**LABOR CHARGES**

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)  
 OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY  
 8:00am TO 5:00pm

**DISMANTLE LABOR (2 hour minimum)**

NUMBER OF PEOPLE REQUESTED \_\_\_\_\_  
 APPROXIMATE HOURS \_\_\_\_\_  
 WILL YOU HAVE A REP. PRESENT? \_\_\_\_\_  
 APPROXIMATE START TIME \_\_\_\_\_

**LABOR CHARGES**

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)  
 OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY  
 8:00am TO 5:00pm

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.

Sub-Total \$ \_\_\_\_\_ 3% Credit Card Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

## 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 Email to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

EVENT NAME \_\_\_\_\_

EVENT LOCATION \_\_\_\_\_

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

YOUR EMAIL \_\_\_\_\_

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

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

**Email Form To: NCConventions@aol.com**  
**PHONE: (828) 215-2254**

**MAILING ADDRESS: (No Freight)**

**PO Box 1075**  
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**AUTHORIZED CREDIT CARD PAYMENT**

Security Code

CARD TYPE: ( ) VISA ( ) MC ( ) AMX

Card #

EXPIRATION \_\_\_\_/\_\_\_\_/\_\_\_\_

**CREDIT CARD FEES:**  
 3% Processing Fee  
 \$50.00 Dishonored Card Fee

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_

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

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

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
48" Round Plain		35
48" Round 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
Change Drape Color Preferred Color ( )		25
Table Cloth		5
Table Skirt		15
Extension Cords		25
Multi Plug Cords		25

### PAYMENT CALCULATION SECTION

Line Item Totals = \$ \_\_\_\_\_

Add 20% for any **ON-SITE** Orders = \$ \_\_\_\_\_

**SUB-TOTAL** = \$ \_\_\_\_\_

+ 7.00% NC SALES TAX = \$ \_\_\_\_\_

+ 3% Credit Card Processing Fee = \$ \_\_\_\_\_

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**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.

# Frequently Asked Questions About Convention Makers Freight Service

Show: CAPCA - 2023 Spring

## 1. Where do I get my freight service 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 828-215-2254 Fill the form out completely and fax back to 828-298-3400

## 2. Where do I ship my show materials?

No cold storage items

*No collect shipments will be accepted*

**Convention Makers, Inc.  
150 Westside Dr.  
Asheville, NC 28806**

## 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. Please make sure your materials are marked properly.

## 4. When do my show materials need to arrive at **Freight Due: 3-24-23**

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 freight service 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.

## 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, a Convention Maker rep will come by and pick your boxes up.

## 7. Explanation of charges. The following charges may be applied to your shipment.

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!*

# 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:** Companies exhibiting at the CAPCA Conference that plan and host outside activities during daily conference functions will not be invited to exhibit at any future CAPCA Conferences. 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.**

NOTE: CAPCA reserves the right to make adjustments and modify exhibit space if necessary.



# CAPCA FALL EXHIBITION

## The Hilton

10000 Beach Club Drive • Myrtle Beach, SC 29572

Reservations: 1-800-876-0010, Option 3 for Hilton Myrtle Beach or Option 4 for Royal Palms Condominiums

Identify yourself as an attendee of **CAPCA** and use the following SRP Code: **APC**

<https://book.passkey.com/go/CAPCA2023>

The conference is being held at The Hilton.

### Room Types and Rates:

Oceanview Room (Hilton): \$125/night+tax • Oceanview Guest Room (Royale Palms Tower): \$125/night+tax (Limited Quantity)

Oceanview 2 BR Condo (Royale Palms Tower): \$208/night+tax (Limited Quantity) • Group Name/Code: **CAPCA Fall 2023**

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 Sunday, September 15, 2023 or until the contracted block fills.** Reservations received after September 15, 2023, 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.

## Fall Installation Date

**Wednesday, October 18, 2023**

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

## Fall Exhibition Dates

**Thursday, October 19, 2023**

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 20, 2023**

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

## Fall Move-Out Date

**Friday, October 20, 2023**

(Approximately 11:25 a.m.)

\*Approximate times. (Refer to meeting agenda for specific times.)

## Save Money on Booth Rental

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

# CAPCA FALL EXHIBITION



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

## Application and Contract for Booth Space

Exhibit Dates: Oct. 18-20, 2023 • The Hilton • Myrtle Beach, SC

Application Date: \_\_\_\_\_

Applicant applies for one of the following booth locations  
(list 6 choices) at \$1,195 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.)

Website \_\_\_\_\_

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.

Yes  No We need power in the booth.

Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless Hotel, Hilton Worldwide, Inc., and the Hotel's Owner, and their respective owners, managers, subsidiaries, affiliates, employee and agents (collectively, "Hotel Parties"), and Group from and against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Signature: \_\_\_\_\_

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

Name \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Central Exhibit Contract (if other than signatory)

Name \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### 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 \_\_\_\_\_

# CAPCA FALL EXHIBITION

## Fall 2023 CAPCA Exhibitor Registration Form

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

Name: \_\_\_\_\_

Preference on Name Tag: \_\_\_\_\_

Please check appropriate category:

Academia  Consultant  Equipment Sales  Legal  Regulatory  Environmental Services & Supply  
 Industry  Government: State/Local/Federal/Municipality  Other: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Enclosed is my check for the following:

- \$415 Registration Member
- \$50 Membership Dues for 2023
- \$545 Registration Non-member
- \$595 Walk-Ins

SPOUSE OR GUEST REGISTRATION FORM: (1 guest per CAPCA attendee)

Participant's Name: \_\_\_\_\_

Spouse/Guest's Name: \_\_\_\_\_

- \$85 Wednesday Night Symposium
- \$60 Thursday Lunch
- \$85 Thursday Night Symposium
- \$\_\_\_\_\_ Total Amount Owed for Spouse/Guest

**YOUR CANCELED CHECK IS YOUR RECEIPT**

Additional Receipt Required

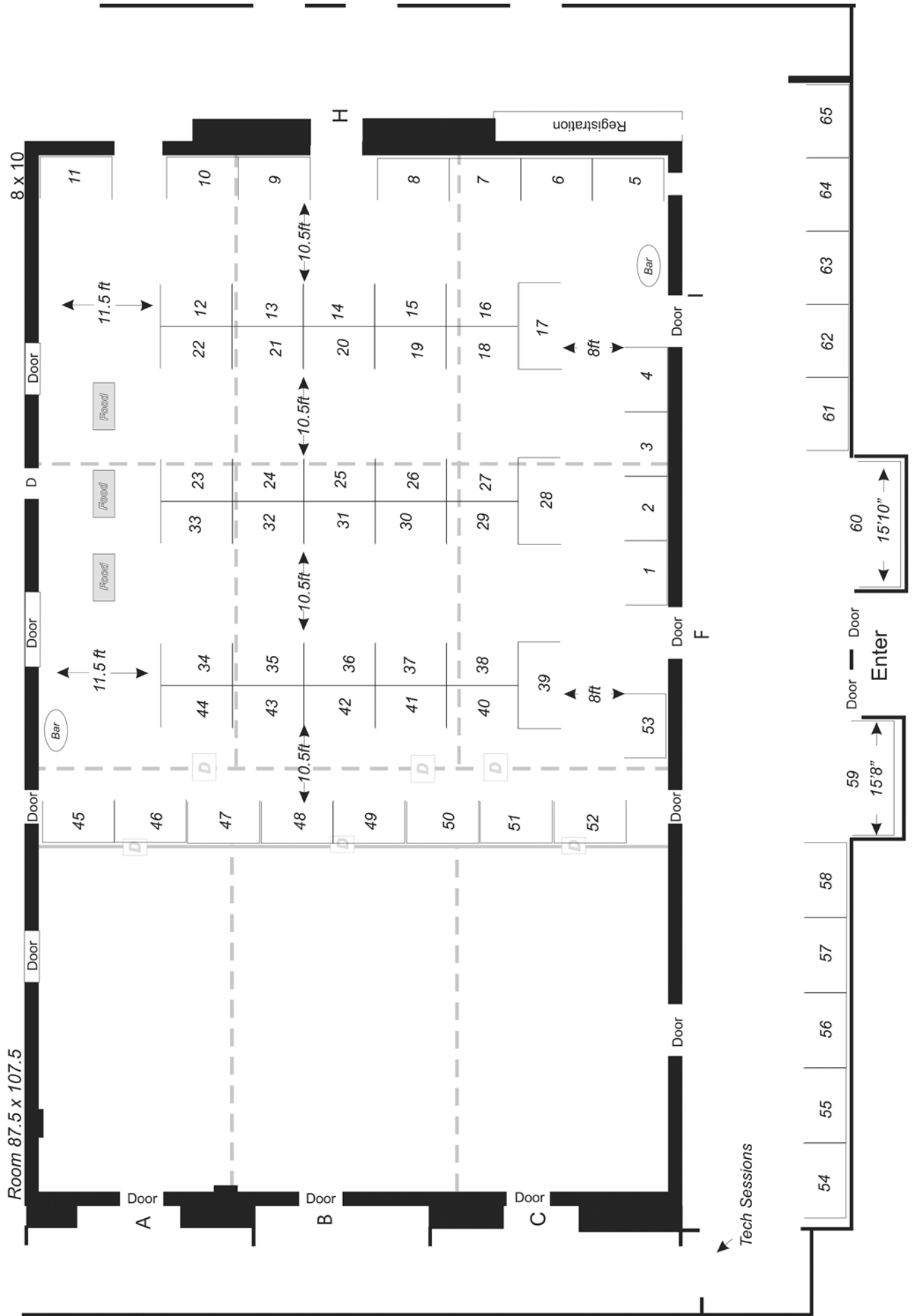
**One (1) Person Per Form –**

**Please copy for additional workers.**

Fed. Tax I.D. #58-1314418

CAPCA Office Use Only	
Check/Cash Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Check #	_____
Date Received:	_____
<input type="checkbox"/> dues.....	\$50
<input type="checkbox"/> registration member .....	\$415
<input type="checkbox"/> registration non-member .....	\$545
<input type="checkbox"/> walk-ins .....	\$595
<input type="checkbox"/> guest .....	\$_____
	Amount Paid \$_____
Booth #	_____
_____ Signature of Board Member	

# Hilton Myrtle Beach Resort - Palisades A - F



# CONVENTION MAKERS, INC.

## Material Handling Form

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

\* EVENT NAME **CAPCA - Fall 2023** \*

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 \_\_\_\_\_  
Back of Card   
Zip Code \_\_\_\_\_  
Associated with Card   
Processing 6% fee Declined Credit Card Fee \$40.00

**INBOUND Shipment Handling** Materials Due: **10.12.23**  
Preferred Carriers FedEX, UPS, Old Dominion, SE Freight, YRC  
CARRIER \_\_\_\_\_  
CARRIER PHONE # \_\_\_\_\_  
Number of Pieces & Weight \_\_\_\_\_  
**COST= \$100.00 first 200 lbs add \$0.50 per lb over 200lbs**  
\$100.00 Minimum Cost inbound  
Over 200Lb → Weight \_\_\_\_\_ x .50 =   
Early Storage Fee \$50 - Late Off Target \$30 per shipment  
**NO Digital BOLs - HARDCOPY BOL's Only**  
Delivery Hours 9-4:30 M-f No weekends / holidays

**OUTBOUND Shipment Handling**  
Preferred Carriers, FedEx, Old Dominion, SE Freight, YRC  
CARRIER \_\_\_\_\_  
PHONE # \_\_\_\_\_  CHECK  HOT/  
OVERNIGHT  
# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.  
ACCOUNT # \_\_\_\_\_  
**COST= \$100.00 first 200 lbs add \$0.50 per lb over 200lbs**  
\$100.00 Minimum Cost Outbound  
Over 250Lb → Weight \_\_\_\_\_ x .50 =   
Additional Charges may apply to safely ship your items. Freight will be cleared from the showsite & forced from the warehouse, next business day.  
**NO Digital BOLs - HARDCOPY BOL's Only**

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

**Forklift / Hydraulic Jack Lift Pricing**  
Convention Makers reserves the right to utilize a forklift or Hydraulic Lift to safely handle freight over 150lbs  
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. NO DIRECT INVOICES for convention services. Credit Card required for all services.**



# 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.

**CAPCA - 2023**

Form Due:

**10.12.23**

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

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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

Conventionmakers@aol.com

PHONE: 843.650.6300

Fax 843.650.6301

### AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ( )VISA ( )MC ( )Amex

CARD# \_\_\_\_\_

EXPIRATION \_\_\_\_\_ / \_\_\_\_\_

Zip Code

Associated with Card

CVV Code

Back of Card

Declined Credit Card Fee = \$ 40.00

6% Processing Fee

(no direct deposits accepted)

Check one

### Installation Labor

- 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

Loading Charges May Apply

Check one

### Dismantle Labor

- 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

Loading Charges May Apply

**\*All Displays must include detailed step by step instructions, as well as, any special tools required\***  
**WE DO NOT PROVIDE TOOLS**

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 provided 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. **Please make sure any special tools are shipped with the display.**

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

MUST RECEIVE BY: 10.12.23

**ADVANCE SHIPMENT**

**CAPCA Fall - 2023**

*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\*\*

MUST RECEIVE BY: 10.12.23

**ADVANCE SHIPMENT**

**CAPCA Fall - 2023**

*Name of Exhibition*

*Exhibiting Company*

*Carrier* \_\_\_\_\_ *Number of Pieces* \_\_\_\_\_

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**Convention Makers  
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*Carrier* \_\_\_\_\_ *Number of Pieces* \_\_\_\_\_

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

MUST RECEIVE BY: 10.12.23

**ADVANCE SHIPMENT**

**CAPCA Fall - 2023**

*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*

**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 Fall - 2023**

Form Due: **10.12.23**

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 \_\_\_\_\_  
Zip Code Back of Card  
 Associated with Card    
 6% Processing Fee Declined Credit Card Fee = \$ 40.00

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

SIGNATURE \_\_\_\_\_

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')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		15
Booth Carpet per booth space		130
Carpet Padding Per booth space		65
Booth Cleaning Per 10' section / per day		50
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

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 23"		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
Lap Top		150/day

**PAYMENT CALCULATION SECTION**

Line Item Totals	= \$
Add 20% for any ON-SITE Orders	= \$
<b>SUB-TOTAL</b>	= \$
+ 8% SC SALES TAX	= \$
Add 6% Processing fee	= \$
<b>GRAND TOTAL DUE</b>	= \$

All Rental Sales are final

Please note, that all orders should be received by Convention Makers by the date listed on the form, 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 will assume no responsibility for injury or damage to persons or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Paid receipts will be emailed to the address listed on our form. If items are ordered & delivered, and it is decided they will not be used, you will still be charged for the rental. There will be NO DIRECT INVOICES FOR ANY & ALL SERVICES. A CREDIT CARD IS REQUIRED FOR ALL SERVICES.

# CONVENTION MAKERS, INC.

## Electronics

Myrtle Beach

Myrtle Beach

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.

Form Due: **10.12.23**

Show: **CAPCA - 2023**

Company \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

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

Email Address \_\_\_\_\_

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 : \_\_\_\_\_ / \_\_\_\_\_

Zip Code \_\_\_\_\_ CVV Code \_\_\_\_\_  
Associated with Card \_\_\_\_\_ Back of Card \_\_\_\_\_

6% Processing Fee Declined Credit Card Fee = \$ 40.00

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

Description	QTY	Cost
<b>DVD Player Includes HDMI Connections</b>		75/Day
<b>Computer Monitor 23"</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> Hitachi UHD		3 Days 450
<b>LED Floor Stand (no Shelf)</b> Tripod Base - Single Pole - Fits all of our Screens		100/Day
<b>LAPTOP</b>		\$150/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 6% 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 by the date listed on the form, 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 will assume no responsibility for injury or damage to persons or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Paid receipts will be emailed to the address listed on our form. If items are ordered & delivered, and it is decided they will not be used, you will still be charged for the rental. There will be NO DIRECT INVOICES FOR ANY & ALL SERVICES. A CREDIT CARD IS REQUIRED FOR ALL SERVICES.

By submitting this form you agree to assume full responsibility for all damaged or missing items & all replacement costs

# Frequently Asked Questions About Convention Makers Freight Service

Show: CAPCA Fall - 2023

## 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 email (Conventionmakers@aol.com) or fax back to 843.650.6301

## 2. Where do I ship my show materials?

No cold storage items  
*No collect shipments will be accepted*  
Do not ship USPS

**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 identifying 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: 10.12.23**

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. 6% will be added for processing. Declined Credit Cards will incur additional fees. Receipts will be emailed after the event has concluded.

## 6. What do I do with my Show materials after the show?

Simply pack up (tape up & secure) 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**. We do not provide return shipment labels. Please bring them with you.

## 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 \$0.50 per lb over 250lbs  
Over 250Lb → Weight \_\_\_\_\_ x .50 =  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. \$30

Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver - \$100

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!**





**CAPCA**

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

Address Services Requested

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