



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. **Do not send completed form by email.***

Fax Completed Form to: 843-497-1730
Attention: Accounting

ATTN: _____

HOTEL USE ONLY:

Date: _____

Guest / 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)		
<input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> JCB <input type="checkbox"/> Diners Club		
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)		
<input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Retail <input type="checkbox"/> 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: _____

Attention: Accounting
Fax: 843-497-1730

ELECTRICAL ORDER FORM

NAME:
PHONE:
NAME OF CONFERENCE:
BOOTH NUMBER:

LOCATION:
SETUP DATE/TIME:
FUNCTION:

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.
5. Prices based upon current wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician".
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. Rates quoted for all connections over only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
11. Orders must be received a minimum of seven (7) days prior to exhibitor arrival for move in.

PLEASE FILL OUT THE FOLLOWING

Electrical Service Required

110 Volt AC Standard Service

# of Outlets		Total
_____ 5 Amps/500 Watts	\$40.00	_____
_____ 20 Amps/2200 Watts	\$75.00	_____
_____ 60 Amps/6600 Watts	\$150.00	_____

Total

NOTE: Prices include (1) loaned 25' extension cord. Exhibitors will be charged \$25.00/+ tax for unreturned cord.

208 Volt AC Single Phase

_____ 50 Amp Service	\$150.00	_____
_____ 100 Amp Service	\$300.00	_____

(three phase available in Kensington Ballroom only)

Total

NOTE: Any direct wiring required will be completed by a certified house electrician at the flat rate of \$85.00/hr. With a 1 hour minimum.

208 Volt AC Three Phase

_____ 50 Amp Service	\$250.00	_____
_____ 100 Amp Service	\$450.00	_____

Total

NOTE: All electrical services must be ordered within 7 working days of the event. Any additional charges incurred on the day of the event will be accessed at the rate listed above plus 21% service charge.

SIGNATURE:

Date:

Kingston Plantation Communications

Hardwire Internet Service Request:



Date of Order: _____
 Group: _____
 Meeting Location: _____
 Company: _____
 Company Contact: _____
 Technical Contact: _____

Number of Devices: _____
 Number of Days: _____
 Booth: _____
 Email: _____
 Phone: () _____
 Phone: () _____

Service Requested:	Number of Devices	Number of Days	Cost	Extension
Hardwired Connection:			\$150.00	
Connected Devices:			\$25.00/day	
Technical Support:			\$75.00 / hour	
Overtime Fee: (On-site Support on weekends, nights or holidays)			\$50.00	
Other:				
			SUBTOTAL:	
Taxes:			8%	

The minimum connection fee for a Hardwired Connection is \$150.00 for the first day or part thereof. Connection speeds may vary. Taxes, equipment rental charges, overtime fees, technical support, additional devices and additional days are extra.

ACTIVATE: Day: _____ Date: _____ Time: _____

DEACTIVATE: Day: _____ Date: _____ Time: _____

BILLING INFORMATION:

Total Cost (incl. tax):

Room / Billing Folio# _____

Credit Card (VISA, Master Card, etc.): _____

Card # _____ Expires: _____

Cardholder Name / Bill To: _____

Billing Address: _____

Conference Services Manager: _____ Ext: _____

For Office Use ONLY:

Equipment Rented:	Service/Credentials Activated (Date):
	Equipment Retrieved (Date):
	Submitted to Accounting (Date / By):

#	Username	Password	MAC Address	IP Address	Expiration (hours)	Initiated (Date)
1			: : : : :	. . .		
2			: : : : :	. . .		
3			: : : : :	. . .		
4			: : : : :	. . .		
5			: : : : :	. . .		
6			: : : : :	. . .		
7			: : : : :	. . .		
8			: : : : :	. . .		

Dear Exhibitor,

Convention Makers, Inc. is pleased to provide complete exhibitor services for the South Carolina School Boards Association's Annual Conference, being held at the Embassy Suites at Kingston Plantation. To make it simple and valuable to exhibit, we have prepared an exhibition kit detailing all of the information, as well as the services available to ensure you have a successful event!

Contacts:

SC School Board Association Sandy Poole 1.800.326.3679 Registration

Convention Makers Inc. John Dosemagen 843.650.6300 Shipping & Extra Equip

Embassy Suites at Kingston Plantation Christine Hajjar 843.497.7519 Electrical & Internet

Each 6' x 10' Booth package will include:

8' High Back Drape
3' High Side Drape
6' Table Skirted
1 Booth ID Sign(7 X 44)
2 Chairs

Drape Colors : Black
Tables : Red
Exhibit Floor : Carpeted

Exhibitor Move-in & Move-out Schedule:

Exhibitor Set - up:	Thursday, February 23	12:00pm - 5:00pm
Exhibits Open:	Friday, February 24	7:00am - 3:30pm
	Saturday, February 25	7:30am - 11:30am
Exhibits Dismantle:	Saturday, February 25	12:00pm - 2:00pm

Important Dates:

First day for warehouse deliveries - Monday, February 6
Last day for warehouse deliveries - Monday, February 20
All orders & shipments due - Wednesday, February 22 - Late charges will apply

Order / Shipment Deadline:

Please make sure all shipments are marked with the address labels provided. Please, no show site deliveries.

Discounts are already applied, any onsite orders are subject to a 20% increase.

Shipping procedures:

Please refer to the "Frequently asked Question Sheet" in your service kit.

See you at the show!

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: **SCSBA 2012**

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 ____/____
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' LCD Wide Screen		3 Days 350
40' LCD Wide Screen		3 Days 400
46' LCD Wide Screen		3 Days 450
LCD Floor Stand		100/Day
Any Connector Cables		\$25/Day
Lap Top		250/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. 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.

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.

SCSBA 2012

EVENT NAME/LOC. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

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 ____/____/____

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" Round 29" tall Plain		45
36" Round 29" tall Skirted		60
36" Round 42" tall Plain		50
36" Round 42" tall Skirted		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 Risers	QTY	\$ ea.
4' Risers		20
6' Risers		20
8' Risers		20

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

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32" LCD Wide Screen		3 Days 350
40" LCD Wide Screen		3 Days 400
46" LCD Wide Screen		3 Days 450
LCD Floor Stand		100/day
Lap Top		250/day
Please call for Connections		\$15

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		60
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		10
Booth Carpet Per 10' section		125
Carpet Padding Per 10' section		50
Booth Cleaning Per 10' section / per day		40
Bag Rack /Stand		60
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 <u>ON-SITE</u> 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. 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. All billing will be done at the completion of the show. Receipts & Invoices will be faxed to the fax number listed on this form.

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 02.20.12

FROM: _____

ADVANCE SHIPMENT
SCSBA 2012

Name of Exhibition

Exhibiting Company

Carrier _____ *Number of Pieces* _____

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

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

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 02.20.12

FROM: _____

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

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

CONVENTION MAKERS, INC.

FREIGHT SERVICE FORM

WWW.CONVENTIONMAKERS.COM
2011

WWW.CONVENTIONMAKERS.COM
2011

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



EVENT NAME SCSBA 2012

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

On Site Rep Cell _____

Show Date _____ BOOTH # _____

ORDERED BY _____

PRINT

ORDERED BY _____

SIGNATURE

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 Due: **02.20.12**
 Preferred Carriers FX, UPS, Old Dominion (70% discount), SE Freight
 CARRIER _____
 CARRIER PHONE # _____
 APPROXIMATE # of PIECES _____
 APPROXIMATE WEIGHT _____
 COST= \$75.00/first 250 lbs. Add \$0.40 per pound over 250lbs
 Early Storage Fee \$50 - Late Off Target \$30 per shipment
 Delivery Hours 9-4:30 M-f No weekends / holidays
 Special Handling \$75 - After Hours Delivery - \$75
 No Collect Shipments - All shipments must be prepaid

OUTBOUND FREIGHT
 Preferred Carriers, FedEx, Old Dominion (70% Discount), SE Freight
 CARRIER _____ CHECK HOT/OVERNIGHT
 PHONE # _____
 # OF PIECES / WEIGHT _____ / _____ lbs.
 ACCOUNT # _____
 COST= \$75.00/first 250 lbs. Add \$0.40 per pound over 250lbs
 Freight will be cleared from showsite and forced
 From warehouse address next working day.
Additional Charges: Taping \$10, labeling \$10 per package, shrinkwrap \$10, Pallet Re-Stack \$50, banding \$15 per pallet Hold over storage fee \$50, Freight w/no Paperwork \$50 per 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 \$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)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, Recieving Logs etc - \$65

Frequently Asked Questions

About Convention Makers Freight Service

Show: SCSBA

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

2. Where do I ship my show materials?

No cold storage items

No collect shipments-will be refused

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? Freight Due: 02.20.12

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 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. Declined Credit Cards will incur additional 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.

See you at the show!