

EXHIBITOR FACT SHEET

Kingston Plantation, featuring an Embassy Suites, looks forward to hosting your upcoming trade show. In order to assure you a successful show, the following guidelines have been established. Please feel free to call our Conference Services Department (843-497-1000) should you need further assistance.

1. Because Kingston Plantation does not have adequate facilities to receive and store exhibit materials, the Exhibitor should contact the following drayage companies for information on charges and billing arrangements for inbound/outbound freight.

COMPANY	MAILING ADDRESS	SHIPPING ADDRESS
Convention Makers Contacts: John Curtis Chris Carr or Dan Grinnel Phone: 843-828-0828 Fax: 843-828-4232	P.O. Box 988 Myrtle Beach, SC 29578	5702-B S. Kings Highway Myrtle Beach, SC 29577
Displays Unlimited Contact: George Crowe Phone: 803-794-1511 Fax: 803-796-4930	P.O. Box 4297 W. Columbia, SC 29171	809 Meeting Street W. Columbia, SC 29169
Total Convention Concepts Contact: Scott Simpson Phone: 888-606-9797 Fax: 919-662-9007	P.O. Box 25748 Raleigh, NC 27603	1525 Blount Street Raleigh, NC 27603-2507

Arrangements must also be made for pick-up of outbound freight. In the event materials need to be picked up on a weekend and none of the above companies are available, please make alternate arrangements.

IN THE EVENT MATERIALS ARE SENT TO KINGSTON PLANTATION WITHOUT PRIOR APPROVAL OF THE CONFERENCE SERVICES MANAGER, THE RECEIVING DEPARTMENT AT KINGSTON PLANTATION WILL REFUSE SHIPMENT AND THE MATERIALS WILL BE RETURNED TO SENDER.

2. An Electrical Service Order form must be filled out by each Exhibitor and sent to the Conference Services Manager. This form is mandatory and must be received 21 days prior to arrival.
PLEASE NOTE: There is a \$25.00 rental charge for use of extension cords.
3. Audio-Visual Equipment is available through Presentation Services 843-449-0006, ext. 7900
4. Kingston Plantation has lease agreements with its lobby shops that preclude the sale of items that may be purchased in their shops. Items being sold directly to convention attendees during Exhibit Shows must have prior approval of the Conference Services Department.
5. If a clear and dedicated telephone line is needed, the Exhibitor must contact the Conference Services Manager thirty (30) days prior, due to the policies of Kingston Plantation Communications/KPC. Current prices are \$85.00 per line, plus telephone charges. A valid credit card number must be included in all orders.