

Carolina
CONVENTION
services & rentals

EXHIBITOR SERVICE GUIDE

prepared exclusively for:

SHADOW WARRIOR ASSOCIATION
APRIL 12-14, 2016



CONTACT INFORMATION

Carolina Convention Services & Rentals, LLC

118 Ridgeway Drive Ste. 201-D
Fayetteville, NC 28311
info@carolinaconvention.net
910.705.1670
fax 910.488.4618

Shadow Warrior Association

ATTN: James Simson
PO Box 70677
Fayetteville, NC 28307
swa.expo@gmail.com
910.574.0364

(Advance shipping to warehouse)

C/O Carolina Convention Services & Rentals, LLC

659 Southern Avenue
Fayetteville, NC 28306

IMPORTANT DATES

April 6, 2016	Last day to order additional equipment at advance order pricing Due date for Freight / Shipping Order Form
April 8, 2016	Last day materials are accepted at warehouse (advance shipping)
April 12, 2016	Exhibitor move in day
April 14, 2016	Exhibitor move out day
April 15, 2016	Return shipping begins
April 30, 2016	FINAL day for shipment pickup

EXHIBITOR SERVICE GUIDE CONTENTS

SHOW SCHEDULE, BOOTH DECORATING & ELECTRICITY	<i>page three</i>
ADVANCE SHIPPING INFORMATION	<i>page four</i>
RETURN SHIPPING INFORMATION	<i>page four</i>
SHIPPING ORDER FORM	<i>page five</i>
SHIPPING LABELS	<i>page six</i>
PAYMENT FORM	<i>page seven</i>

Carolina CONVENTION

exhibitor guide contents

page two

On behalf of the Shadow Warrior Association, Carolina Convention Services & Rentals (CCSR) is pleased to welcome you to their annual expo and serve as the exclusive convention services firm for this event. This guide is presented to all exhibitors and vendors as a tool to ensure your success and make your experience as smooth as possible during the show. Please review the enclosed information carefully, noting pertinent dates for shipping, receiving, and ordering additional amenities for your booth space during this event.

Carolina CONVENTION

show schedule & specs

SHOW SCHEDULE

Venue Set-up

Monday, April 11, 2016 12:00 PM - 5:00 PM

Exhibitor Hours

Tuesday, April 12, 2016 Vendor Setup 8:00 AM - 15:30 PM
USASOC / Expo Mixer

Wednesday, April 13, 2016 8:00 AM - 5:00 PM

Thursday, April 14, 2016 8:00 AM - 2:00 PM

Exhibitor Move-Out

Thursday, April 14, 2016 2:00 PM - 4:30 PM

All exhibitor materials must be removed from the facility by Thursday, April 14, 2016 at 4:30 PM.

BOOTH DECORATING

Booth sizes for this event are 8'x10' and the show colors are Orange and Green. The following items are included with each booth at this event:

- 8' tall backwall (orange/green)
- 3' tall sidewalls (orange/green)
- (1) 8'x24" table (Black top with black skirting on three sides)
- (2) chairs
- Electrical outlet
- WiFi
- booth flooring is a carpeted ballroom floor

Additional amenities such as booth carpet, easels, tables etc. may be purchased for your booth. Please contact the Shadow Warrior Association for pricing and instructions.

*Please note that exhibitors/vendors **may not** affix any items to the walls, pipe and/or drape in any way, shape, form or fashion. This is a safety precaution for all event attendees.

page three

All freight must be shipped according to the instructions contained within this information packet. Please read this information completely and follow all instructions precisely as written.

ADVANCE SHIPPING

There are two options for shipping exhibit materials in advance of this event.

1. SHIP MATERIALS TO THE WAREHOUSE. Shipments to the warehouse will be accepted 30 days prior to the move in day. Friday, April 8, 2016 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 3:00pm EDT.

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

WAREHOUSE SHIPPING ADDRESS:

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

2. SHIP DIRECT TO SHOW SITE. Exhibitor shipments are not currently accepted at the show site. All freight must be shipped by advanced shipping instructions listed above.

*All exhibitors shipping materials for the Shadow Warrior Association are required to complete a *Shipping & Freight Services* 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 *Shipping & Freight Services* form) with the CCSR representative during the Shadow Warrior Association'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.

If you are requesting freight/shipping services, 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.

Carolina CONVENTION

freight / shipping order form

SHIPPING ORDER FORM

SHOW: Shadow Warrior Association - 2016 Booth #: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Please indicate the destination of your shipment: Warehouse

INCOMING SHIPMENTS

CARRIER: _____

OF PIECES: _____

TOTAL WT: _____

Total Weight 0 - 250 lbs.....	\$95
Over 250 lbs..... add \$0.45/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 shipping / freight services? Yes No

CARRIER: _____

ACCT #: _____

OF PIECES: _____

TOTAL WT: _____ (est. accepted)

Total Weight 0 - 250 lbs.....	\$95
Over 250 lbs..... add \$0.45/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 April 6, 2016.

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

TO: _____
(exhibitor company name)

FOR: Shadow Warrior Association

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

WAREHOUSE

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: April 8, 2016

Labels are provided for your convenience. One label should be affixed to each package. CCS&R 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: Shadow Warrior Association

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

WAREHOUSE

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: April 8, 2016

PAYMENT FORM



Order Summary

SHOW: Shadow Wariror Association - 2016 Booth #: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

1. **INCOMING FREIGHT / SHIPPING SERVICES** (pg. 4) \$ +

2. **OUTGOING FREIGHT / SHIPPING SERVICES** (pg. 4) \$ +

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

SUBTOTAL \$ 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.

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

OFFICE USE ONLY	
Form Received	_____
Payment Amt \$	_____
Payment Processed	_____