



81st ANNUAL CONFERENCE

2021
EXHIBITOR'S
REGISTRATION
PACKET

August 22, 2021 – August 24, 2021
Myrtle Beach Marriott at Grande Dunes

***All exhibitor registrations must be returned
no later than July 1, 2021***

OFFICERS

President

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

President-Elect

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

Senior Vice-President

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

First Vice-President

Ivory N. Mathews, ED
Columbia Housing Authority (SC)

Treasurer

Wendy Ellis, ED
Farmville Housing Authority (NC)

Secretary

Gray Matthis, ED
Eastern Carolina Regional HA (NC)

BOARD OF DIRECTORS

Three-Year Term

Randolph Mathis, ED
Gaffney Housing Authority (SC)

Two-Year Term

Angela Childers, ED
Beaufort Housing Authority (SC)

Kelly Vick, ED
Wilson Housing Authority (NC)

Veronica Revels
Burlington Housing Authority (NC)

Angela Graham, ED
Concord Housing Authority (NC)

Anne Burroughs, ED
Marion Housing Authority (SC)

Robert Thomas
SC Regional Housing Authority #3
(SC)

One-Year Term

Donna Lamer, ED
Sumter Housing Authority (SC)

Anthony Goodson, JR, CEO
Goldsboro Housing Authority (NC)

Janice Fowler, ED
Greer Housing Authority (SC)

Franklin Scott, ED
North Charleston Housing
Authority (SC)

Stevie Craig, ED
Bladenboro Housing Authority (NC)

Alanda Richardson, ED
Hickory Housing Authority (NC)

CarolinasCouncil.org



2021 Carolinas Council Annual Conference

August 22-25, 2021

Myrtle Beach Marriott at Grande Dunes

ATTENTION EXHIBITORS

It is that time of year again! Carolinas Council of Housing, Redevelopment and Codes Officials would like to invite you to exhibit at the 2021 Annual Conference.

As in year's past, our conference will be held at the Myrtle Beach Marriott Resort & Spa at Grande Dunes in Myrtle Beach, South Carolina.

We encourage you to register EARLY in order to get your favorite booth in the Exhibit Hall! Booths are reserved on a first come first served basis. You will be able to select your booth choice(s) on the enclosed Registration Form.

Enclosed with this letter is a summary of due dates and other forms and information needed to register as an Exhibitor.

The Exhibitor Registration Form must be returned no later than July 1, 2021

The following information is enclosed for use in registration:

- Exhibitor/Professional Registration Information Sheet
- Exhibitor Registration Form
- Hotel Reservation Form
- Exhibitor Order Form
- Program Advertisement Form
- Booth Floor Plan
- Exhibitor Agenda
- Golf Tournament Registration Form
- Golf Tournament Sponsor Form
- Convention Makers Forms

If your organization is interested in sponsoring or co-sponsoring a break or reception during the conference please contact:

Michael Dineen at 828-758-5536 ext.203

email m.dineen@lhauthority.org

Thank you in advance for helping us make this year's exhibition one of the best ever!



Annual Conference
August 22-25, 2021
Marriott Resort at Grande Dunes
Myrtle Beach, SC 29572
2021 EXHIBITOR REGISTRATION FORM
DUE JULY 1, 2021

Company/Organization Name: _____

Primary On-Site Representative: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Exhibitor/Vendor Registration Fee includes booth with drapery, table, two chairs, covers & skirts, small sign and full credentials for two representatives.

Second On-Site Representative _____

Registration Fee \$550.00

Additional Representatives over two are \$150 each

Names of Additional Representatives:

_____ \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

Booths are assigned on a first come first served basis. Please indicate your booth preference by number which can be found on the enclosed diagram:

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Make check payable to CCHRCO and mail by July 1, 2021 to:

Michael Dineen
Lenoir Housing Authority
431 Vance Street
Lenoir, NC 28645

_____ Check here if you are willing to furnish a door prize for our drawing. Describe prize: _____

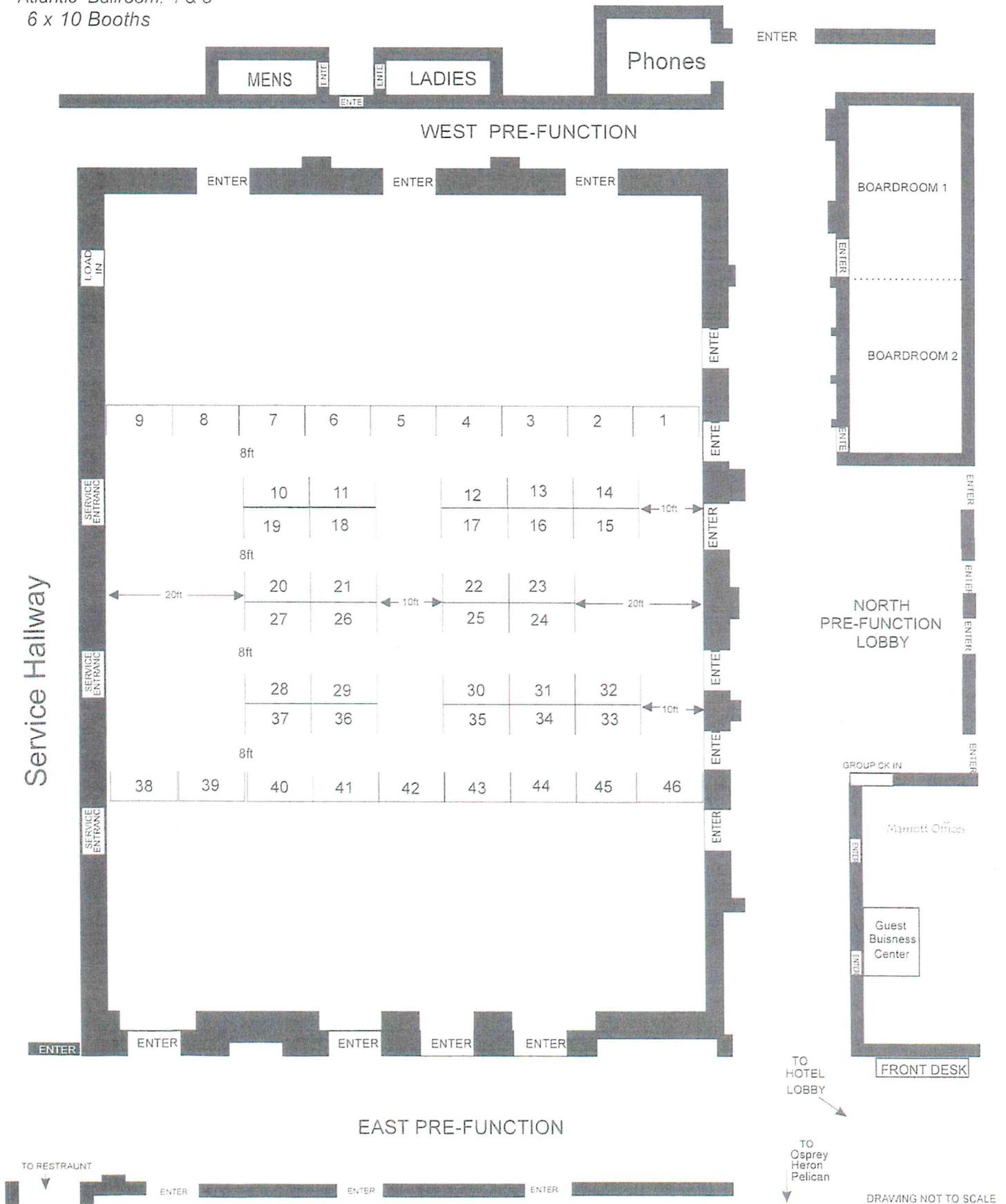
See enclosed form to purchase an Ad in the Annual Conference Program Booklet

MARRIOTT RESORT at GRAND DUNES

Atlantic Ballroom, 4 & 5

6 x 10 Booths

Show: CCHRCO



DRAWING NOT TO SCALE

Carolina Council Of Housing & Redevelopment Codes

2021 CCHRCO Annual Conference
Friday, August 20 - Wednesday, August 25, 2021

Room Rate: \$179.00 (Single/Double)
Tax equals 13%



Deadline for group rates is July 22, 2021 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:

- Single – 1 bed /1-2 ppl Handicap Accessible
 2 Queens – 2 beds / 3-4 ppl Rollaway Bed
 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 09/21

Name of Cardholder: _____ Authorized Signature: _____

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**



EXHIBITOR ORDER FORM

COMPANY NAME:	SHOW NAME:			
BILLING NAME:	EXHIBIT DATES:			
BILLING ADDRESS:	BOOTH NUMBER:			
CONTACT NAME:	CITY, STATE & ZIP:			
EMAIL ADDRESS:	TELEPHONE #:			
CC # :	FAX #:			
SET UP DATE:	EXPIRATION DATE:			
BREAKDOWN DATE:	SET UP TIME:			
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 1/2 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

CAROLINAS COUNCIL OF HOUSING REDEVELOPMENT AND CODES OFFICIALS

2021 ANNUAL CONFERENCE
AUGUST 22-24, 2021
Marriott Resort at Grande Dunes
8400 Costa Verde Drive
Myrtle Beach, SC 29572



PROGRAM ADVERTISEMENT FORM

To Place an Ad in the Conference Program Booklet Please Complete the Form Below

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
	QUARTER 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.*

Enclose your check along with your CAMERA READY AD and submit to:

Connie Howard
PO Box 220, Fort Mill, SC 29716
Office: 803-431-2784 Fax: 803-548-2125
choward@fortmillhousing.com

NOTE: To insure that your company's advertising is included in the Program, your information
MUST BE RECEIVED NO LATER THAN JULY 1, 2021



**2020 Annual Conference
Myrtle Beach, SC
August 22-24, 2021**

EXHIBITOR AGENDA

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>	<u>LOCATION</u>
Sunday, August 22, 2020	Exhibitor Registration/Set-up	12:00 PM - 4:00 PM	Exhibit Hall
	Reception (Prize Drawing)	5:30 PM - 7:30 PM	Exhibit Hall
Monday, August 23, 2020	Exhibitors Breakfast	7:00 AM - 8:00 AM	TBA
	Continental Breakfast	7:30 AM - 8:30 AM	Exhibit Hall
	Concurrent Sessions Begin	8:30 AM - 10:00 AM	
	Break (Coffee & Drinks)	10:00 AM - 10:15 AM	Exhibit Hall
	Concurrent Sessions	10:15 AM - 11:30 AM	
	Opening Session/Lunch (Vendors will be recognized)	11:45 AM - 1:30 PM	Exhibit Hall
	Concurrent Sessions	1:45 PM - 2:45 PM	
	Break	2:45 PM - 3:15 PM	Exhibit Hall
	Concurrent Sessions	3:15 PM - 5:00 PM	
	Reception (Prize Drawings)	5:30 PM - 7:30 PM	Exhibit Hall
	Exhibitors begin breakdown on Monday night and continue Tuesday morning		
Tuesday, August 24, 2020	Delegate Breakfast	7:30 AM - 8:15 AM	
	Business Meeting	8:15 AM - 9:00 AM	
	Concurrent Sessions	9:00 AM - 12:00 PM	
	Break	10:15 AM - 10:30 AM	
	Concurrent Sessions	10:30 AM - 12:00 PM	
	Golf Tournament	12:00 PM	
	President's Banquet	7:00 PM	

Note: 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 in the Exhibit Hall on Sunday and Monday night. Winners will come to your booth to claim their prize. Please list all prizes you plan to donate on your registration form. You can update your prize list with the Exhibitor Chairman, Robbie Littlejohn, during set-up.

BOOTH SELECTIONS will be made on a first come first served basis. Please be prompt in returning your registration form and payment to ensure you get the booth of your choice. The booth layout is enclosed within your registration packet. The Exhibitor Chairman reserves the right to change and make booth assignments. Booth size is 6 ft. x 10 ft. Each booth will have a table, two chairs, drapery, covers, skirts and small sign.



2021 ANNUAL GOLF TOURNAMENT

The Golf Tournament will be held at:

Location: Crown Park Golf Club
2225 Hwy 9 W
Longs, SC 29568
Date: Tuesday, August 24, 2021
Time: 12:00 PM
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!!!
Putt and Chip Contest!!! And of course the Duffed shot contest!!!
Prizes will be awarded!!!**

Golf only entry fee: \$75.00 for Vendors (Includes Green fee and ½ Cart – 18 holes, Tee Gift, and other prizes). Mulligans are \$5.00 each with a maximum of 2 per side and can be purchased at the Golf Booth in the Exhibitor Hall during the conference.

Name: _____
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: _____

2nd Choice: _____

Average score for
standard 18 hole
course or handicap _____

SEND REGISTRATION FORM & PAYMENT TO:

DEADLINE TO REGISTER IS AUGUST 11, 2021

Questions??? Please call Robbie at 828-758-5536

Or email m.dineen@lhauthority.org

Michael Dineen

Lenoir Housing Authority

431 Vance Street

Lenoir, NC 28645





2021 ANNUAL GOLF TOURNAMENT

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

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Name: _____

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
course or handicap _____

2nd Choice: _____



SEND REGISTRATION FORM & CHECK TO:

Michael Dineen
Lenoir Housing Authority
431 Vance Street
Lenoir, NC 28645



REQUEST FOR GOLF SPONSORSHIPS

ATTENTION ALL EXHIBITORS AND PROFESSIONALS

We are soliciting sponsors for this year's golf tournament to be held at the *Crown Park Golf Club, 2225 Highway 9 West, Longs, SC on Tuesday, August 24, 2021.*

By sponsoring an individual hole, a prize or making an extra contribution you will help support our Scholarship Fund and it 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. Number of hole(s): _____
Amount \$ _____

_____ I would like to contribute \$ _____ towards the Scholarship Fund. Please add my name to the list of sponsors.

_____ I would like to contribute a prize. Please list: _____

Name: _____

Company: _____

Address: _____

Telephone: _____

*Please make checks payable to CCHRCO
Due August 11, 2021*

Total Amount Enclosed: \$ _____

Please return form & payment to:

**Michael Dineen
Lenoir Housing Authority
Lenoir, NC 28645
828-758-5536
m.dineen@lhauthority.org**

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 - 2021

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

On Site Rep Cell _____

Show Date _____ BOOTH # _____

ORDERED BY _____
PRINT _____

ORDERED BY _____
SIGNATURE _____

EMAIL _____

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

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

INBOUND Shipment Handling Materials Due: **08.18.21**
 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 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

CONVENTION MAKERS, INC.

LABOR ORDER FORM

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

EVENT NAME/LOC. **CCHRCO - 2021**

B
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G
YOUR COMPANY _____

A
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D
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S
YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

Cell # _____ Booth#

SHOW DATE _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

EMAIL

MAILING ADDRESS	
CONVENTION MAKERS, INC. 4501 Hwy 544 MYRTLE BEACH, SC 29588	
PHONE: 843.650.6300	Fax 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT	
CARD TYPE () VISA () MC () Amex	
CARD# _____	CVV Code <i>Back of Card</i>
EXPIRATION ____/____	<input type="text"/>
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.

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 - 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	= \$
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.** 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

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

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

CCHRCO - 2021

EVENT NAME/LOC. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH #

ORDERED BY _____ PRINT

ORDERED BY _____

Email

SIGNATURE _____

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

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

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

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
46' LED Wide Screen	3 Days	400
50' LED Wide Screen	3 Days	450
LED Floor Stand		100/day
Lap Top		150/day
Please call for Connections		\$20

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 3% Processing fee	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 9% SC SALES TAX	= \$
GRAND TOTAL DUE	= \$

Please note, that all orders should be received by Convention Makers, prior to decorator set up date, complete with total payment. **ALL EQUIPMENT IS FOR RENTAL ONLY.** 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

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 08.18.21

ADVANCE SHIPMENT

CCHRCO - 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

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Frequently Asked Questions About Convention Makers Freight Service

Show: CCHRCO - 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: 08.18.21

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!