



Dear Exhibitor,

PR Exposition Services (PRX) is pleased to provide complete exhibitor services for the SCDA Annual Session held April 27-30, 2017 at the Charleston Marriott.

We have prepared this exhibitor kit detailing all of the information and services available to you from beginning to end to ensure you have a successful event! Please return all completed forms via email to [prx@preposition.com](mailto:prx@preposition.com) or via fax to 803-926-5500. For additional items not listed, please call our office at (803) 926-5300.

## PRX Contacts

**Danielle Murnieks**  
Account Executive

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**Cheryl White**  
Tradeshow Consultant

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## Important Exhibitor Dates

Event	Date	Time
<b>Freight Due Date*</b>	4/19/2017	By 5:00 pm
<b>Booth Order Deadline**</b>	4/19/2017	By 5:00 pm
<b>Exhibitor Setup</b>	4/26/2017	5 pm – 9 pm
<b>Exhibitor Breakdown</b>	4/28/2017	4 pm – 7:30 pm

*\*Freight received after the deadline can be refused and may not make it to the show.*

*\*\*Orders received after the deadline or on floor orders will be subject to a 30% price increase.*

# Booth Specifications

Your Booth comes with the following:

**10'wide x 8' deep Booth with Royal Blue Drapes**

**1- 6' Table with White Skirt**

**1- Wastebasket**

**2- Chairs**

**Identification Sign**

# Freight Specifications

The Charleston Marriott has limitations for access to the exhibit space.  
Please see perimeters below for freight to be delivered.

Loading Elevator

5000lbs, 56" width 83" height

Loading Dock Door

67" width, 80" height

Crystal Ballroom Back of House Door

46" width, 80" height

**\*\*Please note all freight must be able to get through this door**



# EXHIBITOR BOOTH

# FURNISHING FORM

Event Date: April 27-30, 2017

Booth #: \_\_\_\_\_

Event Name: SC Dental Association Annual Session

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ordered By: \_\_\_\_\_

Email: \_\_\_\_\_

QTY	Tables – No Skirt	Price	Total	QTY	Booth Accessories	Price	Total
	4' L x 2' W	\$30			Black Folding Chair	\$12	
	6' L x 2' W	\$30			Counter High Chair	\$35	
	8' L x 2' W	\$30			Wooden Stool	\$30	
QTY	Skirted Tables	Price	Total		Easel	\$20	
	4' L x 2' W	\$65			Wastebasket	\$15	
	6' L x 2' W	\$70			24" Round Table	\$15	
	8' L x 2' W	\$75			36" Round Table	\$30	
	4th Side Draped	\$25			48" Round Table	\$45	
QTY	42" High Tables – No Skirt	Price	Total		60" Round Table	\$50	
	4' L x 2' W	\$55			24" x 42" Cocktail Round	\$20	
	6' L x 2' W	\$60			Cocktail Round Linen (black or white only)	\$16	
	8' L x 2' W	\$65					
QTY	42" High Tables – Skirted	Price	Total	QTY	Additional Curtains	Price	Total
	4' L x 2' W	\$80			3' Curtains	\$30	
	6' L x 2' W	\$85			8' Curtains	\$30	
	8' L x 2' W	\$90					
	4th Side Draped	\$25					

**Please Select Skirt Color (height noted):**

- |                                |                              |                              |                                   |                              |                              |
|--------------------------------|------------------------------|------------------------------|-----------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Burgundy | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |
| <input type="checkbox"/> Blue  | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Orange   | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |
| <input type="checkbox"/> Red   | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Gray     | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |
| <input type="checkbox"/> White | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Navy     | <input type="checkbox"/> 30" |                              |
| <input type="checkbox"/> Teal  | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Beige    | <input type="checkbox"/> 30" |                              |
| <input type="checkbox"/> Green | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" | <input type="checkbox"/> Purple   | <input type="checkbox"/> 30" |                              |
| <input type="checkbox"/> Gold  | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |                                   |                              |                              |
| <input type="checkbox"/> Plum  | <input type="checkbox"/> 30" | <input type="checkbox"/> 42" |                                   |                              |                              |

**Please Select Addtl Curtain Color:**

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> Beige  | <input type="checkbox"/> Red           |
| <input type="checkbox"/> Black  | <input type="checkbox"/> Gold          |
| <input type="checkbox"/> Blue   | <input type="checkbox"/> Green         |
| <input type="checkbox"/> Brown  | <input type="checkbox"/> Purple        |
| <input type="checkbox"/> Yellow | <input type="checkbox"/> Burgundy      |
| <input type="checkbox"/> Teal   | <input type="checkbox"/> Forest Green  |
| <input type="checkbox"/> Berry  | <input type="checkbox"/> Navy          |
| <input type="checkbox"/> White  | <input type="checkbox"/> Carolina Blue |



# FREIGHT FAQs

## 1. Where do I ship my show material?

- PRX Exposition Services  
196A Shop Grove Drive  
Columbia, SC 29209

## 2. When does my freight need to arrive at PRX Exposition Services?

- All freight and show materials need to arrive 7-14 days prior to show date. If freight or show materials cannot arrive by the specified date, then your company may incur additional charges.
- If your freight is not in by the deadline, it can be refused by warehouse personnel and may not make it to the show.

## 3. Where will my freight be located when I arrive to the show?

- If you have already paid for PRX to handle your freight, your freight will be in your booth waiting for you.
- If you have yet to pay for freight handling, you will need to see the PRX representative at the show to pay for your freight handling charges.

## 4. How Should I label my freight?

- PRX recommends that ALL show material be marked with the shipping labels provided in your exhibitor kit. Freight not marked properly may get lost or delayed.

## 5. What should I do with my freight after the show?

- Once your show is over, pack up your freight and place the outbound labels with the freight company that your company has chosen to ship with (completely filled out) on top of your freight. A PRX representative will be onsite to collect your freight and answer any questions you may have.
- We will have extra UPS and FedEx ground shipping labels available upon request if needed.

## 6. When will you ship out my freight and when can I schedule a pick up at your warehouse?

- We will ship out your freight with the designated shipper the next business day.
- We ask that you schedule your freight pickups the next business day as well.
- Our warehouse hours are: Monday-Friday, 8am-5pm.

## 7. What is included in my freight handling charges?

- Your charges include, but are not limited to:
  - Receiving and storing your show freight at our warehouse.
  - Your show freight and materials delivered to your booth at setup.
  - Collecting your freight after your show and shipping it out for you.



# FREIGHT SERVICE TERMS & CONDITIONS

**PLEASE SIGN & RETURN – KEEP A COPY OF THIS FORM FOR YOUR RECORDS**

## **TERMS & CONDITIONS**

- 1. RATES ARE \$75 PER 100LBS (CWT) & IT IS A MINIMUM CHARGE OF \$150.00. THE FOLLOWING ARE ADDITIONAL CHARGES & ARE \$15 EACH. THEY INCLUDE: TAPING, STRAPPING, SHRINK WRAPPING, LABELING FREIGHT AND FILLING OUT ANY TYPE OF FREIGHT FORMS FOR EXHIBITORS.**
- 2. SHIPMENTS BY WHATEVER MEANS OF TRANSPORTATION MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED. PRX WILL NOT BE RESPONSIBLE FOR PAYING ANY FREIGHT CHARGES FROM OTHER FREIGHT COMPANIES REGARDING YOUR FREIGHT, UNLESS PREVIOUSLY AGREED UPON WITH VENDOR.**
- 3. SHIPMENTS CAN BE RECEIVED AT THE WAREHOUSE TWO WEEKS PRIOR TO THE SHOW DATE. THESE SERVICES INCLUDE RECEIVING YOUR DRAYAGE AT OUR WAREHOUSE, UNLOADING FROM MOTOR CARRIER, STORAGE AT OUR WAREHOUSE, DELIVERY FROM OUR WAREHOUSE TO THE SHOW SITE, EMPTY CRATE STORAGE, DELIVERY OF CRATES TO & FROM BOOTH, DELIVERY TO DESIGNATED OUTBOUND SHIPPING COMPANY.**
- 4. FREIGHT DELIVERED TO WAREHOUSE AFTER THE DEADLINE DATE WILL BE REFUSED.**
- 5. PLEASE USE THE SHIPPING LABELS PROVIDED ON THE NEXT PAGE FOR INBOUND SHIPMENTS.**
- 6. ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR/COMPANY FROM THE TIME IT LEAVES HIS OR HER FIRM, UNTIL IT IS RETURNED FROM THE SHOW.**
- 7. PRX WILL NOT BE RESPONSIBLE FOR CONCEALED DAMAGE, MATERIAL INADEQUATELY PACKED OR FOR DAMAGE TO UN-CRATED, UN-SKIDDED OR LOOSE MATERIALS, DAMAGE OR LOSS FROM ANY CAUSE AT ANY TIME AFTER DELIVERY TO THE EXHIBITORS BOOTH AND AFTER IT IS SHIPPED OUT TO ITS NEXT DESTINATION.**
- 8. PAYMENT FOR FREIGHT HANDLING MUST BE PAID IN ADVANCE OF THE SHOW. PRX RESERVES THE RIGHT TO HOLD THE FREIGHT UNTIL PAYMENT IS RECEIVED IN FULL.**
- 9. PLEASE MAKE SURE THAT YOUR BILL OF LADING OR SHIPPING LABELS ARE LABELED CORRECTLY TO ENSURE A FAST RETURN OF YOUR FREIGHT TO ITS NEXT DESTINATION. IT IS THE EXHIBITORS SOLE RESPONSIBILITY TO LABEL EACH PIECE OF OUTBOUND SHIPMENTS AND SUBMIT TO PRX. BILL OF LADING COVERING EACH OUTBOUND SHIPMENT MUST BE COMPLETED BEFORE DRAYAGE CAN BE PICKED UP.**
- 10. BILL OF LADING FOR OUTBOUND DRAYAGE WILL BE AVAILABLE AT THE END OF THE SHOW UPON REQUEST.**

**SIGNATURE:** \_\_\_\_\_

***I AGREE TO THE TERMS & CONDITIONS ABOVE***



**RUSH**

**DO NOT DELAY**

EXHIBITOR NAME

C/O: PR Exposition Services  
196A Shop Grove Drive  
Columbia, SC 29209

**WAREHOUSE**

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS



**RUSH**

**DO NOT DELAY**

EXHIBITOR NAME

C/O: PR Exposition Services  
196A Shop Grove Drive  
Columbia, SC 29209

**WAREHOUSE**

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS



**RUSH**

**DO NOT DELAY**

EXHIBITOR NAME

C/O: PR Exposition Services  
196A Shop Grove Drive  
Columbia, SC 29209

**WAREHOUSE**

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS



**RUSH**

**DO NOT DELAY**

EXHIBITOR NAME

C/O: PR Exposition Services  
196A Shop Grove Drive  
Columbia, SC 29209

**WAREHOUSE**

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS



# INBOUND FREIGHT SERVICE FORM

PLEASE RETURN THIS FORM TO PRX WITH PAYMENT

Event Date: April 27-30, 2017

Event Name: SC Dental Association Annual Session

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Freight Carrier: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Total Combined Weight: \_\_\_\_\_

Date Shipped: \_\_\_\_\_



# OUTBOUND FREIGHT SERVICE FORM

## TERMS & CONDITIONS

It is the exhibitor's responsibility to call your carrier of choice to schedule a pick up time & date. If your carrier is unable to pick up your freight 3 days after the show end date, you can be subject to storage fees. Storage fees are \$12.00 per CWT per week starting 3 days after the show ends. If PRX handled your inbound freight & the exhibitor decided to use another carrier to pick up at the show site, it is the exhibitor's responsibility to inform PRX prior to leaving the show site. PRX will not be held responsible for any missing or damaged freight not being picked up by PRX. If you have chosen UPS or FedEx Ground, PRX will deliver your outbound freight to the designated carrier the next business day.

**Exhibitor:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Carrier:** \_\_\_\_\_

**Account Number** *(with your Carrier)*: \_\_\_\_\_

### Ship To: (Destination)

**To:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C/O:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Qty	Description of Contents	Weight





## CREDIT CARD FORM

**Please complete this form if you are using our services.** This will protect your exhibiting representative from being responsible for personally covering any additional charge that may be incurred at the event. Credit will be issued only if the form is returned prior to the show. No services can be provided without advance payment in full or completion of this credit card form. Credit Information is required for additional services, rentals ordered at show site or any freight handling services. At the conclusion of your show, a receipt will be sent to you reflecting all charges and payments.

**Event:** SC Dental Association Annual Session

**Company Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Please Check Card Type:

Master Card    Visa    American Express    Discover

*\*PLEASE NOTE: Local sales tax will be added to order total*

**Name on Card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_ **CVV Code:** \_\_\_\_\_

**Signature:** \_\_\_\_\_