

Frequently Asked Questions

About Convention Makers Freight Service

Show: SEAA 2011

1. Where do I get my freight service form & what do I do with it ?

The Freight Service Form is in your exhibitor package provided by your association, or call Convention Makers at 843.650.6300 Fill the form out completely and fax back to 843.650.6301, Or go to www.conventionmakers.com

2. Where do I ship my show materials?

No cold storage items
No collect shipments

Convention Makers
4501 Hwy 544
Myrtle Beach, SC 29588

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 lost. Please make sure your materials are marked properly.

4. When do my show materials need to arrive at Convention Makers? Freight Due: 02.28.11

Delivery Times 9am -4:30pm m-f, No Holidays
All freight / Show materials need to arrive at Convention Makers advance warehouse prepaid, 3 to 10 days prior to show date. If this target can not be met, your company may incur additional charges. Please refer to the freight service form. Your show materials will be waiting for you in your booth space.

5. Does Convention Makers accept Credit Cards?

We accept Mastercard, Visa & American Express. 3% will be added to all credit card transactions to cover fees. Declined Credit Cards will incur additional fees.

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

Simply pack up your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx,ups etc) & leave your equipment in your booth, a Convention Maker rep will come by and pick your boxes up.

7. Explanation of charges. The following charges may be applied to your shipment.

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up.

Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver.

Forklift Charge: May be assessed to any inbound / outbound shipment too heavy for one person, or freight that needs to be put on a pallet to be moved safely.