

Exhibitor Prospectus & Contract

Marriott Resort & Spa at Grande Dunes

Myrtle Beach, SC

October 20-23, 2013



Please print or type all information and return form with full payment to:
SCWCEA . 3 Cavendish Court . Irmo, SC . 29063 or 803.407.3361 Fax
Questions? Please contact Donna Croom at 803.407.3360 or scwcea@bellsouth.net

Please list information below EXACTLY as it is to appear on printed materials.
Return exhibitor registration materials with full payment to the address listed above.

COMPANY NAME _____
As it should appear on identification sign

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____ EMAIL _____

Communications will be sent electronically.

COMPANY WEBSITE: _____

Promotional Opportunity

Please provide us with a description of your company and/or services in 50 words or less for the conference program. We request that this information be typed or printed and it must be legible for inclusion.

The SCWCEA reserves the right to list only those descriptions which are legible.

Exhibitor Fees & Freight Information

- Each 8 x 10 booth includes Pipe & Drape
- (2) Complimentary Conference Registrations
 - (1) Six - foot skirted table
 - (2) Two chairs
 - (1) Wastebasket
 - (1) Identification sign (as listed above)
- Electricity if pre-ordered by 9/13/13
Participation in all meals and social functions

Please note that if you need anything additional, you may order this directly from the show handler **Convention Makers, Inc.** Copies of these forms are included in packet or can be downloaded on our website at www.scwcea.org.

All Exhibitor shipments will be handled by **Convention Makers, Inc.** (contact information below) **and are not to be sent directly to the hotel. NO EXCEPTIONS.** Please make certain your items are clearly marked. In order to guarantee arrival of your shipment to you booth, all inbound freight **should be received by Convention Makers, Inc. between October 9-18, 2013.**

Convention Makers, Inc. 4501 Highway 544, Myrtle Beach, SC 29588
Phone| 843.650.6300 Fax| 843.650.6301 www.conventionmakers.com

Electrical Service

Standard 110V electricity will be included in booth fees for those exhibitors who preorder power by September 13, 2013. Any dedicated lines or additional needs will be the financial responsibility of each exhibitor. Late and onsite standard electricity will be the responsibility of those vendors at a cost of \$55 per day.

YES, I need electricity

NO, I do not need electricity

Booth Selection and Costs

To view our interactive floor plan and select your booth preferences, visit the following website:
<http://www.map-dynamics.com/scwcea2013>

First _____ Second _____ Third _____

*Please note that the floor plan may be adjusted to accommodate meeting needs.
We will make every attempt to try and meet your placement request.*

Refer to the **Rules and Regulations** for additional information regarding the reservation of space.
Requests will be honored on a first come, first serve basis. SCWCEA reserves the right to determine final booth placement.

Companies who display equipment will be required to purchase two booths so traffic flow will not be obstructed.

SCWCEA Member (includes 2 registrations) \$ 950.00

Non – Member (includes 2 registrations) \$ 1,100.00

PRIMARY REPRESENTATIVE _____
(complimentary registration)

ADDITIONAL REPRESENTATIVE _____
(complimentary registration)

ADDITIONAL REPRESENTATIVE _____
(requires additional fee of \$300)

ADDITIONAL REPRESENTATIVE _____
(requires additional fee of \$300)

Payment Information

____ Additional Representatives @ \$300 each # ____ @ \$300.00 = \$ _____
____ Booth Cost \$ _____
If you are uncertain of your status, please call the SCWCEA office prior to submitting payment.)
____ Passport Participant. Cost to participate - \$100 Please see separate flyer for Details. \$ _____

Tuesday, October 22, 2013 – Optional Activities

Golf Tournament — Pine Lakes Golf Club # ____ @ \$120.00 = \$ _____

There are a limited number of slots available

Player(s) name(s)	Handicap(s) or average of last 5 scores
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____

Fishing Excursion *List participant(s) below.* # ____ @ \$100.00 = \$ _____

1) _____ 2) _____

Wine Tasting *List participant(s) below.* # ____ @ \$55.00 = \$ _____

1) _____ 2) _____

Jersey Nights at The Palace Theater (5:30pm) # ____ @ \$25.00 = \$ _____

The SCWCEA has secured a block of discounted tickets for this popular production. Tickets are non-refundable.

1) _____ 2) _____

TOTAL DUE WITH SIGNED CONTRACT

\$ _____

Golf and fishing include a box lunch. Registration for all optional activities will close on September 30, 2013 or when maximum capacity is reached. **The SCWCEA reserves the right to cancel any optional events should we not meet minimum participation requirements and individuals will be refunded in full if a cancellation occurs.** Refunds for optional activities will not be given after September 30, 2013 unless the event is cancelled.

Disclaimer. The registrant listed above hereby acknowledges that the listed recreational activities and sports may be dangerous and cause injuries. Registrants choose to participate, or not, of his/her own free will and risk and hereby agrees to accept full and complete liability and to hold harmless SCWCEA, it's Board of Directors, staff, agents and contractors from any and all liability resulting from and arising out of such activities including

No booth will be confirmed unless the attached contract is executed and received by the SCWCEA office with full payment.

CHECK: Payable to SCWCEA Credit Card: MC VISA

Authorization: Please print card number and billing address clearly

Authorized Signature _____

Full Credit Card Billing Address (where monthly statements are received – street, city, state, zip code)

Card Number _____ Expiration Date _____

By submitting complete contract, exhibitor agrees to the terms and conditions listed of the SCWCEA Exhibitor Rules and Regulations

Return by September 6, 2013 to ensure that your company's name and representatives are listed in the conference program.

SCWCEA EXHIBITOR RULES AND REGULATIONS

Setup: 2:00 pm – 5:30 pm, Sunday, October 20

Hours: 6:00 pm – 9:00 pm, Sunday, October 20
7:30 am – 5:00 pm, Monday, October 21
(closed for lunch 12:45 pm – 2:00 pm)
8:00 am – 12:00 pm, Tuesday, October 22
7:30 am – 11:00 am, Wednesday, October 23

Rules:

All exhibitors are:

- To be set up and in place by 5:30 pm on Sunday, October 20th (mandatory)
- Responsible for having at least one person manning exhibit at all times – no exceptions
- Responsible for shipment of exhibits and materials to and from venue
- To adhere to the posted exhibitor schedule

Cancellation Policy: Refunds will only be offered if SCWCEA is able to resell the space before September 6, 2013.

Liability: The exhibitor assumes the entire responsibility and liability for losses damages, and claims arising out of exhibitor's activities on Marriott premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

The SCWCEA, any officer, agent or employee thereof will not be liable for any loss, damage or destruction of exhibitor's property or theft, fire or accident, or any other cause. The exhibitor assumes full responsibility and liability for all injury to any and all persons or property caused by the exhibitor, its agents, representatives, or employees. Exhibitors will furnish their own public liability insurance. Exhibitors wishing to insure their goods must do so at their own expense.

Limitations: Full use of exhibit floor is permitted. Backdrops may not be removed from booths located in the center of a row. Line of sight limitations: Exhibits must be constructed so as not to obstruct the view of adjoining booths. No signs, banners or archways over the aisles will be permitted. Exhibitors will not be allowed to alter the traffic flow as outlined by the diagram. Exhibitors must confine their activities to their booth space and are prohibited from subletting booth space in any way.

Dismantling: Exhibitors should remain open during the hours listed. In order to keep noise levels to a minimum, we ask that you do not dismantle your booth while the conference program is underway. **Booth dismantling should begin after noon at 11:00 am on Wednesday. Exhibitors who dismantle and/or depart early may be ineligible to exhibit with us in the future.** All crates, booths, banners, trash, etc. must be removed no later than 3:00 pm on the date of your departure. After that time, the SCWCEA nor the Westin Resort & Spa will be held responsible for lost or stolen items.

Booth Sharing: Booth sharing by multiple companies is not allowed. **Additional representatives must register for the conference and will be required to pay a \$300 registration fee.**

Package Shipping & Receiving Information: All shipments and show materials will be handled by Convention Makers, Inc. **Shipments may not be sent to the Conference Hotel for holding purposes.**

Other: The SCWCEA reserves the right to restrict exhibits due to excess noise, method of operation or for any other reason which is objectionable. This includes individuals, conduct, printed matter, promotional items or any item deemed offensive. Exhibitors are responsible for full payment of booth and additional services (either advance orders or floor orders).

Exhibitors will obey all rules of the Conference Hotel which are currently in existence and will abide by the rules and regulations of the City in which the conference is being hosted.

The SCWCEA Board of Directors will issue the final decision if any dispute arises and is not addressed by these Rules and Regulations.

Increase Traffic

during the
2013 Annual
Educational
Conference
October 20-23

Reach your target audience during the 37th Annual Educational Conference on Workers' Compensation in Myrtle Beach, SC. Exhibitors who sign up and submit payment will be featured on a special passport distributed to all attendees. Participants will be required to visit a specific group of exhibitors to be eligible to win iPads. We plan to include no more than 10 exhibitors per passport and will have more prize drawings available to attendees.

Prizes will be drawn and distributed on Tuesday, October 22nd during the morning break in the exhibit hall and **recipients must be present to win.**

Passport spaces will be sold on a first come, first serve basis. This promotion will close on September 6, 2013. To participate, complete the information below and submit to the SCWCEA.

Passport Participation cost is \$100 per exhibitor

Company Name: _____

Contact: _____

Address: _____

Phone: _____

FAX: _____

Email: _____

Booth Representative: _____

PAYMENT INFORMATION

Payment Total \$ _____

Check made payable to SCWCEA
(South Carolina Workers' Compensation
Educational Association)

VISA MasterCard

Credit Card Number _____

Expiration _____

Credit Card Billing Address
(where monthly statements are received)

The SCWCEA reserves the right to determine final participants of this promotion.

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.

SCWCEA 2013

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 _____ / _____

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

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		30
4' Regular 29" tall Skirted 3 sides		50
4' Regular 29" tall Skirted 4 sides		60
6' Regular 29" tall Plain		35
6' Regular 29" tall Skirted 3 Sides		55
6' Regular 29" tall Skirted 4 Sides		65
8' Regular 29" tall Plain		40
8' Regular 29" tall Skirted 3 Sides		60
8' Regular 29" tall Skirted 4 Sides		70
4' Raised 42" tall Plain		40
4' Raised 42" tall Skirted 3 Sides		65
4' Raised 42" tall Skirted 4 Sides		75
6' Raised 42" tall Plain		40
6' Raised 42" tall Skirted 3 Sides		65
6' Raised 42" tall Skirted 4 Sides		75
8' Raised 42" tall Plain		45
8' Raised 42" tall Skirted 3 Sides		70
8' Raised 42" tall Skirted 4 Sides		75
36" Round 29" tall Plain		30
36" Round 29" tall Skirted		45
36" Round 42" tall Plain		40
36" Round 42" tall Skirted		55
60" Round Plain		60
60" Round Skirted		70
Raise table in Booth		45

Seating	QTY	\$ ea.
Folding Chairs		10
Tall Bar Stools		15
Tall Bar Chairs		25
Cushion Chair		15
Cushion Arm Chair		25

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

Lighting - Misc	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		\$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		50
Booth Cleaning Per 10' section / per day		40
Bag Rack /Stand		60
Extra Table Skirt		25
Literature Rack (ZEDUp)		70

Velcro Display Boards	QTY	\$ ea.
Table Top Model		200
10' Floor Standing		300

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 3% for Credit Card Orders	= \$
Add 20% for any ON-SITE 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.

CONVENTION MAKERS, INC.

Material Handling Form

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



EVENT NAME SCWCEA 2013

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 _____ / _____

Processing 3% fee
Declined Credit Card Fee \$40.00
Bad check Fee \$75.00

INBOUND FREIGHT Materials Due: **10.16.13**

Preferred Carriers FX, UPS, Old Dominion (80% discount), SE Freight

CARRIER _____

CARRIER PHONE # _____

APPROXIMATE # of PIECES _____

APPROXIMATE WEIGHT _____

COST= \$100.00/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 (80% Discount), SE Freight

CARRIER _____

PHONE # _____

OF PIECES / WEIGHT _____ / _____ lbs.

ACCOUNT # _____

COST= \$100.00/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

Pallets & Crates up to 1000 lbs, in & out = \$50.00 Pallets & Crates 1000 lbs & Up, in & 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.

SCWCEA - 2012

EVENT NAME/LOC. _____

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

Cell # _____

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 ____/____

Payment by Credit Card will include a 3% fee
Declined Credit Card Fee \$40.00

Bad Check Fee \$75.00

Check one

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

Full Display (10ft +) = 4hr minimum

Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED _____

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OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

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: 10.16.13

ADVANCE SHIPMENT

SCWCEA 2013

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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