



SCAMLE 2023

Exhibitor Information Packet

Thank you for becoming a sponsor for the 46th Annual South Carolina Association for Middle Level Education conference! We are excited to have your organization as one of our key partners to bring high quality programming to nearly 1000 middle level principals, teachers, and district level administrators. This is a one-of-a-kind conference as it is the only one in our state that serves middle level schools directly. Your support of this conference will help us provide support to over 300 schools and thousands of teachers and most importantly the students served by these schools.

What are the dates of Conference and where is it?

SCAMLE is March 3-5, 2023 at the Myrtle Beach Convention Center.

How can I book a hotel room?

An event room rate is available to all exhibitors/attendees until January 31, 2023 or until the room block is filled. There is no overflow hotel at this time with a special rate. Contact the Myrtle Beach Sheraton for more information.

How many people are attending SCAMLE 2023?

We anticipate nearly 1000 middle level educators from across South Carolina and some traveling as far away as Ohio, Alabama, and Bermuda!

When will I be able to set up my booth?

Exhibitor booths may be set up beginning at 3:00pm on Friday, March 3. The event opens at 5:30pm so we ask that all exhibitors have their booth set up and ready to go by that time. The exhibit hall hours are:

Friday, March 3 5:30pm-7:30pm

Saturday, March 4 8:00am-4:00pm

The vendor hall closes at 4pm on Saturday, March 4. Exhibitors may break down their booth beginning as early as 3:30pm. We ask that you not break down your space until after 3:30pm.

Vehicles are allowed in the exhibit hall on a limited basis. The guard on duty will provide specific direction. Any vehicle in the hall must be removed on Friday before 3pm and will not be allowed in the hall until after 4 on Saturday.

How will I know what booth I am to set up in?

All exhibitors are assigned a booth number. The number will be hung on your booth. The week of the event your booth number will be sent to you via email. Booths are assigned in the order in which exhibitors registered. We make every effort to alternate so that exhibitors with similar goods/services are in various spaces.

What will my booth have?

Each exhibitor is assigned a 10x10 booth. It will include an 8 ft long skirted table and 2 chairs. The booth will have an 8ft tall back wall and the side walls are 3 ft tall. If for some reason you need an additional space, for an additional charge you may request by contacting David.mcdonald@scamle.org.

What if I need electricity?

Electricity is available by contacting the Myrtle Beach Convention Center by going to their website at <https://myrtlebeachconventioncenter.myshopify.com/> to purchase. Please note, in order to qualify for the Advanced Rate of \$95.00, exhibitors must purchase electric no later than February 20, 2023. After this date, exhibitors will qualify for the On-Floor Rate of \$135.00 only.

What if I need additional furniture and things for my booth?

SCAMLE is partnered with Convention Makers to provide decoration for our show. If you wish to add items to your booth, you may do so by contacting Convention Makers who will make arrangements and allow you to pay them for these items. A list of available items is included in this packet.

I have items I need to have delivered/shipped to the Convention Center, what do I do?

Convention Makers will gladly accept your packages and have them at your show booth. We have included information in this packet for your use including shipping tags, charges, and such. Any material you need handled, please coordinate with Convention Makers.

Will attendees be directed to the exhibit hall?

We have several times for our attendees to visit exhibitors built into our schedule. The conference schedule is included in this vendor packet. Note that registration is in the exhibit hall along with lunch on Saturday, a welcome reception on Friday, and two additional times for attendees to visit with exhibitors on Saturday.

What did my exhibit space fee include?

Being an exhibitor includes lunch for you on Saturday as well as light snacks on Friday evening.

If I request a list of attendees, can I get one?

Only sponsors receive a list of attendees for the conference. School Districts will receive a list of attendees as well. These will be sent following the conference to the registered email address recorded on the exhibitor record. If you would like to become a sponsor, please let us know!

Will my business/group/district be included in the conference program?

Yes! All exhibitors will be included in the program which will be available on our website. Exhibitor information will also be included in our conference app. This is included as part of your registration fee.

Can I provide freebies or giveaways to attendees?

Absolutely! We encourage you to consider providing a take away, prize, or hold a drawing for something. This really engages attendees. If you would like to donate a special prize, we will gladly give it away and mention your name across the sound system during the event.

What if I need someone to watch my booth for me to take a call, go to restroom, or grab a snack?

We will gladly sit with your booth or assist you however we can. Our homebase for exhibitors is the SCAMLE Bookstore located in the center of the exhibit hall. Please come over and we will assist.

What if I have an issue during the show?

Visit the SCAMLE Bookstore located in the center of the exhibit hall. Our team will gladly assist you however we can.

How do I know who is working with the conference?

The conference team will be wearing SCAMLE or Conference t-shirts with SCAMLE on them. Our leader for exhibitors is Bradley Brazell.

Contact Information for the South Carolina Association for Middle Level Education:

David McDonald
Executive Director
David.mcdonald@scamle.org
Mobile: 803-230-2794

Bradley Brazell
Conference Exhibitor Coordinator
bradleybrazell@gmail.com
Mobile: 803-421-9809

Tammy Small, Jodie Rowe
Conference Chairpersons
scamleconference@scamle.org

Mailing Address for SCAMLE:
225 Gardenwalk Drive
West Columbia, SC 29170
www.scamle.org



CONVENTION MAKERS, INC.

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and fax or mail to Convention Makers, Inc.

EVENT NAME/LOC. **SCAMLE - 2023**

Form Due:

02.28.23

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YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

Cell # _____ Booth#

SHOW DATE _____

ORDERED BY _____ PRINT

ORDERED BY _____ SIGNATURE

EMAIL

MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Hwy 544

MYRTLE BEACH, SC 29588

Conventionmakers@aol.com

PHONE: 843.650.6300

Fax 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ()VISA ()MC ()Amex

CARD# _____

EXPIRATION _____ / _____

Zip Code

Associated with Card

CVV Code

Back of Card

Declined Credit Card Fee = \$ 40.00

6% Processing Fee

(no direct deposits accepted)

Check one

Installation Labor

Full Display (10ft +) = 4hr minimum

Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

Start Date

LABOR CHARGES

\$65.00 PER MAN HOUR (STRAIGHT)

\$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

Loading Charges May Apply

Check one

Dismantle Labor

Full Display (10ft +) = 4hr minimum

Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

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LABOR CHARGES

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OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

Loading Charges May Apply

All Displays must include detailed step by step instructions, as well as, any special tools required

WE DO NOT PROVIDE TOOLS

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provided after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month. **Please make sure any special tools are shipped with the display.**

Frequently Asked Questions About Convention Makers Freight Service

Show: SCAMLE - 2023

1. Where do I get my Material Handling 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 email (Conventionmakers@aol.com) or fax back to 843.650.6301

2. Where do I ship my show materials?

No cold storage items
No collect shipments will be accepted
Do not ship USPS

Ship Here →

**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 identifying labels provided in your exhibitor kit. Show materials not marked properly (Show name, location, booth # ETC) may get lost, delayed in or out. Please make sure your materials are **marked properly**. **Packages sent without the Material Handling form on file will be held until payment is received.**

4. When do my show materials need to arrive at Convention Makers?

Delivery Times 9am -4:30pm M-F, No Holidays

Freight Due: 02.28.23

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 Material Handling 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. 6% will be added for processing. Declined Credit Cards will incur additional fees. Receipts will be emailed after the event has concluded.

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

Simply pack up (tape up & secure) your equipment, label your boxes with your outbound address, fill out & attach your shipping label (fx,ups etc) & leave your equipment in your booth, **schedule the pickup for your carrier at our warehouse location for the next working day**. We do not provide return shipment labels. Please bring them with you.

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

Our handling charges encompass, storage, delivery in and out
COST= \$100.00 first 250 lbs add \$0.50 per lb over 250lbs
Over 250Lb → Weight _____ x .50 = Separate Charge for in & out

Late Fee: May be assessed to show materials arriving outside of the 3 to 10 day window before decorator set up. \$30

Special Handling Fee: May be assessed to show materials arriving after the show has been set up requiring a special trip to deliver - \$100

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.

See you at the show!

EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax to Convention Makers, Inc. Contact your show promoter if you have any questions concerning exactly what is provided in your booth space.

EVENT NAME/LOC. **SCAMLE- 2023**

Form Due: **02.28.23**

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH #

ORDERED BY _____ PRINT

ORDERED BY _____

Email

MAILING ADDRESS
 CONVENTION MAKERS, INC.
 4501 Hwy 544
 Myrtle Beach, SC 29588
conventionmakers@aol.com
 PHONE: 843.650.6300 FAX: 843.650.6301

AUTHORIZED CREDIT CARD PAYMENT
 CARD TYPE ()VISA ()MC () Amex
 CARD# _____
 EXPIRATION _____ / _____ CVV Code _____
Back of Card
 Zip Code _____
 Associated with Card
 6% Processing Fee Declined Credit Card Fee = \$ 40.00

Tables / Skirting	QTY	\$ ea.
4' Regular 29" tall Plain		45
4' Regular 29" tall Skirted 3 sides		65
4' Regular 29" tall Skirted 4 sides		75
6' Regular 29" tall Plain		45
6' Regular 29" tall Skirted 3 Sides		65
6' Regular 29" tall Skirted 4 Sides		75
8' Regular 29" tall Plain		50
8' Regular 29" tall Skirted 3 Sides		70
8' Regular 29" tall Skirted 4 Sides		75
4' Raised 42" tall Plain		50
4' Raised 42" tall Skirted 3 Sides		70
4' Raised 42" tall Skirted 4 Sides		80
6' Raised 42" tall Plain		55
6' Raised 42" tall Skirted 3 Sides		75
6' Raised 42" tall Skirted 4 Sides		90
8' Raised 42" tall Plain		60
8' Raised 42" tall Skirted 3 Sides		85
8' Raised 42" tall Skirted 4 Sides		90
36" Cocktail Round 29" tall Plain		45
36" Cocktail Round 29" tall Skirted		60
36" Cocktail Round 42" tall Plain		50
36" Cocktail Round 42" tall Covered		65
Swap Table for Different Size		30
Extra Skirting		25
Raise table in Booth		45

SIGNATURE _____

Seating	QTY	\$ ea.
Folding Chairs		15
Tall Bar Stools		30
Tall Bar Chairs		40
Cushion Chair		30
Cushion Arm Chair		45

Table Top Risers	QTY	\$ ea.
4' Risers		25
6' Risers		30
8' Risers		35

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25

NEW! ELECTRONICS	QTY	\$ ea.
DVD Player		75/day
Computer Monitor 19"		150/day
Computer Monitor 22"		175/day
32' LED Wide Screen		3 Days 350
40' LED Wide Screen		3 Days 400
50' LED Wide Screen		3 Days 450
LED Floor Stand		100/day
HDMI Cables		\$25/day
LAPTOP		150/day

Miscellaneous	QTY	\$ ea.
Pinboards (4'x8')		60
Easels (metal)		20
Waste Baskets		15
Ficus Trees		65
Raffle Drums		60
Candy Dish		15
Booth Carpet Per booth space		125
Carpet Padding Per booth space		55
Booth Cleaning Per 10' section / per day		40
Bag Rack /Stand		65
Extra Table Skirt		25
Literature Rack (ZEDUp)		75

Velcro Display Boards	QTY	\$ ea.
Table Top Model		200
10' Floor Standing		300

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 20% for any ON-SITE Orders	= \$
SUB-TOTAL	= \$
+ 9% SC SALES TAX	= \$
Add 6% Processing fee	= \$
GRAND TOTAL DUE	= \$

Please note, that all orders should be received by Convention Makers, prior to decorator set up date, complete with total payment. (no direct deposits). **ALL EQUIPMENT IS FOR RENTAL ONLY.** ANY ITEM REMOVED FROM THE SHOW FLOOR IS SUBJECT TO OUR REPLACEMENT COST, which will be charged to your credit card. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Receipts & Invoices will be faxed to the fax number listed on this form. If items are ordered & delivered & it is decided they will not be used..you will still be charged for the rental.

By submitting this form you agree to assume full responsibility for all damaged or missing items & all replacement costs

CONVENTION MAKERS, INC.

Electronics

Myrtle Beach

Myrtle Beach

If your company requires additional booth equipment beyond equipment already provided, please complete this form and Fax or mail to Convention Makers Inc. Please contact the show promoter if you have any questions concerning exactly what is provided in your booth space.

Form Due: **02.28.23**

Show: **SCAMLE - 2023**

Company _____

Address _____

City _____ State _____

Phone _____ Zip _____

Fax _____ Cell _____

Ordered By _____
Print

Ordered By _____
Signature

Email Address _____

CONVENTION MAKERS, INC.
4501 Hwy 544
Myrtle Beach, Sc 29588
PHONE: 843.650.6300 FAX: 843.650.6301
Conventionmakers@aol.com

AUTHORIZED CREDIT CARD PAYMENT
CARD TYPE () VISA () MC () Amex

CARD# _____

EXPIRATION : _____ / _____

CVV Code _____
Back of Card

Zip Code _____
Associated with Card

6% Processing Fee Declined Credit Card Fee = \$ 40.00

Description	QTY	Cost
DVD Player Includes HDMI Connections		75/Day
Computer Monitor 19"		150/Day
Computer Monitor 22"		175/Day
32" LED Wide Screen		3 Days 350
40" LED Wide Screen		3 Days 400
50" LED Wide Screen Hitachi UHD		3 Days 450
LED Floor Stand (no Shelf) Tripod Base - Single Pole - Fits all of our Screens		100/Day
LAPTOP		\$150/Day
HDMI Cables		\$25/Day

Booth # _____

Lighting Accessories	QTY	\$ ea.
Standard Clip On		25
High Wattage Flood		50
Extension Cords		25
Multiplug Powerstrip		25
VGA Cable 50ft		40
Tripod Projector Screen		70/Day

PAYMENT CALCULATION SECTION

Line Item Totals	= \$
Add 6% for Processing	= \$
Add 20% for any <u>ON-SITE</u> Orders	= \$
SUB-TOTAL	= \$
9% SC SALES TAX	= \$
GRAND TOTAL DUE	= \$

If ordering a monitor, please specify Connection needed

Please note, that all orders should be received by Convention Makers by the date listed on the form, complete with total payment. ALL EQUIPMENT IS FOR RENTAL ONLY. ANY ITEM REMOVED FROM THE SHOW FLOOR IS SUBJECT TO OUR REPLACEMENT COST, which will be charged to your credit card. Convention Makers will assume no responsibility for injury or damage to persons or property resulting from improper use or mis-use of any supplied equipment. All billing will be done at the completion of the show. Paid receipts will be emailed to the address listed on our form. If items are ordered & delivered, and it is decided they will not be used, you will still be charged for the rental. There will be NO DIRECT INVOICES FOR ANY & ALL SERVICES. A CREDIT CARD IS REQUIRED FOR ALL SERVICES.

By submitting this form you agree to assume full responsibility for all damaged or missing items & all replacement costs

CONVENTION MAKERS, INC.

Material Handling Form

LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME FAX OR EMAIL THIS FORM BACK TO CONVENTION MAKERS

* EVENT NAME **SCAMLE - 2023** *

YOUR COMPANY _____

YOUR ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

On Site Rep Cell _____

Show Date _____ BOOTH # _____

ORDERED BY _____
PRINT

ORDERED BY _____
SIGNATURE

EMAIL _____

Shipping & Mailing Address
CONVENTION MAKERS, INC.
4501 Hwy 544
Myrtle Beach, SC 29588
PHONE: 843.650.6300 FAX: 843.650.6301
Email: Conventionmakers@aol.com

AUTHORIZED CREDIT CARD PAYMENT
CARD TYPE () Visa () MC () Amex
CARD # _____
EXPIRATION ____ / ____ CVV Code _____
Back of Card
Zip Code _____
Associated with Card
Processing 6% fee Declined Credit Card Fee \$40.00

INBOUND Shipment Handling Materials Due: **02.28.23**
Preferred Carriers FedEX, UPS, Old Dominion, SE Freight, YRC
CARRIER _____
CARRIER PHONE # _____
Number of Pieces & Weight _____
COST= \$100.00 first 200 lbs add \$0.50 per lb over 200lbs
\$100.00 Minimum Cost inbound
Over 200Lb → Weight _____ x .50 =
Early Storage Fee \$50 - Late Off Target \$30 per shipment
NO Digital BOLS - HARDCOPY BOL's Only
Delivery Hours 9-4:30 M-f No weekends / holidays

OUTBOUND Shipment Handling
Preferred Carriers, FedEx, Old Dominion, SE Freight, YRC
CARRIER _____ CHECK HOT/
PHONE # _____ OVERNIGHT
OF PIECES / WEIGHT _____ / _____ lbs.
ACCOUNT # _____
COST= \$100.00 first 200 lbs add \$0.50 per lb over 200lbs
\$100.00 Minimum Cost Outbound
Over 250Lb → Weight _____ x .50 =
Additional Charges may apply to safely ship your items. Freight will be cleared from the showsite & forced from the warehouse, next business day.
NO Digital BOLS - HARDCOPY BOL's Only

OUTBOUND SHIP-TO ADDRESS
COMPANY NAME _____ CONTACT _____ PHONE _____
SHIP-TO _____

Forklift / Hydraulic Jack Lift Pricing
Convention Makers reserves the right to utilize a forklift or Hydraulic Lift to safely handle freight over 150lbs
Warehouse IN \$50.00 OUT \$50.00 Showsite IN \$150.00 OUT \$150.00
Forklift service is available please call to schedule. DATE NEEDED _____

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and **INSURED** prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility **3 to 10 working days prior** to decorator set up, or submit in writing the expected arrival date if this is not possible. Please be aware that your company may incur various charges to ensure proper acceptance or delivery of your show materials, these charges may include use of a forklift (SEE PRICING), Taping(\$10)pp, Labeling(\$15)pp shrinkwrap(\$10), or banding (\$15 per Pallet). All invoices are due in 30 days. All credit cards will be run after show is finished and receipts will Be Faxed. **We will ship UPS & FEDEX out only if each package is Pre labeled, if requested & not labeled, packages will be shipped via Common Carrier. We will not accept any collect shipments or pay any Duty / Broker charges on International Shipments. NO DIRECT INVOICES for convention services. Credit Card required for all services.**

RUSH: EXHIBIT MATERIALS
FOR ADVANCED WAREHOUSE ONLY

MUST RECEIVE BY: 02.28.23

ADVANCE SHIPMENT

SCAMLE - 2023

Name of Exhibition

Exhibiting Company

Carrier _____ Number of Pieces _____

Ship to:

**Convention Makers
4501 Hwy 544
Myrtle Beach, SC 29588**

Warehouse receiving hours are M - F 9:30a - 4:30p

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FOR ADVANCED WAREHOUSE ONLY

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