

Carolina CONVENTION *services & rentals*



Raleigh, NC - Sheraton Imperial Hotel & Convention Center

EXHIBITOR SERVICE GUIDE

prepared exclusively for:

NC HOME BUILDERS ASSOCIATION

SHERATON IMPERIAL HOTEL

CONTACT INFORMATION

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NCHBA

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(Warehouse - see page 5 for
advance shipping information)

C/O Carolina Convention Services & Rentals, LLC

659 Southern Avenue
Fayetteville, NC 28306

IMPORTANT DATES

Oct 30, 2025	Last day to order additional equipment at advance order pricing Due date for Freight / Shipping Order Form
Oct 30, 2025	Last day materials are accepted at warehouse (advance shipping)
Nov 3, 2025	Venue Setup/Shipment Move In
Nov 4, 2025	Exhibitor move in day
Nov 5, 2025	Exhibitor move out day
Nov 6, 2025	Return shipping begins
Nov 30, 2025	FINAL day for shipment pickup from warehouse (return shipping)

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Carolina CONVENTION

exhibitor guide contents

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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 enclosed 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 4, 2025 8:00 AM - 4:00 PM

Exhibitor Hours

Tuesday, November 4, 2025 4:30 PM - 7:00 PM
Wednesday, November 5, 2025 9:00 AM - 2:30 PM

Exhibitor Move-Out

Wednesday, November 5, 2025 2:30 PM - 5:00 PM

All exhibitor materials must be removed from the facility by Wednesday Nov. 5, 2025 at 5:00 PM.

BOOTH DECORATING

Booth sizes for this event are 8'x10' and the show colors are royal and silver.

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 venue. If you have not already ordered electricity, please contact Nathaniel Wallace directly at 919-941-5050 or by email to nwallace@onservices.com for more information and availability.

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show schedule & specs

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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, October 30, 2025 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: 21CBEC 2025
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 3, 2025 between 1:00 PM and 4:00 PM and Tuesday, November 4, 2025 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 21CBEC'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.

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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.

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freight handling order form

FREIGHT HANDLING ORDER FORM

SHOW: 21CBEC 2025 Booth #: _____
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 Oct 30, 2025.

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

TO: _____
(exhibitor company name)

FOR: 21CBEC 2025

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

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: OCT 30, 2025

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: 21CBEC 2025

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

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: OCT 30, 2025

EQUIPMENT RENTAL ORDER FORM

Expo booths come decorated with a pipe and draped 8' x 10' area, one table and two chairs. 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 October 30, 2025. 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 bufets/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	\$ 75 / Hour	\$ 75 / 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/Multi-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 **	\$ 190	\$ 190		
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 **	\$ 190	\$ 190		
2 Meter Counter - 2M x 1/2 M x 42"	\$ 575	\$ 650		
Custom Graphics for 2 Meter Counter Front **	\$ 380	\$ 380		

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: 21CBEC 2025 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 invoiced 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% Sales Tax \$ =

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*