

## Quick Facts

Dear Exhibitor,  
 RPMXPO Services is pleased to have been chosen as the Official General Service Contractor for the **2018 Grand Strand Gift & Resort Merchandise Show**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 770-686-6512.

Included in this service kit are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the specific contractor who is providing the service. Please review these forms and submit your orders as early as possible.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Urban Expositions / Clarion UX  
 1690 Roberts Blvd. NW; Suite 111  
 Kennesaw, GA 30144  
 Phone: (678) 285-3976  
 Email: jfinn@urban-expo.com  
 Web: clarionux.com/59/urban-expositions-home.htm

All questions regarding shipping, storage, furniture rental, labor, and other services should be directed to:

RPMXPO Services  
 1490 Westfork Drive, Suite G  
 Lithia Springs, GA 30122  
 Phone: (770) 686-6512  
 Fax: (770) 679-8751  
 E-Mail: info@rpmxpo.com  
 Web: https://rpmxpo.boomerecommerce.com

### Your 9 ft. X 10 ft. Booth Includes:

- 8 ft. High Black Draped Back Wall
- 8 ft. High Black Side Rails
- Choice of 4ft. 6ft. or 8ft. Undraped Table
- Choice of 4ft. 6ft. or 8ft. Undraped Riser
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7"x44" Booth ID Sign  
(displays the company's name and booth number)

*Aisle Carpet: Tuxedo*

**IN ORDER TO RECEIVE THE TABLES AND RISERS INCLUDED IN YOUR BOOTH PACKAGE, EXHIBITOR'S MUST COMPLETE THE COMPLIMENTARY TABLES AND RISERS FORM ON PAGE (5)**

### Important Deadlines

Advance Price Discount Deadline for all RPMXPO orders ..... Friday, October 26, 2018  
 First day on target shipments to arrive at the warehouse without a surcharge ..... Friday, November 2, 2018  
 Last day on target shipments to arrive at the warehouse without a surcharge ..... Monday, November 19, 2018  
 Last day off target shipments to arrive at the warehouse WITH a surcharge ..... Friday, November 23, 2018  
 First day freight can arrive at show site ..... 8:00 am on Friday, November 30, 2018

**PLEASE NOTE:**

All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.  
 Please do not send them to RPMXPO.

## Quick Facts - continued

<b>Exhibit Installation and Dismantle Schedule</b>		
<b>Exhibitor Set-Up:</b> Main Hall, Meeting Room Areas (Booths 100-1500) AND Corridor Area (Booths A-K)	Friday, November 30, 2018 Saturday, December 1, 2018	8:00 am - 6:00 pm 8:00 am - 8:00 pm
<b>Lobby Booths L-Z Set-Up:</b>	Saturday, December 1, 2018	10:00 am - 8:00 pm
<b>Ballroom Booths 1600-2215 Set-Up</b>	Saturday, December 1, 2018	10:00 am - 8:00 pm
<i><b>Important: Exhibits MUST be set up by 8:00 pm</b></i>		
<b>Exhibit Hours:</b>	Sunday, December 2, 2018 Monday, December 3, 2018 Tuesday, December 4, 2018 Wednesday, December 5, 2018	9:00 am - 6:00 pm 9:00 am - 6:00 pm 9:00 am - 6:00 pm 9:00 am - 3:00 pm
<b>Ballroom Dismantle Hours:</b>	Wednesday, December 5, 2018	3:00 pm - 8:00 pm
<b>Exhibitor Set-Up:</b> Main Hall, Meeting Room Areas (Booths 100-1500) AND Corridor Area (Booths A-K)	Wednesday, December 5, 2018	3:00 pm - 11:00 pm

***Important:** Exhibits may not be dismantled prior to 3:00 pm on Wednesday, December 5th. All Ballroom exhibits must be dismantled and removed by Wednesday, December 5th at 8:00 pm. All Convention Center exhibits must be dismantled and removed by Wednesday, December 5th at 11:00 pm. For Ballroom pick-ups, truck drivers must sign in before 6:00 pm. For Convention Center pick-ups, truck drivers must sign in before 9:00 pm. Failure to check in will subject freight to be re-consigned through ABF Freight, the official carrier.*

## Shipping Addresses

<b>Shipments to Advance Warehouse:</b>	<b>Direct to Show Site:</b>
<p>*On target Warehouse shipments, <b>without</b> a surcharge, must arrive NO LATER THAN <b>Monday, November 19th*</b></p> <p>*Off target Warehouse shipments, <b>with</b> a surcharge, must arrive NO LATER THAN <b>Friday, November 23rd*</b></p> <p>*Off target warehouse shipments are subject to 25% surcharge, unless shipping via the Official Show Carrier, ABF Freight.</p>	<p>Show Site Shipments Should be Timed To Arrive NO EARLIER THAN 8:00 am on <b>Friday, November 30, 2018</b></p>
<p>Grand Strand ABF Freight c/o RPMXPO Services 308 W Freight Road Florence, SC 29501</p> <p>Booth # _____</p>	<p>Grand Strand Myrtle Beach Convention Center c/o RPMXPO Services 2101 N Oak Street Myrtle Beach, SC 29577</p> <p>Booth # _____</p>