

CONVENTION MAKERS, INC.

WWW.CONVENTIONMAKERS.COM

FREIGHT SERVICE FORM

WWW.CONVENTIONMAKERS.COM

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

EVENT NAME/LOC. _____

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 _____ / _____

Payments by Credit Cards will include a 3% fee
Declined Credit Card Fee \$40.00
Bad check Fee \$75.00

INBOUND FREIGHT

Preferred Carriers FX, UPS, YELLOW, Roadway, Agent

CARRIER _____

PHONE # _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

BOL #, OR PRO # _____

COST= \$75.00/first 250 lbs. Add \$0.30 per pound over 250lbs

Early storage fee \$50 LATE / OFF Target \$30 per shipment

Special Handling Fee = \$75 per shipment

Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND FREIGHT

Preferred Carriers FX, UPS, YELLOW, Roadway, Agent

CARRIER _____

PHONE # _____

OF PIECES / WEIGHT _____ / _____ lbs.

ACCOUNT # _____

COST= \$75.00/first 250 lbs. Add \$0.30 per pound over 250lbs

Freight will be cleared from showsite and forced
From warehouse address next working day.

Additional Charges:

Taping \$10, labeling \$10, shrinkwrap \$10, banding \$15 per pallet
Hold over storage fee \$50

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 \$45.00 OUT \$45.00

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), Labeling(\$10) 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 mailed. Live or Hazardous materials please call. Thank You.

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. _____

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YOUR COMPANY _____

YOUR ADDRESS _____

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CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

EMAIL

MAILING ADDRESS

CONVENTION MAKERS, INC.
POST OFFICE BOX 988
MYRTLE BEACH, SC 29578

PHONE: 843.650.6300 Fax 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE () VISA () MC () Amex

CARD # _____

EXPIRATION ____ / ____

Payment by Credit Card will include a 3% fee
Declined Credit Card Fee \$40.00

Bad Check Fee \$75.00

INSTALLATION LABOR (4 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

Start Date _____

LABOR CHARGES

\$60.00 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 (4 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

Start Date _____

LABOR CHARGES

\$60.00 PER MAN HOUR (STRAIGHT)

\$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

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

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

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

EVENT NAME/LOC. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

ORDERED BY _____

PRINT

ORDERED BY _____

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 _____ / _____

Credit Card Payments Will Incur a 3% Card Processing Fee
Declined Credit Card Fee = \$ 40.00

EMAIL

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		30
4' Regular 29" tall Skirted 3 sides		50
4' Regular 29" tall Skirted 4 sides		60
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		50
6' Regular 29" tall Skirted 4 Sides		60
8' Regular 29" tall Plain		35
8' Regular 29" tall Skirted 3 Sides		55
8' Regular 29" tall Skirted 4 Sides		60
4' Raised 42" tall Plain		40
4' Raised 42" tall Skirted 3 Sides		65
4' Raised 42" tall Skirted 4 Sides		75
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
8' Raised 42" tall Plain		45
8' Raised 42" tall Skirted 3 Sides		70
8' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		30
36" Round 42" tall Skirted		50
60" Round Plain		40
60" Round Skirted		70

	QTY	\$ ea.
Folding Chairs		10
Tall Bar Stools		15
Tall Bar Chairs		25
Cushion Chair		15
Cushion Arm Chair		25

Table Risers	QTY	\$ ea.
4' Risers		15
6' Risers		20
8' Risers		20

Lighting	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50

Power Supply	QTY	\$ ea.
Extension Cords		25
Multi Plug Cords		25

ELECTRONICS	QTY	\$ ea.
46" LCD Wide Screen		3 Days 400
DVD Player		100/day
Computer Monitor 19"		150/day
Lap Top		200/day

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		60
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		125
Booth Cleaning Per 10' section / per day		40
Jewelry Cases 6' Full View Lighted		300
10 x 10 Tent		125
Literature Rack		50

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

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 3% for Credit Card Orders	= \$
Add 20% for any <u>ON-SITE</u> Orders	= \$
SUB-TOTAL	= \$
+ 7% 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. Bad Check Fee \$75.00

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

MUST RECEIVE BY: _____

FROM: _____

ADVANCED WAREHOUSE ADDRESS:

TO:
CONVENTION MAKERS, INC.
4501 HWY 544
MYRTLE BEACH, SC 29588

SHOW NAME: _____

COMPANY _____

BOOTH #: _____

NUMBER OF PIECES _____

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

MUST RECEIVE BY: _____

FROM: _____

ADVANCED WAREHOUSE ADDRESS:

TO:
CONVENTION MAKERS, INC.
4501 HWY 544
MYRTLE BEACH, SC 29588

SHOW NAME: _____

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MYRTLE BEACH, SC 29588

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NUMBER OF PIECES _____

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

MUST RECEIVE BY: _____

FROM: _____

ADVANCED WAREHOUSE ADDRESS:

TO:
CONVENTION MAKERS, INC.
4501 HWY 544
MYRTLE BEACH, SC 29588

SHOW NAME: _____

COMPANY _____

BOOTH #: _____

NUMBER OF PIECES _____

Frequently Asked Questions

About Convention Makers Freight Service

1. Where do I get my freight service form & what do I do with it ?
The Freight Service Form is in your exhibitor package provided by your association, or call Convention Makers at 843.650.6300 Fill the form out ***completely*** and fax back to 843.650.6301, Or go to www.conventionmakers.com
2. Where do I ship my show materials?
**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. Please make sure your materials are marked properly.
4. When do my show materials need to arrive at Convention Makers?
Delivery Times 9am -4:30pm m-f
All freight / Show materials need to arrive at Convention Makers advance warehouse, ***3 to 10 days prior to show date***. If this target can not be met, your company may incur additional charges. Please refer to freight service form. Your show materials will be waiting for you in your booth space.
5. Does Convention Makers accept Credit Cards?
We accept Mastercard, Visa & American Express. 3% will be added to all credit card transactions to cover fees.
6. What do I do with my Show materials after the show?
Simply pack up your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx,ups etc) & leave your equipment in your booth, a Convention Maker rep will come by and pick your boxes up.
7. Explanation of charges. The following charges may be applied to your shipment.
Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up.
Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver.
Forklift Charge: May be assessed to any inbound / outbound shipment too heavy for one person, or freight that needs to be put on a pallet to be moved safely.