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.

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 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!