

2016 Urology Today Conference
Myrtle Beach Marriott Resort and Spa at Grande Dunes
Myrtle Beach, SC
September 16-18, 2016

Dear Exhibitor,

Convention Makers, Inc. is pleased to provide complete exhibitor services for the 2016 Urology Today Conference, being held at the Myrtle Beach Marriott Resort and Spa at Grande Dunes, September 16 - 18, 2016. 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:

2016 Urology Conf Cara Smith 410.689.3747 Registration

Convention Makers Inc John Dosemagen 843.650.6300 Shipping & Extra Equip

Myrtle Beach Marriott Resort Amy Devlin Amy.Devlin@Marriottsales.com Room Questions, Electrical & Internet

Each 6' x 10' Booth package will include:

6' Table Skirted
Wastebasket
2 Chairs
Booth ID Sign

Drape Colors : White
Tables : White
Exhibit Floor : Carpeted

Exhibitor Move-in & Move-out Schedule:

Exhibitor Set - up:	Thursday, September 15	3:00pm - 7:00pm
Exhibits Open:	Friday, September 16	6:30am - 1:00pm
		Reception 6pm - 7pm
	Saturday, September 17	7:00am - 12:30pm
Exhibits Dismantle:	Saturday, September 17	12:30pm out by 4pm

Important Dates:

First day for warehouse deliveries - Monday, August 29
Last day for warehouse deliveries - Monday, September 12
All orders & shipments due - Wednesday, September 14 - 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.
4501 Hwy 544
Myrtle Beach, SC 29588
Phone: 843.650.6300
Fax : 843.650.6301

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.

EVENT NAME/LOC. **2016 Urology Today Conference**

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH #

ORDERED BY _____ PRINT

ORDERED BY _____

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 ____/____/____

CVV Code
Back of Card

3% Processing Fee
Declined Credit Card Fee = \$ 40.00

SIGNATURE _____

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

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		150/day
Please call for Connections		\$20

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		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 3% Processing fee	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 8% 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. If items are ordered & delivered & it is decided they will not be used..you will still be charged for the rental.

CONVENTION MAKERS, INC.

Material Handling Form

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

EVENT NAME **2016 Urology Today Conference**

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

AUTHORIZED CREDIT CARD PAYMENT
CARD TYPE () Visa () MC () Amex
CARD # _____
EXPIRATION ____/____ CVV Code
Processing 3% fee Back of Card
Declined Credit Card Fee \$40.00
Bad check Fee \$75.00

INBOUND Freight Handling Materials Due: 09.12.16
Preferred Carriers FX, UPS, Old Dominion (80% discount), SE Freight
CARRIER _____
CARRIER PHONE # _____
Number of Pieces & Weight _____
COST= \$70.00 per 100 lbs (200 lb Minimum) add \$0.70 per lb over 200lbs
\$140.00 Minimum Cost inbound
Over 200Lb → Weight _____ x .70 =
Early Storage Fee \$50 - Late Off Target \$30 per shipment
Special Handling \$75 - After Hours Delivery - \$75
Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND Freight Handling
Preferred Carriers, FedEx, Old Dominion (80% Discount), SE Freight
CARRIER _____ CHECK HOT/
OVERNIGHT
PHONE # _____
OF PIECES / WEIGHT _____ / _____ lbs.
ACCOUNT # _____
COST= \$70.00 per 100 lbs (200 lb Minimum) add \$0.70 per lb over 200lbs
\$140.00 Minimum Cost Outbound
Over 200Lb → Weight _____ x .70 =
Freight will be cleared from showsite and forced
From warehouse address next working 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 \$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.**
Special Paperwork requests BOL's, POD, Recieving Logs etc - \$65

CONVENTION MAKERS, INC.

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and fax or mail to Convention Makers, Inc.

2016 Urology Today Conference

EVENT NAME/LOC. _____

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YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

Cell # _____ Booth#

SHOW DATE _____

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 _____ / _____ CVV Code
Back of Card

3% Processing Fee
Declined Credit Card Fee = \$ 40.00

Check one **Installation Labor**
 Full Display (10ft +) = 4hr minimum
 Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

Start Date _____ **LABOR CHARGES**

\$65.00 PER MAN HOUR (STRAIGHT)
\$90.00 PER MAN HOUR (OVERTIME)
OVERTIME = HOLIDAYS AND TIMES
OTHER THAN MONDAY - FRIDAY
8:00am TO 5:00pm

Check one **Dismantle Labor**
 Full Display (10ft +) = 4hr minimum
 Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

Start Date _____ **LABOR CHARGES**

\$65.00 PER MAN HOUR (STRAIGHT)
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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 be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: **09.12.16**

ADVANCE SHIPMENT

2016 Urology Today Conference

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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