

Frequently Asked Questions About Convention Makers Freight Service

Show: SCSBA - 2024

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

The Freight Service Form is in your exhibitor packet 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
Do not ship USPS

Ship Here →

**Convention Makers
4501 Dick Pond Rd
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: 02.09.24

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. 6% will be added for processing. Declined Credit Cards will incur additional fees. Receipts will be faxed or emailed after the event has concluded.

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

Simply pack up (tape up & secure) 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= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs Over 200Lb → Weight _____ x .75 = 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!

CONVENTION MAKERS, INC.

Material Handling Form

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

EVENT NAME SCSBA - 2024

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 Dick Pond Rd
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 _____
Back of Card
Zip Code _____
Associated with Card
Processing 6% fee Declined Credit Card Fee \$40.00

ORDERS EMAILED AFTER THE DUE DATE
MAY NOT BE ACCOMMODATED.
PLEASE PLACE ORDERS M-F, 9AM-430PM ET

INBOUND Shipment Handling Materials Due: **02.09.24**
Preferred Carriers FedEX, UPS, Old Dominion, SE Freight, YRC
CARRIER _____
CARRIER PHONE # _____
Number of Pieces & Weight _____
COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
\$100.00 Minimum Cost inbound
Over 200Lb → Weight _____ x .75=
Early Storage Fee \$50 - Late Off Target \$30 per shipment
NO Digital BOLS - HARDCOPY BOL's Only
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= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
\$100.00 Minimum Cost Outbound
Over 250Lb → Weight _____ x .75 =
Additional Charges may apply to safely ship your items. Freight will be
cleared from the showsite & forced from the warehouse, next business day.
NO Digital BOLS - HARDCOPY BOL's Only

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

Forklift / Hydraulic Jack Lift Pricing
Convention Makers reserves the right to utilize a forklift or Hydraulic Lift to safely handle freight over 150lbs
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. NO DIRECT INVOICES for convention services. Credit Card required for all services.**

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 02.09.24

ADVANCE SHIPMENT
SCSBA - 2024

Name of Exhibition

Exhibiting Company

Carrier _____ Number of Pieces _____

Ship to:
Convention Makers
4501 Dick Pond Rd
Myrtle Beach, SC 29588

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

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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.

Form Due: **02.09.24**

Show: **SCSBA - 2024**

Company _____

Address _____

City _____ State _____

Phone _____ Zip _____

Fax _____ Cell _____

Ordered By _____
Print

Ordered By _____
Signature

Email Address _____

Convention Makers
4501 Dick Pond Rd
Myrtle Beach, SC 29588
 PHONE: 843.650.6300 FAX: 843.650.6301
 Conventionmakers@aol.com

AUTHORIZED CREDIT CARD PAYMENT
 CARD TYPE () VISA () MC () Amex

CARD# _____

EXPIRATION : _____ / _____

CVV Code _____
 Back of Card

Zip Code _____

Associated with Card _____

6% Processing Fee Declined Credit Card Fee = \$ 40.00

Booth #

**ORDERS EMAILED AFTER THE DUE DATE
 MAY NOT BE ACCOMMODATED.
 PLEASE PLACE ORDERS M-F, 9AM-430PM**

Description	QTY	Cost
Printer - HP Deskjet 4158e		75/Day
32" LED Samsung Viewfinity - S7 *Tabletop only*		\$175/Day
50" LED Wide Screen Hitachi UHD		3 Days 450
LED Floor Stand (no Shelf) Tripod Base - Single Pole -Fits most of our Screens		100/Day
LAPTOP		\$175/Day
HDMI Cables		\$25/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 6% for Processing	= \$
Add 20% for any <u>ON-SITE</u> Orders	= \$
SUB-TOTAL	= \$
8% SC SALES TAX	= \$
GRAND TOTAL DUE	= \$

If ordering a monitor, please specify Connection needed

Please note, that all orders should be received by Convention Makers by the date listed on the form, 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 will assume no responsibility for injury or damage to persons or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Paid receipts will be emailed to the address listed on our form. If items are ordered & delivered, and it is decided they will not be used, you will still be charged for the rental. There will be NO DIRECT INVOICES FOR ANY & ALL SERVICES. A CREDIT CARD IS REQUIRED FOR ALL SERVICES.

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