

*Carolina*  
**CONVENTION**  
*services & rentals*

**EXHIBITOR SERVICE GUIDE**

prepared exclusively for:

**NORTH CAROLINA ASSOCIATION OF PHARMACISTS**

**JUNE 4-6, 2023**

North Carolina Association of Pharmacists



**2023 Annual Convention**

Beaufort Hotel • Beaufort, NC

**June 4-6**



## CONTACT INFORMATION

### **Carolina Convention Services & Rentals, LLC**

118 Ridgeway Drive Ste. 201-D  
Fayetteville, NC 28311  
info@carolinaconvention.net  
910.705.1670  
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### **NC Assn of Pharmacists**

Rhonda Horner-Davis  
1101 Slater Road, Suite 110  
Durham, NC 27703  
984-439-1646  
rhonda@ncpharmacists.org

*(Advance shipping to warehouse)*

### **C/O Carolina Convention Services & Rentals, LLC**

659 Southern Avenue  
Fayetteville, NC 28306

## IMPORTANT DATES

<b>May 31, 2023</b>	Last day to order additional equipment at advance order pricing Due date for Freight Handling Order Form
<b>June 1, 2023</b>	Last day materials are accepted at warehouse (advance shipping)
<b>June 4, 2023</b>	VIP Exhibitor & Exhibitor move in day
<b>June 4, 2023</b>	Exhibitor move out day
<b>June 5, 2023</b>	VIP Exhibitor move out day
<b>June 6, 2023</b>	Return shipping begins
<b>June 19, 2023</b>	FINAL day for shipment pickup

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# Carolina CONVENTION

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On behalf of the NC Association of Pharmacists, Carolina Convention Services & Rentals (CCS&R) is pleased to welcome you 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

### VIP Exhibitor (Table Top Only)

#### VIP Exhibitor Move-In

Sunday June 4, 2023 7:30 AM

#### VIP Exhibitor Hours

Sunday, June 4, 2023 8:00 AM - 7:00 PM  
Monday, June 5, 2023 7:30 AM - 5:00 PM

#### VIP Exhibitor Move-Out

Monday, June 5, 2023 5:00 PM

#### NO FLOOR DISPLAYS

All exhibitor materials must be removed from the facility by Sunday, June 4, 2023 at 7:00 PM.

### Exhibitor (Table Top Only)

#### Exhibitor Move-In

Sunday, June 4, 2023 10:30 AM

#### Exhibitor Hours

Sunday, June 4, 2023 11:00 AM - 7:00 PM

#### Exhibitor Move-Out

Sunday, June 4, 2023 7:00 PM

#### NO FLOOR DISPLAYS

## ELECTRICITY & WIFI

Electricity for this show is available for your booth through NCAP. If you have not already ordered electricity with your registration, please contact Rhonda Horner-Davis at rhonda@ncpharmacists.org for more information, availability, and prevailing rates.

WIFI is included. The network and password information will be included with your Welcome Packet at the event.

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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. Thursday, May 31, 2023 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 *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: NC Association of Pharmacists**  
**C/O: Carolina Convention Services & Rentals**  
**659 Southern Avenue**  
**Fayetteville, NC 28306**

2. SHIP DIRECT TO SHOW SITE. Direct shipments to the Beaufort Hotel are allowed but not encouraged.

\*All exhibitors shipping materials for NC Association of Pharmacists are required to complete a *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 *Freight Services* form) with the CCSR representative during 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: NC Association of Pharmacists 2023 Booth #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please indicate the destination of your shipment:  Warehouse  Show Site

### 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
<b>Incoming Shipment Total</b>	<b>\$</b> _____
<i>(Transfer this amount to Payment form)</i>	

### 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	
<b>Outgoing Shipment Total</b>	<b>\$</b> _____
<i>(Transfer this amount to Payment form)</i>	

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 May 31, 2023.

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

**TO:** \_\_\_\_\_  
(exhibitor company name)

**FOR: NC Assn. of Pharmacists**

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

Booth #: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**DEADLINE TO ARRIVE: May 31, 2023**

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: NC Assn. of Pharmacists**

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

Booth #: \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

**CANNOT ARRIVE BEFORE: May 1, 2023**

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 May 31, 2023. Any orders received after this date, including on site, are subject to standard pricing and availability.

# Carolina CONVENTION

equipment rental form

TABLES / SKIRTING - 4' Table	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
4' x 29" tall - plain	\$ 15	\$ 20		
4' x 29" tall - skirted 3 sides*	\$ 30	\$ 35		
4' x 40" tall (counter ht) - plain	\$ 25	\$ 30		
4' x 40" tall (counter ht) - skirted 3 sides*	\$ 40	\$ 45		

TABLES / SKIRTING - 6' Table	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall - plain	\$ 20	\$ 25		
6' x 29" tall - skirted 3 sides*	\$ 35	\$ 40		
6' x 40" tall (counter ht) - plain	\$ 35	\$ 40		
6' x 40" tall (counter ht) - skirted 3 sides*	\$ 50	\$ 55		

TABLES / SKIRTING - 8' Table	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
8' x 29" tall - plain	\$ 20	\$ 25		
8' x 29" tall - skirted 3 sides*	\$ 35	\$ 40		
8' x 40" tall (counter ht) - plain	\$ 35	\$ 40		
8' x 40" tall (counter ht) - skirted 3 sides*	\$ 50	\$ 55		

MISC. TABLES / SKIRTING	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall (standard buffet)- plain	\$ 10	\$ 15		
8' x 29" tall (standard buffet) - plain	\$ 15	\$ 20		
48" x 29" tall round - plain	\$ 10	\$ 15		
60" x 29" tall round - plain	\$ 15	\$ 20		
Spandex Cover for buffet/rounds*	\$ 10	\$ 15		
Table cloth for buffets/rounds*	\$ 10	\$ 15		
Skirting for bufetts/rounds*	\$ 10	\$ 15		
30" Bistro/Cocktail Table - Adjust. Height	\$ 10	\$ 15		
Spandex Cover for Bistro/Cocktail Table*	\$ 10	\$ 15		
4' Table Riser	\$ 10	\$ 15		
6' Table Riser	\$ 15	\$ 20		
8' Table Riser	\$ 20	\$ 25		

CHAIRS	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
Folding Chair - White	\$ 5	\$ 7		
Spandex Chair Cover - Black	\$ 5	\$ 7		
Tall Bar Stool	\$ 15	\$ 20		
Tall Bar Chair	\$ 20	\$ 25		

# Carolina CONVENTION

equipment rental form

BOOTH CARPET	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
10' x 10' Black	\$ 100	\$ 125		
10' x 10' Gray	\$ 100	\$ 125		
10' x 10' Dark Red	\$ 100	\$ 125		
Carpet Padding	\$ 100	\$ 125		

ELECTRICAL	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
* Contact show management for access *				
Extension Cord	\$ 20	\$ 25		
Power Strip/Muti-Plug Cord	\$ 20	\$ 25		

SIGNAGE, GRAPHICS, ETC.	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
7" x 48" Exhibitor ID Sign	\$ 12	\$ 20		
22" x 28" Double Sided Sign	\$ 100	\$ 125		
22" x 28" Double Sided Sign Holder	\$ 20	\$ 25		
22" x 28" Sign	\$ 60	\$ 75		
Table Top Easel	\$ 10	\$ 15		
Expo Easel	\$ 15	\$ 20		
24" x 36" Sign	\$ 75	\$ 95		
Sign-A-Cade A-Frame Sign Holder	\$ 25	\$ 35		
Graphic Design	\$ 50 / Hour	\$ 50 / Hour		

ADDITIONAL EQUIPMENT	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
Waste Basket	\$ 5	\$ 7		
3' Pipe and Drape (linear foot) *	\$ 2 / ft	\$ 3 / ft	ft	
8' Pipe and Drape (linear foot) *	\$ 4 / ft	\$ 5 / ft	ft	
Acrylic Podium	\$ 125	\$ 150		
Red Carpet Runner - 3' Wide	\$ 50	\$ 75		
White Carpet Runner - 4' Wide	\$ 75	\$ 100		
Chrome Stanchion Post w/ Velvet Rope	\$ 25	\$ 30		
4' x 8' Staging Decks (16"-24" High)	\$ 100	\$ 125		
Staging Stairs	\$ 25	\$ 35		
Stage Skirting - 8' Section*	\$ 20	\$ 30		
Z-Rack Garment Rack	\$ 20	\$ 25		
Full Length Mirror	\$ 20	\$ 25		
LCD Projector (Daily Rate)	\$ 75	\$ 100		
Projector Screen (Daily Rate) (Small)	\$ 75	\$ 100		
43" LCD Monitor (Daily Rate)	\$ 125	\$ 150		
Monitor Floor Stand (Daily Rate)	\$ 100	\$ 125		
Connecting Cables (Projector or Monitor)	\$ 25	\$ 25		
6' Glass Showcase - Full View	\$ 350	\$ 395		

Contact CCSR for any additional requests at 910-705-1670 or info@carolinaconvention.net.

\*For any item noted above, variuos colors are available.

Please indicate your color preference(s): \_\_\_\_\_

\$ _____
EQUIPMENT RENTAL TOTAL



# PAYMENT FORM



## Order Summary

SHOW: NC Assn of Pharmacists 2023 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. 8) \$  =

SUBTOTAL \$  x

3.25% 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 3.25% fee is added to all card payments.

**COMPANY CHECK / MONEY ORDER / CASHIERS CHECK**  
**Check / M.O. / C. Ck #** \_\_\_\_\_

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