

2023 SCSHA Annual Convention

EXHIBITOR GUIDE



S.C. Speech Language Hearing Association

SCSHAED@gmail.com

803.995.0466

P.O.Box 2471, Columbia, SC 29202

scsha.net

EXHIBITOR FACT SHEET

Conference Dates: February 1-4, 2023

Conference Location: Embassy Suites N. Charleston

Exhibit Hall Location: Ballroom A

Exhibit Hours: **Wednesday, February 1**

2:00 pm - 6:00 pm Exhibitor Setup

Thursday, February 2

6:00 am - 8:00 am Exhibitor Setup

9:30 am – 10:00 am Poster Session/Break/Visit the Exhibitors

1:30 pm – 2:00 pm Poster Session/Break/Visit the Exhibitors

3:00 pm – 3:30 pm Poster Session/Break/Visit the Exhibitors

4:30 pm – 5:30 pm Poster Session/Reception/Visit the Exhibitors

Friday, February 3

7:30 am – 5:00 pm Exhibits Open

9:00 am – 9:30 am Poster Session/Break/Visit the Exhibitors

10:30 am – 11:00 am Poster Session/Break/Visit the Exhibitors

3:00 pm – 3:30 pm Poster Session/Break/Visit the Exhibitors/Door Prizes

3:30 pm - 4:30pm Exhibitor Breakdown

Exhibit Hall Diagram: Will be emailed out by January 16

Door Prize Drawings: If you would like to donate a door prize, these will be drawn in the exhibit hall and your organization will be announced as the sponsor of the prize.

Exhibitor Booth Drawings: Exhibitors holding booth drawings will need to complete a PRIZE FORM (provided onsite) and post to the large corkboard just outside of the exhibit hall by 3:00pm Friday. You are responsible for getting your booth prize to the winner.

Directions to Load/Unload: Exhibitors who are bringing their own exhibit booth set-up can pull up to the right end on the convention center and unload. Parking is temporary, so please unload and park in the lot before setting up your booth.

Upon Arrival: **ALL PRE-REGISTERED EXHIBITORS:** name badges, programs, and event materials will be at your booth. **There is no need to check-in at the registration desk unless assistance is needed.**

- You can build your attendee bag at anytime during the convention
- Additional materials regarding convention attendance can be found at the registration area.
- Anyone without a namebadge will be asked to leave the exhibit hall and register at the desk.

Additional Charges: Electrical and Shipping are not included. See below for order information.

ELECTRICITY: Exhibitors must make arrangements for booth electricity in advance directly with the Convention Center

SHIPPING: Booth materials MUST be shipped through Convention Makers to guarantee delivery. Kingston Plantation CANNOT guarantee any deliveries shipped directly to them.



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.

SCSHAED - 2023

Form Due: **01.27.23**

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
conventionmakers@aol.com
 PHONE: 843.650.6300 FAX: 843.650.6301

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

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! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 23"		175/day
32" LED Wide Screen	3 Days	350
40" LED Wide Screen	3 Days	400
50" LED Wide Screen	3 Days	450
LED Floor Stand		100/day
HDMI Cables		25/day
Lap Top		150/day

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 booth space		125
Carpet Padding Per booth space		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 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 9% SC SALES TAX	= \$
Add 6% Processing fee	= \$
GRAND TOTAL DUE	= \$

Please note, that all orders should be received by Convention Makers, prior to decorator set up date, complete with total payment. (no direct deposits). **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

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: **01.27.23**

Show: **SCSHAED - 2023**

Company _____

Address _____

City _____ State _____

Phone _____ Zip _____

Fax _____ Cell _____

Ordered By _____
Print

Ordered By _____
Signature

Email Address _____

CONVENTION MAKERS, INC.
4501 Hwy 544
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 _____
Zip Code _____ Back of Card _____

Associated with Card _____

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

Booth #

Description	QTY	Cost
DVD Player Includes HDMI Connections		75/Day
Computer Monitor 23"		175/Day
32" LED Wide Screen		3 Days 350
40" LED Wide Screen		3Days 400
50" LED Wide Screen Hitachi UHD		3 Das 450
LED Floor Stand (no Shelf) Tripod Base - Single Pole -Fits all of our Screens		100/Day
LAPTOP		\$150/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

CONVENTION MAKERS, INC.

Material Handling Form

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



EVENT NAME **SCSHAED - 2023**



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

INBOUND Shipment Handling Materials Due: 01.27.23
 Preferred Carriers FedEx, UPS, Old Dominion, SE Freight, YRC
 CARRIER _____
 CARRIER PHONE # _____
 Number of Pieces & Weight _____
COST= \$100.00 first 200 lbs add \$0.50 per lb over 200lbs
 \$100.00 Minimum Cost inbound
 Over 200Lb → Weight _____ x .50 = _____
 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= \$100.00 first 200 lbs add \$0.50 per lb over 200lbs
 \$100.00 Minimum Cost Outbound
 Over 250Lb → Weight _____ x .50 = _____
 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.**

Frequently Asked Questions About Convention Makers Freight Service

Show: SCSHAED - 2023

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 Hwy 544
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: 01.27.23

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= \$100.00 first 250 lbs add \$0.50 per lb over 250lbs Over 250Lb → Weight _____ x .50 = 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. \$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: 01.27.23

ADVANCE SHIPMENT

SCSHAED - 2023
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

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FOR ADVANCED WAREHOUSE ONLY

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**Convention Makers
4501 Hwy 544
Myrtle Beach, SC 29588**

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



EMBASSY SUITES CHARLESTON AREA CONVENTION CENTER
 5055 International Blvd., North Charleston, SC 29418

BALLROOM UTILITY SERVICE ORDER FORM

Attn: Melissa Stratmann, Director of Events
 Email: melissa.stratmann@atriumhospitality.com

Event:
PO Number:
Exhibitor Name:
Contact Person:
Telephone:

Event Date:
Install Date:
Booth/Event Space:
Email Address:
Fax:

ELECTRICAL SERVICES

Qty	Service Description	Advanced Rate	Floor Rate	Total
	120 Volt up to 2400 Watts/20 Amp Outlet	\$75	\$125	
	208 Volt, 100/200 Amp, Three Phase	\$670	\$1,100	
	25" Extension Cord	\$20	\$20	
	6 Outlet Power Strip	\$15	\$15	

Qty	Service Description	Advanced Rate	Floor Rate	Total
	208 Volt, 400 Amp, Three Phase	\$850	\$1,300	
	Ballroom Band Connection	\$175	\$275	

*All power drops are located in the back of your booth. Services requesting special placements, taping of extension cords, carpet removal, or adjustments will incur a minimum one hour labor charge.
 Ballroom Band Connection consists of (6) 20 Amp Circuits located in one location.

INTERNET SERVICES

Qty	Service Description	Advanced Rate	Floor Rate	Total
	WiFi: Basic (1 Mbps/Per Device)- 1 DAY RATE	\$75	\$100	
	WiFi: Basic (1 Mbps/Per Device)	\$150	\$200	
	WiFi: Advanced (3 Mbps/Up to 3 Devices)	\$375	\$475	

Qty	Service Description	Advanced Rate	Floor Rate	Total
	Wired: Basic (1 Mbps/Per Device)	\$200	\$275	
	Wired: Advanced (3 Mbps/Up to 3 Devices)	\$475	\$575	
	Premium: 5 Mbps (Incl. 1 Hardline/Multi-Device)	N/A	\$800	
	Premium: Each Additional Mbps	N/A	\$175	
	Premium: Each Additional Hardline	N/A	\$40	

*Complimentary WiFi powered by WOW! Business is available for casual use in the CACC lobby area. It is not recommended for mission critical services such as product presentation or demonstration.
 Device amounts listed above are estimated based on basic internet usage such as web browsing and checking emails. Streaming music and/or videos will cause internet speeds to slow down.
 We recommend the 5 Mbps plan for any vendors wishing to use streaming services.*

TELECOMMUNICATIONS SERVICES

Qty	Service Description	Advanced Rate	Floor Rate	Total
	Standard Analog Line (Excluding Phone Set)	\$200	\$350	

Qty	Service Description	Advanced Rate	Floor Rate	Total
	Equipment Rental: Single Line Set (Each)	N/A	\$50	
	Equipment Rental: Multi Line Set (Each)	N/A	\$100	

Order Total	\$0.00
25% Service Charge	\$0.00
Subtotal	\$0.00
9.0% Tax (subject to change)	\$0.00
Grand Total / Balance Due	\$0.00

Credit Card Number:	
Expiration Date:	Security Code:
Name on Card:	

Billing Address:
City / State / Zip Code:
Signature:

Client Signature _____

Date: _____



EMBASSY SUITES CHARLESTON AREA CONVENTION CENTER
5055 International Blvd., North Charleston, SC 29418