

Convention Makers Inc.
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Myrtle Beach, SC 29588
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Cooperative Technologies Conference & Expo
Embassy Suites at Kingston Plantation
Myrtle Beach, SC
August 15-17, 2018

Dear Exhibitor,

Convention Makers, Inc. is pleased to provide complete exhibitor services for the 2018 Cooperative Technologies Conference & Expo! To make it simple and valuable to exhibit, we have prepared an exhibition kit, detailing all of the information, as well as, the services available to ensure you have a successful event!

Contacts:

Cooperative Technologies Jason Stoddard 919.875.3022 Registration

Convention Makers Inc. John Dosemagen 843.650.6300 Shipping & Extra Equip

Embassy Suites at Kingston Plantation Kimberly Czajka 843.497.1419 Room Questions, Electrical & Internet
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Each 8'x 10' Booth package will include:

8' High Back Drape
3' High Side Drape
8' Table Skirted
Wastebasket
2 Chairs

Drape Colors : Black

Tables : Black

Exhibit Floor : Carpeted

Exhibitor Move-in & Move-out Schedule:

Exhibitor Set - up:	Tuesday, August 14	1:00pm - 5:00pm (Optional)
	Wednesday, August 15	7:00am - 11:00am

Exhibits Dismantle:	Thursday, August 16	3:30pm - 5:00pm -No early breakdowns
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Important Dates:

First day for warehouse deliveries - Thursday, July 26

Last day for warehouse deliveries - Thursday, August

All orders & shipments due - Monday, August 13 - Late charges will apply

Order/ Shipment Deadline:

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

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

Shipping procedures:

Please refer to the "Frequently asked Question Sheet" in your service kit.

See you at the show!