



**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:

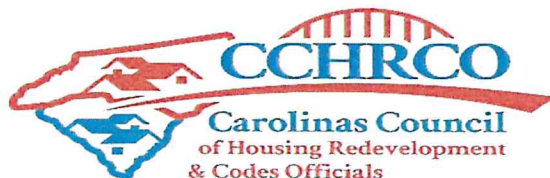
- Exhibitor/Professional Registration Information Sheet
- Exhibitor Registration Form
- Hotel Reservation Form
- Exhibitor Order Form
- Program Advertisement Form
- Booth Floor Plan
- Exhibitor Agenda
- Golf Tournament Registration Form
- Golf Tournament Sponsor Form
- Convention Makers Forms

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](mailto: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:

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> 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: \_\_\_\_\_

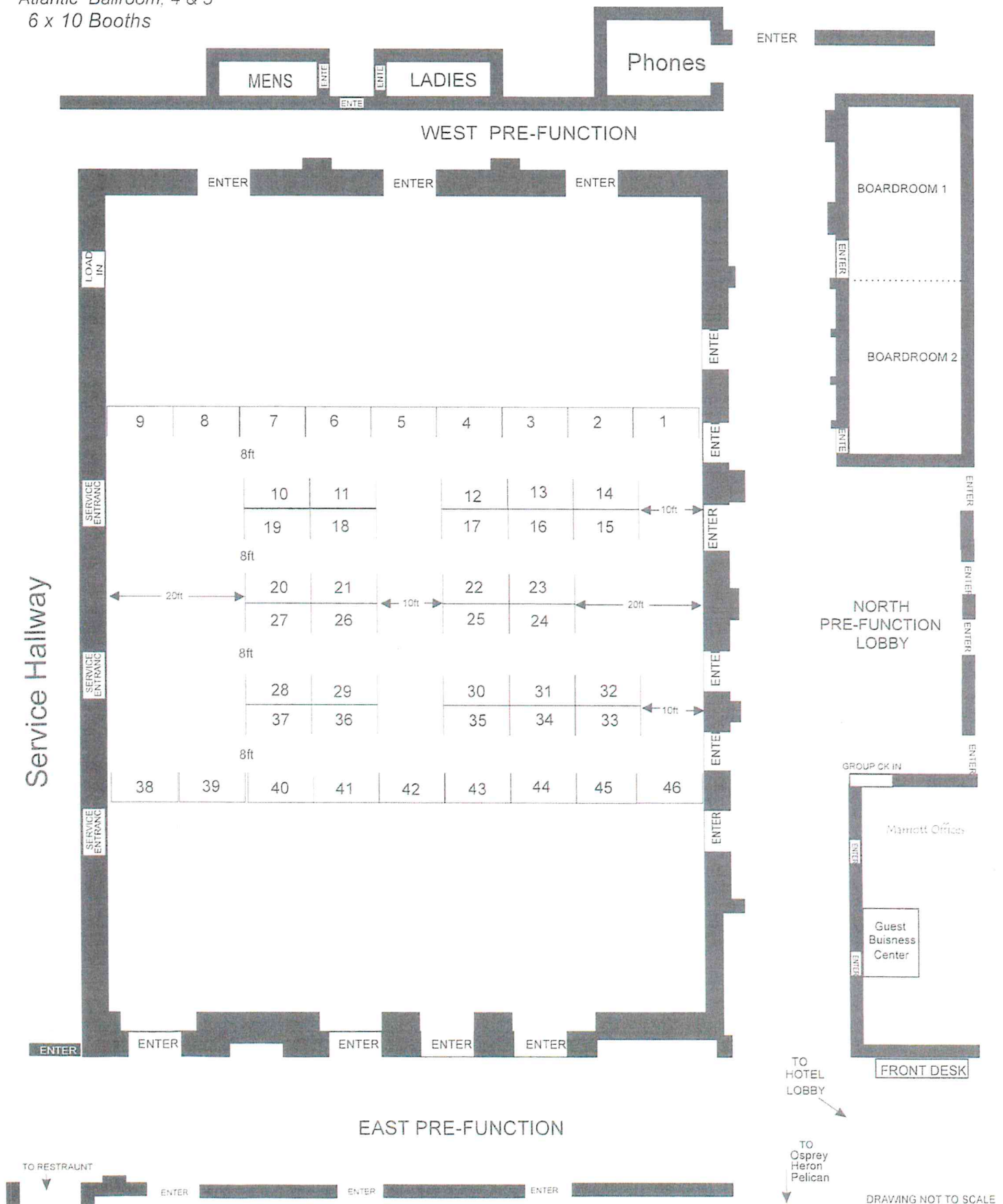
See enclosed form to purchase an Ad in the Annual Conference Program Booklet

# MARRIOTT RESORT at GRAND DUNES

Atlantic Ballroom, 4 & 5

6 x 10 Booths

Show: CCHRCO



# 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:**

- |  |  |
|--|--|
| <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 09/21

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

<b>COMPANY NAME:</b>	<b>SHOW NAME:</b>			
<b>BILLING NAME:</b>	<b>EXHIBIT DATES:</b>			
	<b>BOOTH NUMBER:</b>			
<b>BILLING ADDRESS:</b>	<b>CITY, STATE &amp; ZIP:</b>			
<b>CONTACT NAME:</b>	<b>TELEPHONE #:</b>			
<b>EMAIL ADDRESS:</b>	<b>FAX #:</b>			
<b>CC # :</b>	<b>EXPIRATION DATE:</b>			
<b>SET UP DATE:</b>	<b>SET UP TIME:</b>			
<b>BREAKDOWN DATE:</b>	<b>BREAKDOWN TIME:</b>			
<b>HIGH SPEED INTERNET ACCESS</b>	<b>DAILY RATE</b>	<b>QTY</b>	<b>DAYS</b>	<b>TOTAL</b>
WIRELESS INTERNET ACCESS	\$100 PER DAY			
WIRED HIGH SPEED INTERNET ACCESS	\$150 PER DAY			
<b>ELECTRICAL</b>	<b>DAILY RATE</b>	<b>QTY</b>	<b>DAYS</b>	<b>TOTAL</b>
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](mailto: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**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>	<b><u>TIME</u></b>	<b><u>LOCATION</u></b>
<b>Sunday, August 22, 2020</b>	Exhibitor Registration/Set-up	12:00 PM - 4:00 PM	Exhibit Hall
	Reception (Prize Drawing)	5:30 PM - 7:30 PM	Exhibit Hall
<b>Monday, August 23, 2020</b>	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		
	Delegate Breakfast	7:30 AM - 8:15 AM	
<b>Tuesday, August 24, 2020</b>	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:

1<sup>st</sup> 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](mailto:m.dineen@lhauthority.org)

**Michael Dineen**

Lenoir Housing Authority

431 Vance Street

Lenoir, NC 28645



## 2021 ANNUAL GOLF TOURNAMENT

The Golf Tournament will be held at:

Location: **Crown Park Golf Club**  
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!!! Put 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.**

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**.

1<sup>st</sup> Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Average score for  
standard 18 hole  
course or handicap \_\_\_\_\_



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/  
OVERNIGHT

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**



# 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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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

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

Check one

- ☐ 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

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

**\*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

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.

NEW!

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
<b>DVD Player Includes HDMI Connections</b>		75/Day
<b>Computer Monitor 19"</b>		150/Day
<b>Computer Monitor 22"</b>		175/Day
<b>32' LED Wide Screen</b>		3 Days 350
<b>46' LED Wide Screen</b>		3 Days 400
<b>50' LED Wide Screen</b>		3 Days 450
<b>LED Floor Stand</b>		100/Day
<b>Any Connector Cables</b>		\$25/Day
<b>Lap Top</b>		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	= \$
<b>SUB-TOTAL</b>	= \$
9% SC SALES TAX	= \$
<b>GRAND TOTAL DUE</b>	= \$

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

NEW! <b>ELECTRONICS</b>	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

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	= \$
+ 9% SC SALES TAX	= \$
<b>GRAND TOTAL DUE</b>	<b>= \$</b>

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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

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

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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?

**Freight Due: 08.18.21**

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 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!*