



CAPCA

**FALL MEETING
EXHIBITION INFORMATION**

October 13-15, 2021 • The Hilton • Myrtle Beach, SC



CAPCA FALL EXHIBITION

Benefits of showing your products and services at CAPCA October 13-15, 2021 Meeting 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.

FALL MEETING Booth rental for an 8x10 booth – \$995 *(This does not include anyone working in the booth.)*

Fall Theme: Trick or Treat

Exhibitor Registration (charges per person)

\$35 for 2021 Membership Dues

\$275 for Government/Retired Employees

\$395 for Members

\$525 for Non-Members

\$575 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 *(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

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
- 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.

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 Resort

1-800-876-0010, Option 4 for Royale Palms Condos

Identify yourself as an attendee of the CAPCA Fall Exhibition and use SRP Code:CAP

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

The conference is being held at The Hilton.

Room Types and Rates:

Oceanview Room (Hilton): \$112/night+tax • Oceanview Guest Room (Royale Palms Tower): \$112/night+tax (Limited Quantity)

Oceanview 2 BR Condo (Royale Palms Tower): \$190/night+tax (Limited Quantity) • Group Name/Code: **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 Sunday, September 10, 2021 or until the contracted block fills.** Reservations received after September 10, 2021, 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 13, 2021

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

Fall Exhibition Dates

Thursday, October 14, 2021

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 15, 2021

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

Fall Move-Out Date

Friday, October 15, 2021: (Approximately 11:25 a.m.)

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

CAPCA FALL EXHIBITION



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

Application and Contract for Booth Space

Exhibit Dates: Oct. 13-15, 2021 • The Hilton • Myrtle Beach, SC

Application Date: _____

Applicant applies for one of the following booth locations
(list 6 choices) at \$995 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 2021 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:

- \$395 Registration Member
- \$35 Membership Dues for 2021
- \$525 Registration Non-member
- \$575 Walk-Ins
- I need a certificate of attendance

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

Participant's Name: _____

Spouse/Guest's Name: _____

- \$75 Wednesday Night Symposium
- \$50 Thursday Lunch
- \$75 Thursday Night Symposium
- \$50 Friday Lunch
- \$_____ Total Amount Owed for Spouse/Guest

YOUR CANCELED CHECK IS YOUR RECEIPT

Additional Receipt Required

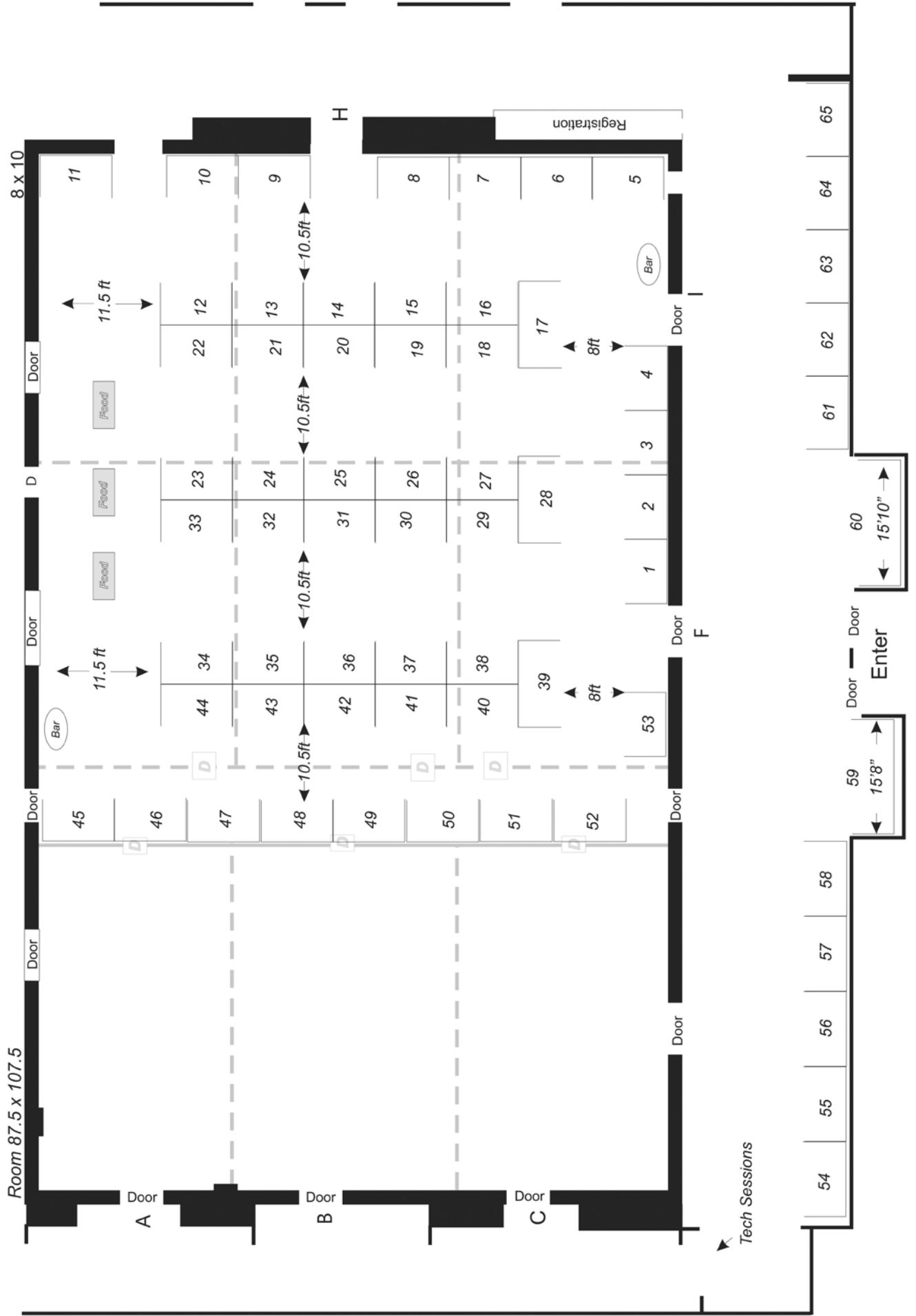
One (1) Person Per Form –

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.....	\$35
<input type="checkbox"/> registration member	\$395
<input type="checkbox"/> registration non-member	\$525
<input type="checkbox"/> walk-ins	\$575
<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 MAIL THIS FORM BACK TO CONVENTION MAKERS

*
EVENT NAME CAPCA - 2021

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

On Site Rep Cell _____

Show Date _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

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

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

EMAIL

INBOUND Shipment Handling Materials Due: 10.08.21
 Preferred Carriers FedEX, UPS, Old Dominion, SE Freight, YRC
 CARRIER _____
 CARRIER PHONE # _____
 Number of Pieces & Weight _____
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs
 \$100.00 Minimum Cost inbound
 Over 250Lb → Weight _____ x .40 =
 Early Storage Fee \$50 - Late Off Target \$30 per shipment
 Special Handling \$75 - After Hours Delivery - \$75
Delivery Hours 9-4:30 M-f No weekends / holidays

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

OUTBOUND SHIP-TO ADDRESS
 COMPANY NAME _____ CONTACT _____ PHONE _____
 SHIP-TO _____

Forklift / Hydraulic Lift Pricing Convention Makers reserves the right to utilize a forklift to safely handle freight
 Warehouse IN \$50.00 OUT \$50.00 Showsite IN \$150.00 OUT \$150.00
 Forklift service is available please call to schedule. **DATE NEEDED** _____

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and **INSURED** prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility **3 to 10 working days prior** to decorator set up, or submit in writing the expected arrival date if this is not possible. Please be aware that your company may incur various charges to ensure proper acceptance or delivery of your show materials, these charges may include use of a forklift (SEE PRICING), Taping(\$10)pp, Labeling(\$15)pp shrinkwrap(\$10), or banding (\$15 per Pallet). All invoices are due in 30 days. All credit cards will be run after show is finished and receipts will Be Faxed. **We will ship UPS & FEDEX out only if each package is Pre labeled, if requested & not labeled, packages will be shipped via Common Carrier. We will not accept any collect shipments or pay any Duty / Broker charges on International Shipments.**

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

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 - 2021

EVENT NAME/LOC. _____

BILLING YOUR COMPANY _____

ADDRESS YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

Cell # _____ Booth#

SHOW DATE _____

ORDERED BY _____

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# _____	CVV Code <input type="text"/>
EXPIRATION ____ / ____	<i>Back of Card</i>
3% Processing Fee Declined Credit Card Fee = \$ 40.00	

Installation Labor	
Check one	<input type="checkbox"/> Full Display (10ft +) = 4hr minimum <input type="checkbox"/> Table Top Display = 2hr minimum
NUMBER OF PEOPLE REQUESTED	_____
APPROXIMATE HOURS	_____
WILL YOU HAVE A REP. PRESENT?	_____
APPROXIMATE START TIME	_____
Start Date _____	LABOR CHARGES \$65.00 PER MAN HOUR (STRAIGHT) \$90.00 PER MAN HOUR (OVERTIME) OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am TO 5:00pm

Dismantle Labor	
Check one	<input type="checkbox"/> Full Display (10ft +) = 4hr minimum <input type="checkbox"/> Table Top Display = 2hr minimum
NUMBER OF PEOPLE REQUESTED	_____
APPROXIMATE HOURS	_____
WILL YOU HAVE A REP. PRESENT?	_____
APPROXIMATE START TIME	_____
Start Date _____	LABOR CHARGES \$65.00 PER MAN HOUR (STRAIGHT) \$90.00 PER MAN HOUR (OVERTIME) OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am TO 5:00pm

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

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

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 10.08.21

ADVANCE SHIPMENT

CAPCA - 2021

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: 10.08.21

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ADVANCE SHIPMENT

CAPCA - 2021

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 - 2021**

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
 Conventionmakers@aol.com
 PHONE: 843.650.6300 FAX: 843.650.6301

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

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

Seating	QTY	\$ ea.
Folding Chairs		15
Tall Bar Stools		30
Tall Bar Chairs		40
Cushion Chair		30
Cushion Arm Chair		45

Table Top Risers	QTY	\$ ea.
4' Risers		25
6' Risers		30
8' Risers		35

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32" LED Wide Screen		3 Days 350
40" LED Wide Screen		3 Days 400
46" LED Wide Screen		3 Days 450
LED Floor Stand		100/day
Lap Top		150/day
Please call for Connections		\$20

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

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

PAYMENT CALCULATION SECTION

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

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

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

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.

Show: **CAPCA - 2021**

Company _____

Address _____

City _____ State _____

Phone _____ Zip _____

Fax _____ Cell _____

Ordered By _____
Print

Ordered By _____
Signature

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

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

Booth #

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

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25
VGA Cable 50ft		40
Tripod Projector Screen		70/Day

PAYMENT CALCULATION SECTION

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

If ordering a monitor, please specify Connection needed

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

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

Frequently Asked Questions About Convention Makers Freight Service

Show: CAPCA - 2021

1. Where do I get my Material Handling form & what do I do with it?

The Freight Service Form is in your exhibitor package provided by your association, or call Convention Makers at 843.650.6300. Fill the form out completely and fax back to 843.650.6301

2. Where do I ship my show materials?

No cold storage items
No collect shipments will be accepted

Ship Here →

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

3. How should I label my show materials?

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

4. When do my show materials need to arrive at Convention Makers?

Delivery Times 9am -4:30pm M-F, No Holidays

Freight Due: 10.08.21

All freight / Show materials need to arrive at Convention Makers advance warehouse **prepaid**, 3 to 10 days prior to show date. If this target can not be met, your company may incur additional charges. Please refer to the Material Handling form. Your show materials will be waiting for you in your booth space.

5. Does Convention Makers accept Credit Cards?

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

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

Simply pack up your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx,ups etc) & leave your equipment in your booth, schedule the pickup for your carrier at our warehouse location for the next working day.

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

Our handling charges encompass, storage, delivery in and out
COST= \$100.00 first 250 lbs add \$0.40 per lb over 250lbs Over 250Lb → Weight _____ x .40 = Separate Charge for in & out

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up.

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

Forklift Charge: May be assessed to any inbound / outbound shipment too heavy for one person, or freight that needs to be put on a pallet to be moved safely.

See you at the show!