

Carolina CONVENTION *services & rentals*



Excellence BEGINS HERE

5400 John Q. Hammons Dr. NW
Concord, NC 28027

Nov. 12-14, 2024



EXHIBITOR SERVICE GUIDE

prepared exclusively for:

NC HOME BUILDERS ASSOCIATION

EMBASSY SUITES - CONCORD CONVENTION CENTER

CONTACT INFORMATION

Carolina Convention Services & Rentals, LLC

118 Ridgeway Drive Ste. 201-D
Fayetteville, NC 28311
info@carolinaconvention.net
910.705.1670
fax 910.488.4618

NCHBA

Tracie M. Garrett, CEM, CMP
PO Box 99090
Raleigh, NC 27624
tgarrett@nchba.org
919.676.9090

(Warehouse - see page 5 for
advance shipping information)

C/O Carolina Convention Services & Rentals, LLC

659 Southern Avenue
Fayetteville, NC 28306

IMPORTANT DATES

Nov 7, 2024

Last day to order additional equipment at advance order pricing
Due date for Freight / Shipping Order Form

Nov 7, 2024

Last day materials are accepted at warehouse (advance shipping)

Nov 11, 2024

Venue Setup/Shipment Move In

Nov 12, 2024

Exhibitor move in day

Nov 14, 2024

Exhibitor move out day

Nov 15, 2024

Return shipping begins

Nov 30, 2024

FINAL day for shipment pickup

EXHIBITOR SERVICE GUIDE CONTENTS

SHOW SCHEDULE, BOOTH DECORATING & ELECTRICITY.....	page three
ADVANCE SHIPPING INFORMATION.....	page four
RETURN SHIPPING INFORMATION.....	page four
FREIGHT HANDLING ORDER FORM.....	page five
SHIPPING LABELS.....	page six
ADDITIONAL EQUIPMENT ORDERING.....	page seven
PAYMENT FORM.....	page ten

Carolina CONVENTION

exhibitor guide contents

page two

On behalf of NCHBA, Carolina Convention Services & Rentals (CCSR) is pleased to welcome you to their annual expo 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 en-closed information carefully, noting pertinent dates for shipping, receiving, and ordering additional amenities for your booth space during this event.

SHOW SCHEDULE

Exhibitor Move-In

Tuesday, November 12, 2024 8:00 AM - 4:00 PM

Exhibitor Hours

Tuesday, November 12, 2024 4:30 PM - 7:00 PM

Wednesday, November 13, 2024 9:00 AM - 2:30 PM

Exhibitor Move-Out

Wednesday, November 13, 2024 2:30 PM - 5:00 PM

All exhibitor materials must be removed from the facility by Wednesday Nov. 13, 2024 at 5:00 PM.

BOOTH DECORATING

Booth sizes for this event are 8'x10' and the show colors are black and white.

The following items are included with each booth at this event:

- 8' tall backwall
- 3' tall sidewalls
- booth flooring is a carpeted ballroom floor
- Booth Packages are available for purchase. Each booth package includes a 6' table, chairs (2), waste basket and vendor ID sign. Please contact the NCHBA at 919-676-9090 for more information or to purchase.

*Please note that exhibitors/vendors **may not** affix any items to the pipe and/or drape in any way, shape, form or fashion. This is a safety precaution for all event attendees.

ELECTRICITY

Electricity for this show is available for your booth through the Concord Convention Center. If you have not already ordered electricity, please do so with the form supplied in this kit or contact them directly at 919-676-9090 for more information and availability.

Carolina CONVENTION

show schedule & specs

page three

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, November 7, 2024 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 4:00pm EDT.

Please see the enclosed *Freight Handling* order form for rates, ordering information, and labels. CCSR will accept crated, boxed, or skidded materials.

WAREHOUSE SHIPPING ADDRESS:

To: (Exhibitor's Company Name)
For: NCHBA 2024
C/O: Carolina Convention Services & Rentals
659 Southern Avenue
Fayetteville, NC 28306

2. **SHIP DIRECT TO SHOW SITE.** Exhibitor shipments will only be accepted on Monday, November 11, 2024 between 1:00 PM and 4:00 PM and Tuesday, November 12, 2024 between 8:00 AM and 3:00 PM at the show site. All freight must be shipped by advanced shipping instructions listed above.

*All exhibitors shipping materials for the this show are required to complete a *Freight Handling* order 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 Handling* order form) with the CCSR representative during NCHBA's 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.

Carolina
CONVENTION

freight handling & shipping

page four

If you require freight handling services (shipping to the advance warehouse), 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 handling order form

FREIGHT HANDLING ORDER FORM

SHOW: NCHBA - Booth #: _____

2024 COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Please indicate the destination of your shipment: ☐ Warehouse

PLEASE NOTE: A shipment is defined as one or more parcels, cases, or other exhibitor material arriving to the destination (either advance warehouse or show site) on the same day, at the same time, by the same carrier. A separate Freight Handling order form is required for each shipment

INCOMING SHIPMENTS

CARRIER: _____

OF PIECES: _____

TOTAL WT: _____

Total Weight 0 - 200 lbs..... \$100

Over 200 lbs..... add \$0.50/lb

Shipment delivered to
warehouse after deadline..... \$75

Incoming Shipment Total \$
(Transfer this amount to Payment form)

OUTGOING SHIPMENTS

Are you requesting return freight handling services? ☐ Yes ☐ No

CARRIER: _____

ACCT #: _____

OF PIECES: _____

TOTAL WT: _____ (est. accepted)

Total Weight 0 - 200 lbs..... \$100

Over 200 lbs..... add \$0.50/lb

Outgoing Shipment Total \$
(Transfer this amount to Payment form)

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 Nov 7, 2024.

page five

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

TO: _____
(exhibitor company name)

FOR: NCHBA 2024

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

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: NOV 7, 2024

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: NCHBA 2024

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

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: NOV 7, 2024

EQUIPMENT RENTAL ORDER FORM

This form is required to order booth equipment, furnishings, and decoration. To receive advance order pricing, all orders must be received and paid in full by November 7, 2024. Any orders received after this date, including on site, are subject to standard pricing and availability.

TABLES / SKIRTING - 4' Table	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
4' x 29" tall - plain	\$ 40	\$ 55		
4' x 29" tall - skirted 3 sides*	\$ 65	\$ 90		
4' x 40" tall (counter ht) - plain	\$ 60	\$ 75		
4' x 40" tall (counter ht) - skirted 3 sides*	\$ 105	\$ 130		

TABLES / SKIRTING - 6' Table	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall - plain	\$ 50	\$ 65		
6' x 29" tall - skirted 3 sides*	\$ 75	\$ 100		
6' x 40" tall (counter ht) - plain	\$ 70	\$ 85		
6' x 40" tall (counter ht) - skirted 3 sides*	\$ 110	\$ 135		

TABLES / SKIRTING - 8' Table	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
8' x 29" tall - plain	\$ 60	\$ 75		
8' x 29" tall - skirted 3 sides*	\$ 85	\$ 110		
8' x 40" tall (counter ht) - plain	\$ 80	\$ 95		
8' x 40" tall (counter ht) - skirted 3 sides*	\$ 115	\$ 140		

MISC. TABLES / SKIRTING	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall (standard buffet)- plain	\$ 50	\$ 65		
8' x 29" tall (standard buffet) - plain	\$ 60	\$ 75		
48" x 29" tall round - plain	\$ 50	\$ 65		
60" x 29" tall round - plain	\$ 60	\$ 75		
Spandex Cover for buffet/rounds*	\$ 20	\$ 30		
Table cloth for buffets/rounds*	\$ 30	\$ 40		
Skirting for buffets/rounds*	\$ 30	\$ 40		
Bistro round - 30" high; cafe table	\$ 60	\$ 75		
Cocktail round - 40" high, highboy	\$ 60	\$ 75		
Spandex Cover for Bistro/Cocktail Table*	\$ 20	\$ 30		
4' Table Riser	\$ 40	\$ 50		
6' Table Riser	\$ 60	\$ 70		
8' Table Riser	\$ 80	\$ 90		

CHAIRS	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Folding Chair - White or Black	\$ 25	\$ 35		
Side Chair	\$ 55	\$ 65		
Arm Chair	\$ 65	\$ 75		
Tall Bar Stool	\$ 65	\$ 75		
Tall Bar Chair	\$ 75	\$ 90		

BOOTH CARPET	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
10' x 10' Black	\$ 175	\$ 200		
10' x 10' Graphite / Tuxedo	\$ 175	\$ 200		
10' x 10' Gray	\$ 175	\$ 200		
10' x 10' Blue	\$ 175	\$ 200		
10' x 10' Red	\$ 175	\$ 200		
10'x 10' Green	\$ 175	\$ 200		
Carpet Padding	\$ 125	\$ 175		

BOOTH CLEANING	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Daily Cleaning (Vacuuming, Trash, Etc.) (Each 10'x10')	\$ 75	\$ 75		
Initial Vacuuming Only (Each 10'x10')	\$ 50	\$ 50		

SIGNAGE, GRAPHICS, ETC.	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
7" x 48" Exhibitor ID Sign	\$ 15	\$ 25		
22" x 28" Double Sided Sign	\$ 100	\$ 125		
22" x 28" Double Sided Sign Holder	\$ 30	\$ 40		
22" x 28" Single Sided Sign	\$ 60	\$ 75		
Table Top Easel	\$ 15	\$ 20		
Expo Easel	\$ 25	\$ 30		
24" x 36" Sign	\$ 75	\$ 95		
Sign-A-Cade A-Frame Sign Holder	\$ 30	\$ 40		
Graphic Design	\$ 50 / Hour	\$ 50 / Hour		

ADDITIONAL EQUIPMENT	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Waste Basket	\$ 15	\$ 20		
Bag Stand	\$ 40	\$ 50		
Literature Rack	\$ 80	\$ 100		
6'-10' Section of 3' Drape	\$ 50	\$ 60		
6'-10' Section of 8' Drape	\$ 75	\$ 90		
Black Truss Podium	\$ 150	\$ 175		
Red Carpet Runner - 3' Wide	\$ 75	\$ 95		
White Carpet Runner - 4' Wide	\$ 95	\$ 110		
Black Stanchion Post w/ Retractable Belt	\$ 45	\$ 65		
Chrome Stanchion Post w/ Velvet Rope	\$ 45	\$ 65		
Stanchion Sign Holder 8 1/2" x 11"	\$ 25	\$ 35		
4' x 8' Staging Decks (16"-24" High)	\$ 150	\$ 200		
Staging Stairs	\$ 75	\$ 100		
Stage Skirting - 8' Section*	\$ 25	\$ 35		
Z-Rack Garment Rack	\$ 25	\$ 30		
Full Length Mirror	\$ 25	\$ 30		

AV / MONITORS / ELECTRICAL	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Extension Cord	\$ 25	\$ 30		
Power Strip/Muti-Plug Cord	\$ 25	\$ 30		
40" - 43" LCD Monitor (Daily Rate)	\$ 200	\$ 225		
50" - 55" LCD Monitor (Daily Rate)	\$ 325	\$ 375		
60" - 65" LCD Monitor (Daily Rate)	\$ 450	\$ 500		
Monitor Floor Stand (Daily Rate)	\$ 150	\$ 175		
LCD Projector (Daily Rate)	\$ 250	\$ 275		
Small Projector Screen (Daily Rate)	\$ 200	\$ 225		
Connecting Cables (Projector or Monitor)	\$ 25	\$ 45		

COUNTERS	ADVANCE PRICE	STANDARD PRICE	QTY	TOTAL
Wrap Counter - Black, 70" x 18" x 38"	\$ 275	\$ 325		
Custom Graphics for Wrap Counter Front **	TBD	TBD		
6' Glass Showcase - Full View	\$ 350	\$ 400		
1 Meter Counter - 1M x 1/2 M x 42"	\$ 400	\$ 475		
Custom Graphics for 1 Meter Counter Front **	TBD	TBD		
2 Meter Counter - 2M x 1/2 M x 42"	\$ 650	\$ 575		
Custom Graphics for 2 Meter Counter Front **	TBD	TBD		

EQUIPMENT RENTAL TOTAL \$ _____ (Transfer to Payment Form)

****For any item noted above, variuos colors are available. Please contact CCSR for color availability and selection.***

*****For items noted, custom graphics packages are available. Please contact CCSR to discuss options and to obtain production quotes.***

Additional Services Available Upon Request

Warehouse Storage
Installation / Dismantle Labor
Forklift Service
Packaging

Palletizing to include banding and/or shrink wrapping

Need something not listed? Contact Carolina Convention Services & Rentals at 910-705-1670 or info@carolinaconvention.net.

PAYMENT FORM

Order Summary



SHOW: NCHBA - 2024 Booth #: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

1. **INCOMING FREIGHT HANDLING SERVICES** (pg. 5) \$ +

2. **OUTGOING FREIGHT HANDLING SERVICES** (pg. 5) \$ +

3. **ADDITIONAL EQUIPMENT ORDERS** (pg. 9) \$ =

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 invoices not paid within 30 days are subject to monthly finance charges at a rate of 22% APR.

SUBTOTAL \$ x

3.75% CC Fee \$ x

7% SalesTax \$ =

TOTAL

\$

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 3.75% convenience fee will be added to all credit card payments.

☐ **COMPANY CHECK / MONEY ORDER / CASHIERS CHECK**
Check / M.O. / C. Ck # _____

FOR CCSR OFFICE USE ONLY

Form Received _____

Payment Amount \$ _____

Payment Processed _____

118 ridgeway drive suite 201d fayetteville, nc 28311
ph 910.705.1670 f 910.488.4618 info@carolinaconvention.net



EMBASSY SUITES®

Charlotte - Concord/Golf Resort & Spa

21st Century Building / NCHBA

Exhibitor Service Order Form

DUE By: (11/1/24) to avoid \$100 floor charge

Nov. 10-15, 2024

billing information

function name

function date

name:

company:

address:

phone #:

alternate #:

fax #:

email:

payment via: visa mastercard amex diners club carte blanche check other

card/acct #: **A secured link will be sent once form received

exp. date:

Price will reflect the number of days of program

printed name

signature

BOOTH / Exhibit Table SERVICES	Quantity	# OF DAYS	COST	SUBTOTAL
booth space provided:				
	0	0	\$0.00	-
	0	0	\$0.00	-
	0	0		-
	0	0	\$	-

ELECTRICAL SERVICE	Quantity	# OF DAYS	COST	SUBTOTAL
dedicated outlet 120v 20 amp service	0	0	\$50.00	-
extension cord	0	0	\$20.00	-
power strip	0	0	\$20.00	-
wall and floor outlets are not part of the rental space, and will be charged accordingly				

COMMUNICATION SERVICES	Quantity	# OF DAYS	COST	SUBTOTAL
	0	0	\$0.00	-
wireless internet (per device, per day)	0	0	\$25.00	-
wired internet (per day)	0	0	\$125.00	-

DRAYAGE SERVICE - INBOUND	Quantity	# OF DAYS	COST	SUBTOTAL
Small box - receipt and delivery / 30 lb's and less	0	0	\$15.00	-
Medium box - receipt and delivery / 31- 40 lb	0	0	\$30.00	-
Oversized packages / display cases (over 36" or 40 lbs & more)	0	0	\$40.00	-
pallet or pkg over 250 lb - receipt and delivery	0	0	\$200.00	-
storage - per day (arrival 72 prior to event)	0	0	\$50.00	-
Fork Lift and operator per item	0	0	\$100.00	-

DRAYAGE SERVICE - OUTBOUND	Quantity	# OF DAYS	COST	SUBTOTAL
box - receipt for outbound pick-up	0	0	\$15.00	-
storage - per day (outbound pick-up 72 hours after event)	0	0	\$5.00	-
pallet or pkg over 250 lb - receipt and delivery	0	0	\$250.00	-
storage - per day (outbound pick-up 72 hours after event)	0	0	\$50.00	-
Fork Lift and operator per item	0	0	\$100.00	-

**All deliveries over 81" in height or 47" wide must be delivered by a truck lift gate truck

visit www.EmbassySuitesConcord.com

subtotal	-
ers past due date (\$100.00) if items added during event	-
service charge 25%	-
tax 7.00%	-
TOTAL	-

SPECIAL INSTRUCTIONS

please return or fax completed form to:

name: Scott Birkhead
 phone #: 704-454-1767
 fax #: 704-454-1719
 email: SCOTT.BIRCKHEAD@ATRIUMHOSPITALITY.COM

All pricing is listed per item, per day, unless noted,
 and does not include applicable tax or 25% Service Charge.



eConnect Scanner

- Rugged Mobile Device Casing
- Battery Operated, Rechargeable
- Cellular Data Connection, WiFi Capability



eConnect Features

Cloud based technology that enables quick, precise, and flexible lead capture solutions at the touch of your fingertips.

- Easy-to-use interface
- Live Time Lead Sync backup with data connection (local and cloud storage)
- Editable Qualifiers & Surveys
- Notes Field & Image Upload
- Live Time Web Portal with data, analytics, and reporting

eConnect Mobile App

- Android & iOS
- Personal or Company Device Convenience



eConnect Products	Advance through 10/18/2024	Regular after 10/18/2024
Lead Retrieval Tools		
eConnect Scanner	\$425	\$525
eConnect by eShow Mobile App *Includes access for 1 device	\$275	\$325
Additional Mobile App Activations	\$125	\$150
Bundles		
Scanner Bundle - Includes 3 scanners	\$1,000	\$1,300
App Bundle - Includes 3 Activations	\$475	\$575
Insurance		
Damaged Scanner Insurance	\$150	\$150



Scan the QR Code to place your order online!

Can't scan? Use the link below to place your order:

https://leadretrieval.goeshow.com/lr_sales.cfm?form_key=1437D40F-DE49-40EB-859C-96E0B7A381E8

Questions?

Email: leads@goeshow.com

Call: 847-620-4499



Terms and Conditions

Application testing is the sole responsibility of the exhibitor. Auto-focus is required to use the scanning feature. If your device does not have auto-focus, the badge ID must be keyed into the app. No refunds or cancellations will be permitted on devices lacking auto-focus.

An activation is needed for each device that will be used to scan. Activations cannot be reused if the app is uninstalled. If the app is uninstalled, the activation is lost, and an additional activation will need to be purchased at the exhibitor's expense. Activations cannot be transferred to other devices.

DO NOT DELETE, SIGN-OUT, UNINSTALL OR CLEAR THE CACHE OF THE APP ONCE THE APP HAS BEEN ACTIVATED OR THE ACTIVATION AND LEADS WILL BE LOST.

One week prior to the event, instructions will be sent to the email address provided.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit hall breakdown. Any exhibitor who fails to return equipment promptly will incur a **\$25** per hour late fee. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of **\$25** per charger and **\$750** per scanner.

Any refund requests must be submitted via email prior to the 11/5/2024 refund cut-off date. No refunds will be issued after the refund cut-off date. All refund and cancellation requests received will be issued a credit voucher in the amount of the order to be used for any future eShow Lead Retrieval purchase. No refunds or credits will be issued for any unused activations or devices.



Scan the QR Code to place your order online!

Can't scan? Use the link below to place your order:

https://leadretrieval.goeshow.com/lr_sales.cfm?form_key=1437D40F-DE49-40EB-859C-96E0B7A381E8

Questions?

Email: leads@goeshow.com

Call: 847-620-4499