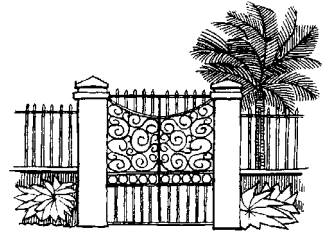


Charleston Information Group, LLC.



2018 CHARLESTON VENDOR SHOWCASE PARTICIPATING EXHIBITOR INFORMATION

Thank you for agreeing to participate in the 2018 Charleston Vendor Showcase! We have received and processed your payment information and have accepted your Contract Agreement to participate in this event. In this document you will find the basic showcase information including the event date, location, set-up and breakdown times, the features included with your booth space, contact information for two rental companies serving the Charleston area, and details about a few things you'll need to do going forward. We have also included the general instructions for Inbound & Outbound Shipping of your materials To & From the Vendor Showcase. Please read this document carefully as it contains the specifics that you will need as a Vendor Showcase Participant.

Post Office Box 799
Sullivan's Island, SC 29482
Phone: 843.509.2848
Fax: 843.835.5892
kstrauch@comcast.net
www.charlestonlibraryconference.com

SHOW DATE, TIME AND LOCATION

The Vendor Showcase will be held Tuesday, November 6, 2018, from 10:30 a.m. to 6:00 p.m., at the Gaillard Center, 95 Calhoun Street, Charleston, SC 29401. Please note that participation in the Vendor Showcase DOES NOT register anyone for attendance to the 37th Annual Charleston Conference.

VENDOR SET-UP AND BREAKDOWN TIMES

Vendors may set-up their booth between 4:00 p.m. and 6:00 p.m. on Monday, November 5, 2018 and again from 8:00 a.m. until 10:20 a.m. on Tuesday, November 6, 2018. On-site assistance will be available during set-up and breakdown times.

Vendors must breakdown their exhibits between 6:00 and 6:30 p.m. on Tuesday, November 6th. For added convenience a FedEx pickup will be scheduled for 6:30 p.m. on Tuesday for participating Vendors who need to return exhibit materials.

BOOTH FEATURES

Each booth will include one 6' x 2.5' table covered with basic black drapery, and two chairs. Electricity will be provided to all vendors and one Power Strip will be placed at every other table. If you feel you will need additional plugs or extension cords please bring them with you. The Grand Ballroom and Prefunction area at the Gaillard Center are fully carpeted so it not necessary to bring floor coverings.

We will continue to allow Pop-up Signs in all Exhibit Spaces; however we do ask that you respect your neighboring vendors by keeping your Pop-up Signs within your exhibit space and placing them in a manner that will not block any aisle or the view to any other vendors. One Pop-up Sign per space is preferred and your combined signage cannot exceed 5 ft. in width and 8 ft. in height. Cloth signs or banners can be draped over or along the front of your table. Vendors will NOT be allowed to hang anything on the walls at the Gaillard.

Internet Connect is included via WIRELESS only. Hardwired connections are NOT available. On-site assistance will be available to help with minor technical issues on Tuesday morning. Please be sure you are equipped for WI-FI access. If you have technical questions or concerns prior to the event you may contact Toni Nix at <justwrite@lowcountry.com> and she will direct your questions to the appropriate person at the Gaillard Center.

Refreshments will be available in the grand ballroom at the main buffet and other locations throughout the day. Beverage and/or snack stations will be available in the main lobby and prefunction area as well.

CHARLESTON CONFERENCE DATES AND DETAILS

The 38th Annual Charleston Conference themed "Oh, Wind, if Winter comes, can Spring be far behind?" features an exciting list of speakers and is packed with meetings among publishers, vendors, and librarians. The Charleston Conference will run from Wednesday, November 7, 2018 through Friday, November 9, 2018. Visit the Conference Website at www.charlestonlibraryconference.com to register online for the full conference and/or any additional pre-conferences. Conference details will be updated regularly on the Conference Website.

CONFERENCE AND VENDOR BADGES

Participation in the Charleston Vendor Showcase DOES NOT register anyone for attendance to the 38th Annual Charleston Conference. Vendor Showcase representatives may attend the 2-1/2 day conference for an additional \$465 per person providing they register by the Early Bird Deadline of September 14, 2018. No discounts will be offered after September 14, 2018.

A one-day Tuesday-only registration will also be available (at no additional charge) for representatives who are BOOTH STAFF ONLY and will not be attending the full conference or any of the pre-conferences. Representatives MUST register by September 14, 2018 to receive a Tuesday-only Vendor Badge at no charge. These badges will not be offered after September 14, 2018.

Vendor Badges are only honored at the Vendor Showcase on Tuesday and will NOT gain any representative access to any other conference events (including the conference reception).

All Vendor Showcase Representatives must visit the Conference Website at www.charlestonlibraryconference.com to register individually for their Conference and/or Vendor Badges. NO ONE will be allowed to work in your booth without a Vendor Badge. To obtain the required Vendor Badge have your representative register online and check "YES" when answering the question "Are you attending the Conference as a Vendor Showcase representative for your company (booth staff)?"

EXHIBITOR GUIDE BOOKLET QUESTIONNAIRE

We will provide you with a WORD doc to submit your Exhibitor Guide Book Questionnaire file electronically. This information will be used in our 2018 Exhibitor Guide Booklets, which will be included in all Charleston Conference Attendee tote bags. The deadline for submitting this file is October 1, 2018. In mid-October you will receive via email a proof of your guidebook entry for minor changes and/or approval.

If you cannot submit electronically using the WORD file, please email Toni Nix at <justwrite@lowcountry.com> to request a PDF file that can be filled out and returned by fax to 843-835-5892.

EQUIPMENT RENTAL COMPANIES IN THE CHARLESTON AREA

PC Rent.com

P.O. Box 13106, Charleston, SC 29422

843-588-2642

Contact: John Williams

Email: <john@pcrent.com>

J & S Audio Visual, Inc.

387 King Street, Charleston, SC 29403

843-345-8803

Contact: Chet Willis

Email: <chetw@jsav.com>

INSTRUCTIONS FOR INBOUND SHIPPING OF YOUR MATERIALS TO THE SHOWCASE

Inbound shipping is extremely important so please be sure to read and follow these instructions very carefully. We will provide vendors with TWO DIFFERENT shipping addresses to use for inbound materials and it is imperative that vendors use the correct address depending on their shipping method. One address will be for INBOUND FedEx GROUND packages and the other will be for INBOUND FedEx EXPRESS packages. ALL packages should be shipped within a time frame that guarantees their arrival between Monday, October 29, 2018 and Friday, November 2, 2018.

On Monday, November 5th all of the FedEx Ground and FedEx Express packages that were received during the prior week will be delivered to the Gaillard Center and our staff will distribute the packages to the individual booth locations. Please write your booth number predominately on every inbound package to help with this process.

We will NOT be able to accept ANY packages that are shipped via UPS (United Parcel Service), or USPS (United States Postal Service), nor ANY other carrier (i.e., no DHL, no Airborne Express, no other freight lines) to either of these addresses. If you choose to use a carrier other than FedEx for your inbound packages you MUST ship your packages to your representative at the hotel in which they are staying and they will have to bring those packages to the Gaillard Center themselves. If you are shipping from an international location you can ship via TNT Express to the FedEx Express location (Anfield Road address). You can also ship via FedEx Freight to the Anfield Road address.

For INBOUND FedEx GROUND Packages ADDRESS YOUR SHIPPING LABELS AS FOLLOWS:

ATTN: CHARLESTON VENDOR SHOWCASE GAILLARD CTR.

"Exhibitor Name" (Your Organization)

"Representative's Name" (Person that will take possession of packages)

6850 Weber Boulevard, Ladson, SC 29456

For INBOUND FedEx EXPRESS or FREIGHT Packages ADDRESS YOUR SHIPPING LABELS AS FOLLOWS:

ATTN: CHARLESTON VENDOR SHOWCASE GAILLARD CTR.

“Exhibitor Name” (Your Organization)

“Representative’s Name” (Person that will take possession of packages)

1892 Anfield Road, North Charleston, SC 29406

IMPORTANT SHIPPING DETAILS to remember are as follows: all INBOUND packages **MUST arrive between Oct. 29th and Nov. 2nd.** Be sure to address your packages correctly with FedEx Ground shipments going to the FedEx Ground address and FedEx Express shipments going to the FedEx Express address. If you do not follow these guidelines or if you attempt to ship to these addresses using another carrier (i.e., UPS, USPS, DHL, etc.) YOUR PACKAGES WILL BE RETURNED TO SENDER. We want your packages to be here in Charleston when you arrive so please follow the shipping guidelines.

AND to help with our distribution process, please number all your boxes (i.e., Box 1 of 3, 2 of 3, 3 of 3, etc.) and write your Booth/Table number in BIG PRINT on every box you ship.

INSTRUCTIONS FOR OUTBOUND SHIPPING OF YOUR MATERIALS FROM THE SHOWCASE

As in past years, we will schedule a FedEx pickup, which can be used to return materials. FedEx has agreed to send both “Express Service” trucks and “Ground Service” trucks to help accommodate our Vendors.

Blank FedEx Express airbills and boxes will be available, however, Vendors will need their own FedEx Account number or credit card information for billing purposes to use these supplies. For your convenience we suggest that you bring your company’s pre-printed FedEx Express airbills to use on your return packages.

For FedEx Ground Service you **MUST** bring your company’s pre-printed SCANNABLE airbills with you (if FedEx CANNOT scan your Ground airbill they WILL NOT take your packages).

All return shipments should be ready by 6:20 p.m. on Tuesday for the FedEx drivers to load on their trucks. You cannot leave ANY packages at the Gaillard Center that FedEx will not be able to load on their trucks.

We will have recycling bins available for any paper trash you’d like to recycle when the event is over.

THIS IS VERY IMPORTANT — if you are NOT using FedEx to return your materials, you must make your own arrangements for return shipping and **you MUST take your packages with you when you leave the Gaillard Center.** Any packages remaining at the Gaillard after the Vendor Showcase area is cleared **will be thrown away.** There is no place at the Gaillard Center for left behind packages to be stored.

CONFERENCE ATTENDEE MAILING LIST

The Charleston Conference Attendee list will be available for purchase by participating vendors. If you’d like to purchase the list please contact Leah Hinds at <leah@charlestonlibraryconference.com> to receive the pricing details, one-time terms of use, and dates for availability.

CONFERENCE DISPLAY TABLES ARE AN ALTERNATIVE TO RETURN SHIPPING

If you would like to display your left-over printed materials after the Charleston Vendor Showcase has shut down, there is space for sale on the Conference Brochure Display Tables which will be available in two locations this year, 1) in the lobby at the Gaillard Center, and 2) at the Francis Marion Hotel near the information desk on the second level. The Brochure Display Tables will be set-up throughout the entire conference dates and will be made available to Charleston Vendor Showcase Participants at a discounted rate. Contact Leah Hinds at <leah@charlestonlibraryconference.com> for details and space availability.

DIRECT ANY ADDITIONAL VENDOR SHOWCASE QUESTIONS TO:

Toni Nix, Charleston Vendor Showcase Coordinator

Phone: 843-835-8604 • Fax: 843-835-5892 • Email: <justwrite@lowcountry.com>

WE’RE LOOKING FORWARD TO ANOTHER SUCCESSFULL VENDOR SHOWCASE IN THE GAILLARD CENTER AND WE’RE EXCITED ABOUT SEEING ALL OF YOU HERE IN CHARLESTON IN NOVEMBER!

CHARLESTON VENDOR SHOWCASE EXHIBITOR CHECKLIST

- Read information contained in Exhibitor Info PDF file.
- Register company representatives for Conference and/or Vendor Badges no later than September 14, 2018.
- Submit Exhibitor Guide Book Questionnaire file (word doc) no later than October 1, 2018.
- Proofread Guide Book entry and return approval or minor changes to Toni (mid-October).
- Purchase space on Conference Display Tables and/or Attendee List from Leah (if applicable).
- Read all Shipping Instructions carefully — for Inbound and Outbound shipping.
- Ship Inbound Materials for the Showcase to arrive between Oct. 29 and Nov 2, 2018.
- Prepare Outbound Shipping Documents/Labels to send with representatives to Charleston.
- Times to Set-up Booth Space — 4 to 6 pm on Monday, Nov. 5th and/or 8 to 10:20 am on Tuesday, Nov. 6th.
- Vendor Showcase Hours — 10:30 am to 6 pm on Tuesday, Nov. 6th at the Gaillard Center.
- Time to Breakdown Booth Space — 6 to 6:30 pm on Tuesday, Nov. 6th.
- Box and Label Return Shipping Items and place in the appropriate FedEx Ground or FedEx Express area (located in the Grand Ballroom).
- Place any unwanted paper trash in recycling bins (also located in the Grand Ballroom).
- Box and remove any remaining vendor materials from the Gaillard Center (this applies to any vendor's materials which are not shipping out with FedEx).
- Enjoy your days at the Charleston Conference and the beautiful city of Charleston, SC.

2018 CHARLESTON VENDOR SHOWCASE

The Gaillard Center — Grand Ballroom & Prefunction Areas

