



2019 CCHRCO Annual Conference

EXHIBITORS REGISTRATION PACKET

August 25, 2019 – August 28, 2019

Myrtle Beach Marriott at Grande Dunes

***All exhibitor registrations must be returned no
later than June 26, 2019***

OFFICERS

President

Randolph Mathis, ED
Gaffney Housing Authority (SC)

President-Elect

Vivian Perry, Dep. ED
Kinston Housing Authority (NC)

Senior Vice-President

Robbie D. Littlejohn, ED
Union Housing Authority (SC)

First Vice-President

Michael F. Dineen, ED
Lenoir Housing Authority (NC)

Treasurer

Wendy Ellis, ED
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Secretary

Ivory Mathews, ED
Greenville Housing Authority (SC)

BOARD OF DIRECTORS

Three-Year Term

Burnetta Smith, CEO
Housing Authority of the County of Wake (NC)

Two-Year Term

Donna Lamer, ED
Sumter Housing Authority, (SC)

Anthony Goodson, JR CEO
Goldsboro Housing Authority (NC)

Janice Fowler, ED
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Gray Mathis, ED
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One-Year Term

Bobbi Warmack, ED
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Angela Childers, ED
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Gail White, ED
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Patrick Prince, ED
Greenwood Housing Authority, (SC)

Angela Graham, ED
Concord Housing Authority, (NC)

Connie Howard, ED
Fort Mill Housing Authority, (SC)

CarolinasCouncil.org



2019 Carolinas Council Annual Conference August 25-28, 2019 Myrtle Beach Marriott at Grande Dunes

It is that time of the year! Carolinas Council of Housing, Redevelopment and Codes Officials would like to invite your Organization to participate as an Exhibitor at the 2019 Carolinas' Annual Conference.

The 2019 Annual Conference will be held at the Myrtle Beach Marriott Resort at Grande Dunes Myrtle Beach, South Carolina from August 25-28, 2019. ***We encourage you to register EARLY in order to get your favorite booth in the exhibit hall!***

Please find enclosed information needed to register as an Exhibitor for the conference. **All exhibitor registration must be returned no later than June 26, 2019.** The following information is enclosed for your registration:

- Exhibitor/Professional Registration Packet Information
- Marriott Resort at Grande Dunes Resort-Hotel Registration form
- Exhibitor Registration Form
- Exhibitor Agenda
- Advertisement in Conference Program Form
- Booth Floor Plan
- Golf Tournament Registration Form
- Golf Tournament Sponsor Form

Information from Convention Maker, Inc. is also included in the package.

If your organization is interested in sponsoring or co-sponsoring a break or reception during the conference, please contact me, **Vivian B. Perry, at 252-686-6104 or email vbperry@khanc.org.**

Thank you in advance for working with us to make this year's exhibition area one of the best ever for both the exhibitors and the housing authorities!

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Fort Mill Housing Authority, (SC)

CarolinasCouncil.org



2019 Annual Conference
Myrtle Beach Marriott Grande Dunes
Myrtle Beach, South Carolina
August 25-28, 2019

Exhibitor/Professional Registration Packet Information

Attached is the Exhibitor's Registration Packet for this year's Annual Conference. For your convenience, below is a summary of where to submit the attached information and due dates.

Hotel Registration Form: Cutoff date to get room is **07/26/19**; however hotel registration form must be included with registration form due **06/26/19**

Exhibitor's Registration Form and Check: **Due 06/26/19.** Program information must be submitted to printer by July 8, 2019 and mail to:

Vivian B. Perry, Kinston Housing Authority
P. O. Box 697, Kinston, NC 28502
Office 252-686-6104/ Fax 252-523-7984

Form and Check for Electrical and Phone Service: **Due 08/11/19.** Mail to:

Myrtle Beach Marriott Resort at Grande Dunes
Catering Department
8400 Costa Verde Drive, Myrtle Beach, SC 29572
Fax [843-692-3700](tel:843-692-3700)-wweldon@marriottsales.com
Attention Wil Weldon

Advertisement in Conference Program & Check **Due 07/08/19.** Mail to:

Jan Piersol, Newberry Housing Authority
P. O. Drawer 737, Newberry, SC 29108
Office 803-276-1049 Fax 803-276-1056
jan_piersol@yahoo.com

Golf Registration Form, Sponsor Form & Check **Due 08/12/19.** Mail to:

Vivian B. Perry, Kinston Housing Authority
P. O. Box 697, Kinston, NC 28502
Office 252-686-6104/ Fax 252-523-7984

Looking forward to working with you to provide our members with the most current products and services available for housing agencies. If you have any questions, please contact Vivian B. Perry.

Carolina Council Of Housing & Redevelopment Codes

2019 CCHRC Annual Conference
Friday, August 23 - Friday, August 28, 2019

Room Rate: \$175.00 (Single/Double)
Tax equals 13%



Deadline for group rates is July 26, 2019 unless the group block sells out prior

MAIN CONTACT/ LAST NAME		FIRST NAME	MI
STREET ADDRESS		CITY	
STATE	ZIP	COUNTRY (US, Canada)	E-MAIL ADDRESS
DAYTIME TELEPHONE		FAX NUMBER	Company Name

Room Type Request:

ARRIVAL DATE: ____ / ____ (MO/DAY)

DEPARTURE DATE: ____ / ____ (MO/DAY)

of Rooms: ____

of Adults: ____

Marriott Rewards Number: ____

Check in time is 4:00 pm
Check out time is 11:00 am

Resort Fee is Complimentary
Valet Parking is \$18.00 per night

Group run-of-house rates have been negotiated.
However, we cannot guarantee bed-type, sleeping room locations, or view. All accommodations are non smoking.

Room Type Request:

- | | |
|--|--|
| <input type="checkbox"/> Single – 1 bed /1-2 ppl | <input type="checkbox"/> Handicap Accessible |
| <input type="checkbox"/> 2 Queens – 2 beds / 3-4 ppl | <input type="checkbox"/> Rollaway Bed |
| <input type="checkbox"/> Adjoining Rooms | |

No Show Policy:

If a guest does not check in on the reserved check in date (and has not notified the hotel of any changes), the room will be subject to release. If the hotel is sold out over the remainder reserved dates the hotel does not guarantee a room. The guest will be charged for the one night; if the room is not resold due to the no show, then the guest will be charged for the entire stay.

Cancellation Policy:

Group rooms must be canceled (14) days prior to arrival or the credit card on file will be charged a one night's room and tax penalty. There are no exceptions.

Early Departure Policy:

Reservation Changes and departure date must be changed (14) days prior to arrival or the credit card on file will be charged a one night's room and tax penalty. There are no exceptions.

Please guarantee the room reservation to the following major credit card:

Card # _____ Exp Date: _____
MUST BE VALID THRU 09/19

Name of Cardholder: _____ Authorized Signature: _____

DEPOSIT – CONFIRMATION - A major credit card (listed above) or a check is required to confirm your reservation. You should receive a written or email confirmation within 1 week. If you do not receive confirmation please call 1 800- 228-9290. Reservations cancelled less than 14 days prior to arrival date will be charged a fee equal to the first night's room rate

**** Please Submit with Registration form in order to book a room. ******



2019 VENDOR EXHIBIT HALL REGISTRATION

Company Name: _____

Primary On-site Representative: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Vendor Conference Registration (includes booth with drapery, table, covers & skirts, and small sign). Also includes full credentials for one representative and CCHRCO membership for company- \$550

\$ _____

Additional Representative. \$150 each

Names of Additional Representatives:

\$ _____

TOTAL AMOUNT OF ENCLOSED CHECK

\$ _____

Make check payable to: **CCHRCO**

Send by June 26, 2019 to:

Vivian B. Perry

Kinston Housing Authority, P.O. Box 697, Kinston, NC, 28502

Please indicate here if you intend to furnish a door prize for our drawing. If so, give a description of your prize:

See enclosed form for the ordering of an ad for the Annual Conference program

CCHRCO 2019 ANNUAL CONFERENCE

Myrtle Beach, South Carolina

August 25-28, 2019

EXHIBITORS AGENDA

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>	<u>LOCATION</u>
Sunday, August 25, 2019	Exhibitor Registration/Set-up	12:00PM -4:00PM	Exhibit Hall
	Exhibition Open	12:00PM- 4:00PM	Exhibit Hall
	Reception (Prize Drawing)	5:30PM - 7:30PM	Exhibit Hall
Monday, August 26, 2019	Exhibitors Breakfast	7:00AM - 8:00AM	To be announced
	Continental Breakfast	8:00AM - 9:00AM	Exhibit Hall
	Workshop Sessions Begin	9:00AM -10:15AM	
	Break (Coffee & Drinks)	10:15AM -10:30AM	Exhibit Hall
	Sessions Continue	10:30AM -11:45AM	
	Opening Session/Lunch (All vendors recognized)	11:45AM - 1:30PM	Exhibit Hall
	Concurrent Sessions	1:30PM - 3:15PM	
	Break (Soft Drinks)	3:15PM - 3:30PM	Exhibit Hall
	Concurrent Sessions	3:30PM - 5:00PM	
	Reception (Prize Drawings)	5:30PM - 7:30PM	Exhibit Hall
	Exhibitors Breakdown – Monday night and continues Tuesday AM		
	Delegate Breakfast	7:30AM - 8:15AM	
Tuesday, August 27, 2019	Business Meeting	8:15AM - 9:00AM	
	Concurrent Sessions	9:00AM -12:00AM	
	Golf Tournament	12:00PM	
	Banquet/Entertainment/Dance	7:00PM	

Exhibitors may breakdown displays after the reception on Monday night. The Exhibit Hall must be cleared by 12:00 noon on Tuesday. Security will be provided on Sunday night only. No security will be provided after the reception on Monday night.

PRIZE DRAWINGS will be held at various times within the Exhibit Areas. The Winners will come to your booth to receive their prizes. All prizes your Company plans to donate should be listed on your registration form or by submitting a list to the Exhibitor's Chairman, Vivian B. Perry.

BOOTH SELECTIONS: Please be prompt in returning your enclosed registration form and fees to assure you of the booth of your choice. The booth layout is enclosed and booth assignment will be made on a first-come, first-serve basis. The Exhibitor's Chairman reserves the right to change and make booth assignments.

The size of the booths is 6Ft. x 10 ft. Each booth will have a table and two chairs.

CAROLINAS COUNCIL OF HOUSING REDEVELOPMENT AND CODES OFFICIALS

2019 ANNUAL CONFERENCE

Myrtle Beach Resort At Grande Dunes
& Golf Resort
8400 Costa Verde Drive
Myrtle Beach, SC 29572

AUGUST 25–28, 2019



ADVERTISEMENT IN CONFERENCE PROGRAM

COMPANY NAME: _____

COMPANY HOME LOCATION: _____

COMPANY REGIONAL LOCATION (IF APPLICABLE) _____

CONTACT PERSON: _____ PHONE #: () _____

CONTACT PERSON'S ADDRESS: _____

	<u>Type of Ad</u>	<u>Ad Dimensions</u>	<u>Ad Cost</u>
TYPE OF AD REQUESTED: _____	FULL PAGE	5" (w) x 7.25" (t)	\$200.00
_____	HALF PAGE	5" (w) x 3.5" (t)	\$150.00
_____	¼ PAGE	2.375" (w) x 3.5" (t)	\$ 85.00

The following ad specifications are recommended:

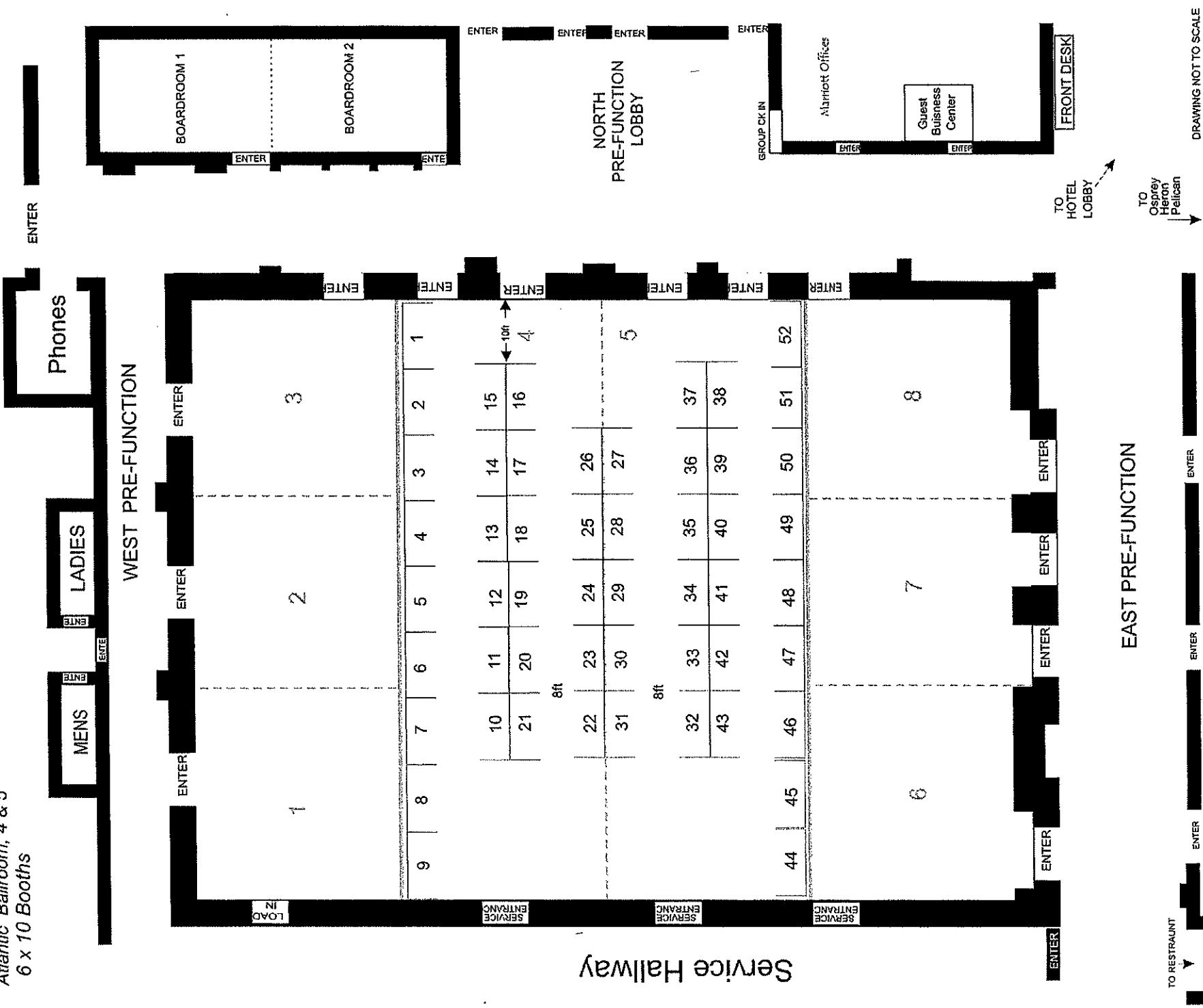
- *Digital Formats accepted: PC Format only*
- *PDF, TIF, JPEG, Photoshop 7.0, Pagemaker 6.5*
- *No bleed ads*
- *All Ads – 1 color – Reflex Blue*
- *Camera Ready scan able art accepted, but not preferred.*

Please complete form, enclose your check in the appropriated amount along with your **CAMERA READY AD**. To insure that your company's advertising is included, this information **MUST BE RECEIVED**
NO LATER THAN July 8, 2019. Please submit information to:

Jan Piersol, Newberry Housing Authority
PO Drawer 737, Newberry, SC 29108
Office (803) 276-1049, Fax (803) 276-1056
jan_piersol@yahoo.com

MARRIOTT RESORT at GRAND DUNES
Atlantic Ballroom, 4 & 5
 6 x 10 Booths

Show: CCHRCO-2019





GOLF REGISTRATION
2019 ANNUAL GOLF TOURNAMENT

The Golf Tournament will be held at:

Location: **Diamondback at Woodland Valley** (Same as last year)
Date: **Tuesday, August 27, 2019**
Time: **12:00 PM Tee Times**
Sponsored by: **CCHRCO EXHIBITORS**

Open to all delegates, commissioners, exhibitors and guests, Ladies are especially encouraged to participate!!! Field limited to the first ten (10) teams.

SCRAMBLE FORMAT!!! Longest Drive/Closest to the Pin contest!!! Duffed shot contest!!! Prizes will be awarded!!!

Golf only entry fee: \$75.00. (Includes Green fee and ½ Cart – 18 holes, Tee Gift, and other prizes).

Golf registration must be received by August 12, 2019

Diamondback at Woodland Valley is about a 35 minute drive from our hotel.

615 Log Cabin Road,
Loris, SC 29569
Phone: (843) 756-3264
(843) 756-8964

ENTRY FORM – CCHRCO 2019 ANNUAL GOLF TOURNAMENT

Name: _____

Agency: _____

Address: _____

Phone: _____ Email: _____



Enclosed is a check for \$_____ payable to CCHRCO for this entry.

I would prefer to play with the following persons if possible:

1st Choice: _____

Average score for

standard 18 hole

2nd Choice: _____

course or handicap _____

**SEND REGISTRATION FORM & CHECK TO: Vivian B. Perry
Kinston Housing Authority
P. O. Box 697
Kinston, NC 28502
(252)686-6104
Fax (252)523-7984**

vbperry@khanc.org

REQUEST FOR SPONSORS

TO: All Exhibitors and Professionals
FROM: Vivian B. Perry, President Elect
DATE: April 3, 2019
SUBJECT: **2019 CCHRCO ANNUAL GOLF TOURNAMENT – SPONSORS**

We are soliciting sponsors for this year's golf tournament to be held at the ***Diamondback at Woodland Valley in Loris, SC on Tuesday, August 27, 2019.***

Your sponsorship of an individual hole, a prize or contribution to a general fund will be good publicity for your company/firm. Please bring a sign suitable to be placed on a T-Box if you wish.

I would like to sponsor a hole(s) at \$50.00 each \$_____.

I would like to contribute \$_____ and have my name added to the list of sponsors.

I would like to contribute a prize.

Name: _____

Company: _____

Address: _____

Telephone: () _____

*Please make checks payable to **CCHRCO**.*

Please return this form & check ASAP to:

Vivian B. Perry
Kinston Housing Authority
P. O. Box 697
Kinston, NC 28502
(252) 686-6104, Fax: (252) 523-7984
vbperry@khanc.org



EXHIBITOR ORDER FORM

COMPANY NAME:	SHOW NAME:			
BILLING NAME:	EXHIBIT DATES:			
	BOOTH NUMBER:			
BILLING ADDRESS:	CITY, STATE & ZIP:			
CONTACT NAME:	TELEPHONE #:			
EMAIL ADDRESS:	FAX #:			
CC # :	EXPIRATION DATE:			
SET UP DATE:	SET UP TIME:			
BREAKDOWN DATE:	BREAKDOWN TIME:			
HIGH SPEED INTERNET ACCESS	DAILY RATE	QTY	DAYS	TOTAL
WIRELESS INTERNET ACCESS	\$100 PER DAY			
WIRED HIGH SPEED INTERNET ACCESS	\$150 PER DAY			
ELECTRICAL	DAILY RATE	QTY	DAYS	TOTAL
110 VOLT / 10 AMP STANDARD OUTLET (ONE PLUG-IN)	\$75 PER DAY			
220 VOLT / 20 AMP STANDARD OUTLET (ONE PLUG-IN)	\$150 PER DAY			

Electrical service requests must be received by the Catering Department at least (14) days prior to your conference. Order form must be completed in its entirety and accompanied by a check or credit card number to become final. **Note:** We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service.

Special Notice: (Limited Supplies – First Come, First Serve)

- Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager
- The Hotel is not responsible for damage to equipment due to variations in voltage caused by public service
- The Hotel will not hook up improperly wired equipment
- All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
- Flexible cords and cables less than #14 gauge wire shall not be permitted
- The use of lamp cord, cube taps or similar devices is not permitted
- No spring type-clamp spot fixtures or holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord

Return to: Myrtle Beach Marriott Resort at Grande Dunes
Catering Department
8400 Costa Verde Drive
Myrtle Beach, SC 29572
Fax (843) 692-3700 – wweldon@marriottsales.com
Attention: Wil Weldon

All shipments should be addressed as follows:
Myrtle Beach Marriott Resort at Grande Dunes
8400 Costa Verde Drive
Myrtle Beach, SC 29572
Attention: Catering Department
Hold For: Receiver's Name/Group Name

Estimated Shipping and Receiving Charges

1-25#	\$7.00	\$5.00	\$5.00
26-50#	\$15.00	\$10.00	\$10.00
51# and over	\$25.00 & up	\$15.00 & up	\$15.00 & up
Display Cases	\$35.00	\$20.00	\$20.00
Pallets ½ under 36"	\$100.00	\$75.00	\$75.00
Pallets Full	\$150.00	\$100.00	\$100.00
Crates under 150#	\$100.00	\$75.00	\$75.00
Crates over 151#	\$150.00	\$100.00	\$100.00

CONVENTION MAKERS, INC.

Material Handling Form

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

EVENT NAME **CCHRCO - 2019**

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

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

Bad check Fee \$75.00

INBOUND Freight Handling Materials Due: **08.21.19**

Preferred Carriers FX, Old Dominion, SE Freight

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 Freight Handling

Preferred Carriers, FedEx, Old Dominion, SE Freight

CARRIER _____

PHONE # _____

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 business 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, Receiving Logs etc - \$65

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

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

CCHRCO - 2019

EVENT NAME/LOC. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH #

ORDERED BY _____

PRINT

ORDERED BY _____

Email

MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Hwy 544

Myrtle Beach, SC 29588

PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () VISA () MC () Amex

CARD# _____

EXPIRATION _____ / _____

CVV Code

Back of Card

3% Processing Fee

Declined Credit Card Fee = \$ 40.00

SIGNATURE

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		45
4' Regular 29" tall Skirted 3 sides		65
4' Regular 29" tall Skirted 4 sides		75
6' Regular 29" tall Plain		45
6' Regular 29" tall Skirted 3 Sides		65
6' Regular 29" tall Skirted 4 Sides		75
8' Regular 29" tall Plain		50
8' Regular 29" tall Skirted 3 Sides		70
8' Regular 29" tall Skirted 4 Sides		75
4' Raised 42" tall Plain		50
4' Raised 42" tall Skirted 3 Sides		70
4' Raised 42" tall Skirted 4 Sides		80
6' Raised 42" tall Plain		55
6' Raised 42" tall Skirted 3 Sides		75
6' Raised 42" tall Skirted 4 Sides		90
8' Raised 42" tall Plain		60
8' Raised 42" tall Skirted 3 Sides		85
8' Raised 42" tall Skirted 4 Sides		90
36" Cocktail Round 29" tall Plain		45
36" Cocktail Round 29" tall Skirted		60
36" Cocktail Round 42" tall Plain		50
36" Cocktail 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 <u>ON-SITE</u> 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. 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.

CONVENTION MAKERS, INC.

Electronics

Myrtle Beach

Myrtle Beach

NEW!

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

Show: **CCHRCO - 2019**

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' LCD Wide Screen		3 Days 350
40' LCD Wide Screen		3 Days 400
50' LCD Wide Screen		3 Days 450
LCD 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	= \$
9% 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. 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.

RUSH: EXHIBIT MATERIALS

****FOR ADVANCED WAREHOUSE ONLY****

MUST RECEIVE BY: **08.21.19**

ADVANCE SHIPMENT

CCHRCO - 2019

Name of Exhibition

Exhibiting Company

Carrier _____ *Number of Pieces* _____

Ship to:

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

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

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Frequently Asked Questions About Convention Makers Freight Service

Show: CCHRCO - 2019

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

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

2. Where do I ship my show materials?

No cold storage items

Ship Here →

No collect shipments will be accepted

**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: 08.21.19

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!