



CONVENTION MAKERS, INC. quick facts

STEEL ERECTORS ASSOCIATION OF AMERICA (SEAA)
NATIONAL CONVENTION & TRADE SHOW
FRIDAY, MARCH 9, 2012
Kingston Plantation Resort – Myrtle Beach, SC
Lakeside Pavilion

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 8' X 10' booth will be set up with 8' high BLUE/GOLD/GOLD/BLUE backwall drape, 3' high BLUE side dividers, one (1) 6' WHITE draped table, two (2) side chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICE DEADLINE DATE

Discounts are already applied; any onsite orders are subject to a 20% increase.

SEAA Show Contact:

Tom Underhill, Executive Director
Steel Erectors Association of America
2216 West Meadowview Road, Suite #115
Greensboro, NC 27407
Email: executivedirector@seaa.net – or tomunderhill@seaa.net
Website: <http://www.seaa.net>
Office hours: Monday – Friday | 8:30 AM to 4:30 PM

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Thursday, March 7, 2012 12:00 PM – 6:00 PM

For more information and helpful hints on pre-show procedures and move-in, please go to www.Conventionmakers.com/preshowFAQ

EXHIBIT HOURS

Friday, March 9, 2012 7:30 AM – 4:00 PM

EXHIBITOR MOVE-OUT

Friday, March 9, 2012 4:00 PM – 8:00 PM

For more information and helpful hints on post-show procedures and move-out, please go to www.Conventionmakers.com/postshowFAQ



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DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, March 9, 2012 at 8:00 PM.

MOVE-OUT

Deadline; please have all carriers check-in by Friday, March 9, 2012 at 8:00 PM.

POSTSHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

CONVENTION MAKERS, INC.

4501 Highway 544

Myrtle Beach, South Carolina 29588

(843) 640-6300 fax (843) 650-6301

Website: <http://www.conventionmakers.com>

Convention Makers, Inc does not offer an online expo services, you may access the Freight Service Order Form, Shipping Labels Template, Electronics Order Form, Exhibitor Additional Equipment Rental Order Form, Labor Order Form online at: <http://www.conventionmakers.com> - or these can be downloaded directly from the SEAA website at: <http://www.seaa.net>.

Important Dates:

First day for warehouse deliveries: Monday, February 20, 2012

Last day for warehouse deliveries: Monday, March 5, 2012

All orders & shipments due: Wednesday, March 7, 2012 (late charges will apply)

ADVANCE SHIPMENTS (Must be received by: 02/28/2012)

Warehouse Shipping Address:

Exhibiting Company Name

STEEL ERECTORS ASSN OF AMERICA CONV & TRADE SHOW

C/O CONVENTION MAKERS, INC.

4501 Highway 544

Myrtle Beach, South Carolina 29588

Convention Makers, Inc. will accept crated, boxed or skidded materials beginning Monday, February 20, 2012, at the above address. Last date for Warehouse deliveries is Monday, March 5, 2012. All orders and shipments due Wednesday, March 7, 2012 (late charges will apply.) Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:30 AM - 4:30 PM.

PRE-PRINTED LABELS:

Please make sure all shipments are marked with the address labels provided. Please no show site deliveries.



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LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Convention Makers, Inc. labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Convention Makers, Inc. labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department | John Dosemagen at (843) 650-6300 for shipping and extra equipment needs.

WE APPRECIATE YOUR BUSINESS!

CONVENTION MAKERS, INC. general info

CONVENTION MAKERS, INC. GENERAL INFORMATION

HELPFUL HINTS

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous. Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Convention Makers, Inc. does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Convention Makers, Inc. to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Convention Makers, Inc. will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.



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EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to www.Conventionmakers.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.Conventionmakers.com/postshowFAQ.

Call Convention Makers, Inc.'s Exhibitor Services department at (843) 650-6300 with any questions or needs you may have.