

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.

Form Due:

02.14.25

SCSBA - 2025

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

AUTHORIZED CREDIT CARD PAYMENT
 CARD TYPE ()VISA ()MC ()Amex
 CARD# _____
 EXPIRATION : _____ / _____ CVV Code _____
Zip Code Back of Card
 Associated with Card
 6% 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" Round 29" tall Plain		45
36" Round 29" tall Skirted		60
36" Round 42" tall Plain		50
36" Round 42" tall - Covered		65
Swap Table for Different Size		30
Extra Skirting		25
Raise table in Booth		45

SIGNATURE _____

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

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

All Rental Sales are final

NEW! ELECTRONICS	QTY	\$ ea.
32" LED Wide Screen		175/day
50" LED Wide Screen		3 Days 450
LED Floor Stand		100/day
HDMI Cables		25/day
Lap Top		175/day
Printer - HP Deskjet 4158e		75/Day

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		15
Booth Carpet per booth space		130
Carpet Padding Per booth space		65
Booth Cleaning Per 10' section / per day		50
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 20% for any ON-SITE Orders	=\$
Add 6% Processing fee	=\$
SUB-TOTAL	=\$
+ 8% SC SALES TAX	=\$
GRAND TOTAL DUE	=\$

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.

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: **02.14.25**

Show: **SCSBA - 2025**

Company _____

Address _____

City _____ State _____

Phone _____ Zip _____

Fax _____ Cell _____

Ordered By _____
Print

Ordered By _____
Signature

Email Address _____

CONVENTION MAKERS, INC.
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 : ____ / ____
 Zip Code _____ CVV Code _____
 Associated with Card _____
 Back of Card _____
 6% Processing Fee Declined Credit Card Fee = \$ 40.00

All Rental Sales are final

**ORDERS EMAILED AFTER THE DUE DATE
 MAY NOT BE ACCOMMODATED.
 PLEASE PLACE ORDERS M-F, 9AM-400PM - ET**

Booth #

Description	QTY	Cost
Printer - HP Deskjet 4158e		75/Day
32" LED Samsung Viewfinity - S7		\$175/Day
50" LED Wide Screen Hitachi UHD		3 Days 450
LED Floor Stand (no Shelf) Tripod Base - Single Pole -Fits all 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

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

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 - 2025**

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: **02.14.25**
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
Over 200Lb → Weight _____ x .75 =
Cost inbound
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 _____
PHONE # _____
OF PIECES / WEIGHT _____ / _____ lbs.
ACCOUNT # _____
COST= \$150.00 first 200 lbs add \$0.75 per lb over 200lbs
Over 250Lb → Weight _____ x .75 =
Cost Outbound
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 (after the show)
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.**

Frequently Asked Questions About Convention Makers Freight Service

Show: SCSBA - 2025

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 email (Conventionmakers@aol.com) or 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 identifying 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: 02.14.25

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 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**. We do not provide return shipment labels. Please bring them with you.

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 per 200 lbs (200 lb Minimum) add \$0.75 per lb over 200lbs Over 200Lb → Weight _____ x .75 =

Separate
Charge for in & out

Cost inbound

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up. \$30

Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver - \$100

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!

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 02.14.25

ADVANCE SHIPMENT

SCSBA - 2025

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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4501 Dick Pond Rd
Myrtle Beach, SC 29588**

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

Embassy Suites Myrtle Beach
 9800 Queensway Boulevard,
 Myrtle Beach, SC 29572

Electrical Order Form

BOOTH NUMBER: _____

Email completed form to: caroline.neeves@hilton.com
 Fax Number: (843) 497-1219
 ATTN: Caroline Neeves, Event Services
 Phone: (843) 497-1000

Specify equipment needing electricity:

NAME:
 PHONE:
 NAME OF CONFERENCE:
 VENDOR NAME:

LOCATION:
 SETUP DATE/TIME:
 DATE OF CONFERENCE:
 DATE ORDERED:

To avoid additional charges, all orders must be submitted to the hotel a minimum of 10 days prior to the event.

Electrical Service Required		
(if order is placed prior to 10 days before start of event)		
Quantity	110 VOLT AC Standard Service	Price
	5 Amps/500 Watts @ \$60 each <i>(One connection for phone, laptop, TV, or LED Light)</i>	
	20 Amps/2200 Watts @ \$110 each <i>(Multiple devices on one individual circuit)</i>	
	Multi-Power Outlet Strip @ \$180 each ---Includes 20 Amps connection <i>(6 connections, several devices for one exhibitor)</i>	
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		
Total		
Quantity	Band Power Box	Price
	20 Amps/2200 Watts @ \$395 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 Volt AC Single Phase	Price
	50 Amp Service @ \$345 each ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 AC Three Phase	Price
	50 Amp Service @ \$445 each ---Includes direct wiring required by a certified in-house electrician	
<i>Three phase available only in Palisades Ballroom</i>		
Total		
Quantity	Banner Hanging	Price
	Banner up to 6' @ \$75 each	
	Banner 6' - 12' @ \$125 each	
	Back Drop behind stage @ \$300 each	
Total		

Electrical Service Required		
(if order is placed after 10 days before start of event)		
Quantity	110 VOLT AC Standard Service	Price
	5 Amps/500 Watts @ \$120 each <i>(One connection for phone, laptop, TV, or LED Light)</i>	
	20 Amps/2200 Watts @ \$220 each <i>(Multiple devices on one individual circuit)</i>	
	Multi-Power Outlet Strip @ \$320 each ---Includes 20 Amps connection <i>(6 connections, several devices for one exhibitor)</i>	
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		
Total		
Quantity	Band Power Box	Price
	20 Amps/2200 Watts @ \$545 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 Volt AC Single Phase	Price
	50 Amp Service @ \$495 each ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 AC Three Phase	Price
	50 Amp Service @ \$595 each ---Includes direct wiring required by a certified in-house electrician	
<i>Three phase available only in Palisades Ballroom</i>		
Total		
Quantity	Banner Hanging	Price
	Banner up to 6' @ \$175 each	
	Banner 6' - 12' @ \$225 each	
	Back Drop behind stage @ \$400 each	
Total		

Final Total:

Final Total:

Signature: _____ Date: _____

EMBASSY SUITES MYRTLE BEACH RESORT

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

FAX COMPLETED FORM TO: (843) 497-1219 ATTN: Caroline Neeves caroline.neeves@hilton.com

HOTEL USE ONLY: Date: _____

Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one) American Express Discover JCB Diners Club		Visa/MasterCard
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle) All		
Charges	Room & Tax	Food & Beverage Retail Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
DIRECT BILL ACCOUNT PAYMENTS ONLY:		
Name on Invoice/Statement _____		Date on Invoice/Statement _____
Invoice/Statement Number _____		Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____ Date: _____

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state, and local safety codes.
3. Use of open personal power strips is prohibited.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than the “house electrician” make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without “house electrician”.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
10. **Special pricing** for orders received a minimum of ten (10) days prior to exhibitor arrival for move in.

**HOLD HARMLESS AGREEMENT FOR RELEASE OF LIABILITY
OUTSIDE FOOD**

SCSBA

SIGNATURE REQUIRED PRIOR TO CONSIDERING REQUEST

PLEASE PRINT CLEARLY

The Undersigned hereby requests that
(1) The Embassy Suites Myrtle Beach by Hilton
("Hotel") allow outside food to be brought into
the Hotel by the Undersigned. The Hotel will not
be required to serve or prepare the following
food items prepared by the Undersigned. List
the items that will be brought in & prepared:

Vendor Name:

Items:

(ENTER FOOD ITEMS IN SPACES ABOVE - Attach additional page if necessary)

The Undersigned understands that food
items (such as but not limited to seafood
obtained from open waters) may contain
bacteria or other harmful substances that
cannot be detected by Hilton.

Accordingly, the Undersigned agrees
that in consideration of Hilton's allowing outside
food to be brought into the Hotel provided by the
Undersigned that:

(1) The Undersigned assumes all
risk of personal injury, illness or death arising
out of or resulting from the Undersigned's
consumption of food items provided by the
Undersigned;

(2) The Undersigned releases,
waives and discharges Hilton and its owners,
subsidiaries and affiliated entities (including
Hilton Hotels Corporation) and their respective
owners, directors, officers, partners, and
employees, and agents (hereafter referred to
collectively as the "Releasees") from any and all
claims, liabilities, damages, losses, or other
expenses of any nature whatsoever for any
personal injury, illness, or death (collectively,

"claims") arising out of or resulting from the
consumption of the food items provided by the
Undersigned. This indemnity obligation shall
also include reasonable attorneys' fees,
investigation costs, and other costs and
expenses incurred by Releasees with respect to
any claims made against Releasees;

(3) The Undersigned agrees to
indemnify and hold the Releasees harmless
from any claims released under Paragraph (2)
above or incurred by the Releasees in
defending against any claims or liabilities
released under Paragraph (2) above; and,

(4) The Undersigned agrees that
this Release Agreement will be binding on the
Undersigned and the Undersigned's executors,
administrators, personal representatives, heirs
and minor children.

It is understood and agreed that this
Hold Harmless Agreement/Release shall not be
construed as an admission of liability, and that
any such admission is hereby expressly denied.

The Undersigned further states that the
Undersigned has carefully read the foregoing
Hold Harmless Agreement/Release,
understands the contents thereof, and
voluntarily signs the same.

**PLEASE READ CAREFULLY
BEFORE SIGNING. THIS DOCUMENT IS A
BINDING CONTRACT TO RELEASE AND
WAIVE LEGAL CLAIMS.**

(Signature)

Joyce Leaphart

(Signature)

Director of Events & Catering