

2024 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: January 31 - February 3, 2024

Conference Location: Spartanburg Marriott
299 North Church Street
Spartanburg, SC 29306

Exhibit Hall Location: Heritage Ballroom E & F

Exhibit Hours: **Wednesday, January 31**
2:00 pm - 6:00 pm Exhibitor Setup

Thursday, February 1
6:00 a.m. Exhibitor Setup
7:30 am – 6:00 pm Exhibits Open
9:30 am – 10:00 am Break in the Exhibit Hall
11:30 am – 11:45 am Break in the Exhibit Hall
12:45 pm – 1:00 pm Break in the Exhibit Hall
2:30 pm – 3:00 pm Break in the Exhibit Hall
4:30 pm – 6:00 pm Reception in the Exhibit Hall

Friday, February 2
7:30 am – 4:30 pm Exhibits Open
10:30 am – 11:00 am Break in the Exhibit Hall
3:30 pm – 4:00 pm Break in the Exhibit Hall
5:30 pm – 7:00 pm Poster Sessions & Reception in the Exhibit Hall
7:00pm - 9:00 pm Exhibitor Breakdown

Exhibit Hall Diagram: Will be emailed out by January 15

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 left end of the hotel and unload. Parking is temporary, so please unload and park in the lot under the hotel 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 hotel.

SHIPPING: Booth materials MUST be shipped through Convention Makers to guarantee delivery.

The Hotel CANNOT guarantee any deliveries shipped directly to them.



Asheville **CONVENTION MAKERS, INC.** Myrtle Beach

Trade Show and Event Decorating Service

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

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

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

ORDERED BY _____

ORDERED BY _____

PRINT

SIGNATURE

Email Form To: nconventions@gmail.com
PHONE: (828) 215-2254

MAILING ADDRESS: (No Freight)

PO Box 1075
Morganton, NC 28680

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: ()VISA ()MC ()AMX Security Code _____

Card # _____

EXPIRATION ____/____/____ CREDIT CARD FEES: 3% Processing Fee \$50.00 Dishonored Card Fee

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		25
4' Regular 29" tall Skirted 3 sides		40
4' Regular 29" tall Skirted 4 sides		50
6' Regular 29" tall Plain		30
6' Regular 29" tall Skirted 3 Sides		45
6' Regular 29" tall Skirted 4 Sides		60
7' Regular 29" tall Plain		35
7' Regular 29" tall Skirted 3 Sides		50
7' Regular 29" tall Skirted 4 Sides		65
4' Raised 42" tall Plain		35
4' Raised 42" tall Skirted 3 Sides		60
4' Raised 42" tall Skirted 4 Sides		60
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
7' Raised 42" tall Plain		45
7' Raised 42" tall Skirted 3 Sides		70
7' 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
48" Round Plain		35
48" Round Skirted		50
60" Round Plain		40
60" Round Skirted		70

Seating	QTY	\$ ea.
Folding Chairs		5
Tall Bar Stools		15
Tall Bar Chairs		25

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

Velcro Display Boards	QTY	\$ ea.
Table Top Model		250
10' Floor Standing		350

Miscellaneous	QTY	\$ ea.
Pinboards/Pegboards(4x8)		75
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Booth Carpet Per 10' section		100
Carpet Padding Per 10' section		50
Change Drape Color Preferred Color ()		25
Table Cloth		5
Table Skirt		15
Extension Cords		25
Multi Plug Cords		25

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 7.00% NC SALES TAX	= \$
+ 3% Credit Card 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. 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.

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and email to: ncconventions@gmail.com

EVENT NAME _____
 EVENT LOCATION _____
 YOUR COMPANY _____
 YOUR EMAIL _____
 PHONE _____ FAX _____
 SHOW DATE _____ BOOTH # _____

Email Form To: ncconventions@gmail.com
PHONE: (828) 215-2254

MAILING ADDRESS: (No Freight)
PO Box 1075
Morganton, NC 28680

AUTHORIZED CREDIT CARD PAYMENT

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

CARD TYPE: ()VISA ()MC ()AMX Security Code _____

Card # _____

EXPIRATION ____/____/____ CREDIT CARD FEES:
 3% Processing Fee
 \$50.00 Dishonored Card Fee

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

ORDERED BY _____ PRINT
 ORDERED BY _____ SIGNATURE

INSTALLATION LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____
 APPROXIMATE HOURS _____
 WILL YOU HAVE A REP. PRESENT? _____
 APPROXIMATE START TIME _____

STANDARD LABOR CHARGES
 \$75.00/MAN HOUR (STRAIGHT) - \$85.00/MAN HOUR (OVERTIME)

RIGGING LABOR CHARGES
 \$150.00/MAN HOUR (STRAIGHT) - \$175.00/MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am to 5:00pm
 Any items we deem necessary to complete the task, including but not limited to safety equipment, rigging materials and lift equipment will be added to your final bill.

DISMANTLE LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____
 APPROXIMATE HOURS _____
 WILL YOU HAVE A REP. PRESENT? _____
 APPROXIMATE START TIME _____

STANDARD LABOR CHARGES
 \$75.00/MAN HOUR (STRAIGHT) - \$85.00/MAN HOUR (OVERTIME)

RIGGING LABOR CHARGES
 \$150.00/MAN HOUR (STRAIGHT) - \$175.00/MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am to 5:00pm
 Any items we deem necessary to complete the task, including but not limited to safety equipment, rigging materials and lift equipment will be added to your final bill.

TERMS AND CONDITIONS

Please read below, as you are bound by these terms and conditions once services are rendered, whether you read them or not!

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. Please properly pack, label and INSURE all materials prior to shipping inbound OR outbound. Due to increasingly tight schedules and turn-around times, we occasionally find it necessary to adjust scheduled install/dismantle times to meet other time critical stages of show set up or break down. Convention Makers, Inc. reserves the right to assign additional labor personnel to any order to safely or timely complete the task, at your expense, based on the above pricing schedule. We will do our best to accommodate your requests, but please be patient and understanding when that is not possible. On-site labor orders will be handled on a first-come basis as work load permits, and will be provided after pre-ordered services are completed. Completion of this form and payment in full must be provided PRIOR to any services rendered, or delays might be encountered. Final card processing and emailed receipts will occur after the event concludes to insure proper billing amount. There is a 3% card fee for all credit card orders, and a 20% fee for any returned checks or dishonored card payments.

Sub-Total \$ _____ 3% Credit Card Fee \$ _____ Total \$ _____

FREIGHT SERVICE FORM

If you require Freight Handling Service, please complete all information on this form and email to: ncconventions@gmail.com

EACH PACKAGE MUST be labeled with your COMPANY NAME and SHOW NAME.

EVENT NAME _____
 EVENT LOCATION _____
 YOUR COMPANY _____
 YOUR EMAIL _____
 PHONE _____ FAX _____
 SHOW DATE _____ BOOTH # _____

Email Form To: ncconventions@gmail.com
PHONE: (828) 215-2254

SHIP FREIGHT TO: (No Mail)
CONVENTION MAKERS, INC.
150 Westside Drive, Asheville, NC 28806

MAILING ADDRESS: (No Freight)
PO Box 1075
Morganton, NC 28680

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: ()VISA ()MC ()AMX Security Code _____

Card # _____

EXPIRATION ____/____/____ CREDIT CARD FEES:
 3% Processing Fee
 \$50.00 Dishonored Card Fee

ORDERED BY _____ PRINT
 ORDERED BY _____ SIGNATURE

INCOMING FREIGHT

CARRIER _____
 APPROXIMATE # of PIECES _____
 APPROXIMATE WEIGHT _____

COST = \$0.40 PER POUND - \$80.00 MINIMUM
SPECIAL LATE DELIVERY = \$75.00 ONE TIME CHARGE

ANY MATERIALS REQUIRING UNPACKING WILL BE BILLED AT PREVAILING LABOR RATE

WILL YOU REQUIRE OUTGOING FREIGHT SERVICE?
 YES NO

CARRIER _____
 CARRIER PHONE # _____

CARRIER ACCOUNT NUMBER (DIFFERENT THAN YOUR CREDIT CARD #)

OF PIECES / WEIGHT ____ / ____ lbs.

COST = \$0.40 PER POUND - \$80.00 MINIMUM
 ANY MATERIALS REQUIRING PACKING OR TAPING WILL BE BILLED AT PREVAILING LABOR RATE

OUTBOUND SHIP-TO ADDRESS

COMPANY NAME _____ CONTACT _____ PHONE _____
 SHIP-TO _____

FORKLIFT SERVICE: Will you require forklift service? WAREHOUSE = \$ 50.00
 SHOW SITE = \$ 150.00

CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE
 A FORKLIFT TO SAFELY HANDLE FREIGHT IF WE DEEM NECESSARY-AT YOUR EXPENSE

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 contact us concerning expected arrival date if this is not possible. Thank you.

Freight Total \$ _____ 3% Card Fee \$ _____ Grand Total \$ _____

Frequently Asked Questions About Convention Makers Freight Services

Show: SCSHA January 31- February 2, 2024

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

The Freight Service Form is in the exhibitor package provided by your association, or email Convention Makers at ncconventions@gmail.com for a copy. Complete and email back to Convention Makers ASAP.

2. Where do I ship my show materials?

No cold storage items.
No collect shipments will be accepted.

Ship To

**Convention Makers, Inc.
150 Westside Drive
Asheville, NC 28806**

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 misplaced or delayed in or out. Materials sent without the Freight Service Form on file will be held until the form is provided.

4. When do my show materials need to arrive at Convention Makers?

Freight Due By: 1-26-24

Receiving times and days are Monday-Friday from 9:30am-4:30pm. No Holiday deliveries. See info on bottom of the Freight Service Form for further details. Your materials will be delivered to your booth space during decorator set up.

5. Does Convention Makers accept Credit Cards?

We accept Mastercard, Visa & American Express. 4% will be added for a processing fee. Declined Credit Cards will incur additional fees. Receipts will be emailed to the address provided after the event has concluded.

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

If you desire Convention Makers to handle your outbound freight please complete the outbound portion of the Freight Service Form and make sure we have it on file. At show closing, properly pack, tape or strap, and label all pieces with your outbound shipping address. You must also provide the required completed waybill or BOL for your particular carrier. This document must accompany all outbound materials. Leave the paperwork with your items to be shipped, in your booth, and check in with us when you are ready to leave. If you do not require this service, you must make your own shipping arrangements and have your materials removed from the show floor prior to your departure.

7. Explanation of charges and additional charges that may be applied to your shipment.

All fees associated with our Freight Services are listed on the Freight Service Form, and include our receiving, storing prior to show, delivery to your booth, pick up from your booth at show closing, and holding materials for your carrier to pick up from our facility. Late deliveries or special deliveries outside of published procedures, and any shipment requiring a forklift to safely handle, are also covered on the Freight Service Form. Please read thoroughly as you will be bound to these terms.

RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

Your Company Name

BOOTH #: _____

ATTN: _____

PHONE #: _____

Cut Here

RUSH: EXHIBIT MATERIALS

Ship To: **ADVANCED WAREHOUSE ADDRESS**

CONVENTION MAKERS, INC.

**150 Westside Drive
ASHEVILLE, NC 28806**

Phone: (828) 215-2254

EVENT NAME

EVENT DATE: _____

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EVENT DATE: _____

Your Company Name

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PHONE #: _____

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