

Carolina
CONVENTION
services & rentals

EXHIBITOR SERVICE GUIDE

prepared exclusively for:

American Consumer Shows

*North Carolina
Bridal & Wedding Expo
October 13, 2024
Winston-Salem, NC*

Submit all forms / orders to: info@carolinaconvention.net

Questions? Contact Carolina Convention Services & Rentals (CCSR) at 910-705-1670.

FREIGHT HANDLING

All freight must be shipped according to the instructions contained within this information packet and with the submission of the enclosed Freight Handling Form. Please read this information completely and follow all instructions precisely as written.

ADVANCE SHIPPING

There is one option for shipping exhibit materials in advance of this event.

1. SHIP MATERIALS TO THE ADVANCE WAREHOUSE - Shipments to the advance warehouse will be accepted 30 days prior to the move in day. **Thursday, October 11, 2024 is the last day shipments can be received at this location.** Late handling fees will apply if shipments arrive after this date. Warehouse shipments are accepted Monday through Friday 8:00am to 4:00pm EDT.

Please see the enclosed *Freight Handling* order form for rates, ordering information, and labels. CCSR will accept crated, boxed, or skidded materials.

WAREHOUSE SHIPPING ADDRESS:

To: (Exhibitor's Company Name)
For: NC Bridal & Wedding Expo
C/O: Carolina Convention Services & Rentals
659 Southern Avenue
Fayetteville, NC 28306

****All exhibitors shipping materials for the this show are required to complete a Freight Handling order form. By shipping in advance, all of your materials will be in your booth awaiting your arrival on the designated set up day.***

RETURN SHIPPING

Return shipping service is provided for this event. Please confirm your request for return shipping (originally requested on the *Freight Handling* order form) with the CCSR representative during GSOF MWW's set up day. All packages should be properly packed, labeled, and insured prior to being picked up from the show floor. CCSR will not be responsible for any shipping charges for any reason. Furthermore, CCSR is not responsible for any package/shipment not picked up within 14 days after load out day.

Limited Liability Notice for Freight/Shipping Services

Carolina Convention Services & Rentals, LLC will not be responsible for damage or loss of packages and/or shipments during incoming shipping, outgoing shipping, receiving, handling, or storage. All packages and shipments should be properly packed, labeled, and insured at all times. To ensure your shipment is received without delay, please complete the necessary paperwork and file with payment in full to Carolina Convention Services & Rentals.

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freight handling & shipping

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If you require freight handling services (shipping to the advance warehouse), please complete this form and submit with the Payment form prior to shipping your materials. **Each package must be labeled with an enclosed label.** Advance shipping is highly recommended.

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freight handling order form

FREIGHT HANDLING ORDER FORM

SHOW: North Carolina Brida & Wedding Expo Booth #: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Please indicate the destination of your shipment: Warehouse

PLEASE NOTE: A shipment is defined as one or more parcels, cases, or other exhibitor material arriving to the destination (either advance warehouse or show site) on the same day, at the same time, by the same carrier. A separate Freight Handling order form is required for each shipment

INCOMING SHIPMENTS

CARRIER: _____

OF PIECES: _____

TOTAL WT: _____

Total Weight 0 - 200 lbs.....	\$100
Over 200 lbs..... add \$0.50/lb	
Shipment delivered to warehouse after deadline.....	\$75
Incoming Shipment Total	\$ _____
<small>(Transfer this amount to Payment form)</small>	

OUTGOING SHIPMENTS

Are you requesting return freight handling services? Yes No

CARRIER: _____

ACCT #: _____

OF PIECES: _____

TOTAL WT: _____ (est. accepted)

Total Weight 0 - 200 lbs.....	\$100
Over 200 lbs..... add \$0.50/lb	
Outgoing Shipment Total	\$ _____
<small>(Transfer this amount to Payment form)</small>	

Ship to (if different from above):

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Every exhibitor shipping material(s) to this event must submit this form to CCSR by Oct. 11, 2024.

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**RUSH: EXHIBIT MATERIALS
FOR ADVANCE WAREHOUSE SHIPPING**

TO: _____
(exhibitor company name)

FOR: NC Bridal & Wedding Expo

**C/O: Carolina Convention Services & Rentals
659 Southern Avenue
Fayetteville, NC 28306**

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: Oct. 11, 2024

Labels are provided for your convenience. One label should be affixed to each package. CCSR is not responsible for packages not labeled correctly. Photo copies of label(s) are accepted.

**RUSH: EXHIBIT MATERIALS
FOR ADVANCE WAREHOUSE SHIPPING**

TO: _____
(exhibitor company name)

FOR: NC Bridal & Wedding Expo

**C/O: Carolina Convention Services & Rentals
659 Southern Avenue
Fayetteville, NC 28306**

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: Oct. 11, 2024

EQUIPMENT RENTAL ORDER FORM

Expo booths come decorated with one table and two chairs. This form is required to order additional booth equipment, furnishings, and decoration. *To receive advance order pricing, all orders must be received and paid in full by Oct. 11, 2024. Any orders received after this date, including on site, are subject to standard pricing and availability.*

TABLES / SKIRTING - 4' Table	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
4' x 29" tall - plain	\$ 20	\$ 30		
4' x 29" tall - skirted 3 sides*	\$ 40	\$ 50		
4' x 40" tall (counter ht) - plain	\$ 40	\$ 50		
4' x 40" tall (counter ht) - skirted 3 sides*	\$ 80	\$ 90		

TABLES / SKIRTING - 6' Table	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall - plain	\$ 30	\$ 40		
6' x 29" tall - skirted 3 sides*	\$ 50	\$ 60		
6' x 40" tall (counter ht) - plain	\$ 60	\$ 80		
6' x 40" tall (counter ht) - skirted 3 sides*	\$ 90	\$ 110		

TABLES / SKIRTING - 8' Table	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
8' x 29" tall - plain	\$ 30	\$ 40		
8' x 29" tall - skirted 3 sides*	\$ 50	\$ 60		
8' x 40" tall (counter ht) - plain	\$ 60	\$ 80		
8' x 40" tall (counter ht) - skirted 3 sides*	\$ 90	\$ 110		

MISC. TABLES / SKIRTING	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall (standard buffet) - plain	\$ 20	\$ 30		
8' x 29" tall (standard buffet) - plain	\$ 30	\$ 40		
48" x 29" tall round - plain	\$ 20	\$ 30		
60" x 29" tall round - plain	\$ 30	\$ 40		
Spandex Cover for buffet/rounds*	\$ 20	\$ 30		
Table cloth for buffets/rounds*	\$ 30	\$ 40		
Skirting for buffets/rounds*	\$ 30	\$ 40		
Bistro round - 30" high; cafe table	\$ 30	\$ 40		
Cocktail round - 40" high, highboy	\$ 40	\$ 50		
Spandex Cover for Bistro/Cocktail Table*	\$ 20	\$ 30		
4' Table Riser	\$ 20	\$ 30		
6' Table Riser	\$ 25	\$ 35		
8' Table Riser	\$ 30	\$ 40		

CHAIRS	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Folding Chair - White or Black	\$ 20	\$ 25		
Side Chair	\$ 65	\$ 75		
Arm Chair	\$ 65	\$ 75		
Tall Bar Stool	\$ 50	\$ 65		
Tall Bar Chair	\$ 50	\$ 65		

BOOTH CARPET	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
10' x 10' Black	\$ 175	\$ 200		
10' x 10' Graphite / Tuxedo	\$ 175	\$ 200		
10' x 10' Gray	\$ 175	\$ 200		
10' x 10' Blue	\$ 175	\$ 200		
10' x 10' Red	\$ 175	\$ 200		
10'x 10' Green	\$ 175	\$ 200		
Carpet Padding	\$ 125	\$ 175		

BOOTH CLEANING	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Daily Cleaning (Vacuuming, Trash, Etc.) (Each 10'x10')	\$ 75	\$ 75		
Initial Vacuuming Only (Each 10'x10')	\$ 50	\$ 50		

ADDITIONAL EQUIPMENT	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Waste Basket	\$ 20	\$ 30		
Bag Stand	\$ 50	\$ 75		
Literature Rack	\$ 80	\$ 100		
6'-10' Section of 3' Drape	\$ 50	\$ 60		
6'-10' Section of 8' Drape	\$ 75	\$ 90		
Black Truss Podium	\$ 150	\$ 175		
Red Carpet Runner - 3' Wide	\$ 75	\$ 95		
White Carpet Runner - 4' Wide	\$ 95	\$ 110		
Black Stanchion Post w/ Retractable Belt	\$ 45	\$ 65		
Chrome Stanchion Post w/ Velvet Rope	\$ 45	\$ 65		
Stanchion Sign Holder 8 1/2" x 11"	\$ 25	\$ 35		
Z-Rack Garmet Rack	\$ 25	\$ 30		
Full Lenght Mirror	\$ 25	\$ 30		

AV / MONITORS / ELECTRICAL	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Extension Cord	\$ 25	\$ 30		
Power Strip/Muti-Plug Cord	\$ 25	\$ 30		
40" - 43" LCD Monitor (Daily Rate)	\$ 200	\$ 225		
50" - 55" LCD Monitor (Daily Rate)	\$ 325	\$ 375		
60" - 65" LCD Monitor (Daily Rate)	\$ 450	\$ 500		
Monitor Floor Stand (Daily Rate)	\$ 150	\$ 175		
LCD Projector (Daily Rate)	\$ 250	\$ 275		
Small Projector Screen (Daily Rate)	\$ 200	\$ 225		
Connecting Cables (Projector or Monitor)	\$ 25	\$ 45		

***For any item noted above, variuos colors are available. Please contact CCSR for color availability and selection.**

****For items noted, custom graphics packages are available. Please contact CCSR to discuss options and to obtain production quotes.**

EQUIPMENT RENTAL TOTAL \$ _____	(Transfer to Payment Form)
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PAYMENT FORM



Order Summary

SHOW: North Carolina Bridal & Wedding Expo Booth #: _____
 COMPANY: _____
 CONTACT: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ EMAIL: _____

1. **INCOMING FREIGHT HANDLING SERVICES** (pg. 3) \$ +

2. **OUTGOING FREIGHT HANDLING SERVICES** (pg. 3) \$ +

3. **ADDITIONAL EQUIPMENT ORDERS** (pg. 6) \$ =

SUBTOTAL \$ x

3.75% CC Fee \$ x

7% Sales Tax \$ =

TOTAL \$

All orders should be received by the date indicated in this packet complete with payment in full. All equipment is for rental only. Renter listed above agrees to assume full responsibility for all damaged and/or missing items. Charges may be collected by charging credit card on file. CCSR assumes no responsibility for injury or damage to person(s) or property resulting from improper use of any supplied equipment. All invoiced not paid within 30 days are subject to monthly finance charges at a rate of 22% APR.

Method of Payment

MAJOR CREDIT CARD - Clients paying by major credit card will receive an invoice via email which is due upon receipt. Secure payment instructions will be included with the electronic invoice. A 3.75% convenience fee will be added to all credit card payments.

COMPANY CHECK / MONEY ORDER / CASHIERS CHECK
Check / M.O. / C. Ck # _____

FOR CCSR OFFICE USE ONLY		
Form Received _____	Payment Amount \$ _____	Payment Processed _____

*118 ridgeway drive suite 201d fayetteville, nc 28311
 ph 910.705.1670 f 910.705.1670 info@carolinaconvention.net*