

Carolina CONVENTION *services & rentals*

EXHIBITOR SERVICE GUIDE

prepared exclusively for:

MODERN WARFARE WEEK

>> SOF OPERATOR OF
TOMORROW

16-19 NOV 2021

FT. BRAGG | AUTRYVILLE

DEMO DAYS | SYMPOSIUM | EXPO

CO-SPONSORED BY



CONTACT INFORMATION

Carolina Convention Services & Rentals, LLC

118 Ridgeway Drive Ste. 201-D
Fayetteville, NC 28311
info@carolinaconvention.net
910.705.1670
fax 910.705.1670

Modern Warfare Expo

Renae Grehl, Events Manager
3690 W. Gandy Blvd. #140
Tampa, FL 33611
954-740-0068
rgrehl@gsf.org

(Advance shipping to warehouse)

C/O Carolina Convention Services & Rentals, LLC

659 Southern Avenue
Fayetteville, NC 28306

IMPORTANT DATES

Nov 12, 2021	Last day to order additional equipment at advance order pricing Due date for Freight Handling Order Form
Nov 15, 2021	Last day materials are accepted at warehouse (advance shipping)
Nov 16, 2021	Demo Day move in day (The Range Complex)
Nov 17-18, 2021	Exhibitor move in day
Nov 19, 2021	Exhibitor move out day
Nov 22, 2021	Return shipping begins
Nov 30, 2021	FINAL day for shipment pickup

EXHIBITOR SERVICE GUIDE CONTENTS

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Carolina CONVENTION

exhibitor guide contents

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On behalf of Global SOF Foundation, Carolina Convention Services & Rentals (CCS&R) is pleased to welcome you to Modern Warfare Week 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

DEMO DAY at THE RANGE COMPLEX

Demo Day Move-In: Tuesday, November 16, 2021 1:00 PM - 4:00 PM
Wednesday, November 17, 2021 8:00 AM - 10:00 AM
Demo Day Event Hours: Wednesday, November 17, 2021 10:00 AM - 8:00 PM

EXPO at IRON MIKE CONFERENCE CENTER

Exhibitor Move-In: Wednesday, November 17, 2021 5:00 PM - 8:00 PM
Thursday, November 18, 2021 6:30 AM - 8:30 AM
Exhibitor Hours: Thursday, November 18, 2021 8:30 AM - 6:00 PM
Friday, November 19, 2021 7:45 AM - 11:30 AM
Exhibitor Move-Out: Friday, November 19, 2021 11:45 PM - 5:00 PM

All exhibitor materials must be removed from the facility by Friday, November 19, 2021 at 5:00 PM.

BOOTH DECORATING

**** Information below is only applicable to the Expo at the Iron Mike Conference Center ****

Booth sizes for this event are 6'x8' and the show color is black. The following items are included with each booth at this event:

- 8' tall backwall (black)
- 3' tall sidewalls (black)
- 6' expo table (covered & skirted)
- Waste basket
- 7" x 40" booth identification sign
- booth flooring is ballroom carpet

Additional amenities such as booth carpet, electricity, easels, tables etc. may be purchased for your booth. Please see the *Additional Equipment Form* for pricing and instructions.

*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 included for your booth through Global SOF Foundation. If you have additional electrical requirements, please contact Ranae Grehl, Events Manager directly at 954-740-0068 for more information, availability, and prevailing rates.

**** Electricity is not available at The Range Complex**

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show schedule & specs

page three

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 - DEMO DAYS. Shipments to the warehouse will be accepted 30 days prior to the move in day. Monday, November 15, 2021 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 3:00pm EDT.

Please see the enclosed *Freight Services* form for rates, ordering information, and labels. CCS&R will accept crated, boxed, or skidded materials.

WAREHOUSE SHIPPING ADDRESS:

To: (Exhibitor's Company Name)
For: Modern Warfare Symposium - DEMO DAY
C/O: Carolina Convention Services & Rentals
659 Southern Avenue
Fayetteville, NC 28306

2. SHIP MATERIALS TO THE WAREHOUSE - EXPO. Shipments to the warehouse will be accepted 30 days prior to the move in day. Monday, November 15, 2021 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 3:00pm EDT.

Please see the enclosed *Freight Services* form for rates, ordering information, and labels. CCS&R will accept crated, boxed, or skidded materials.

WAREHOUSE SHIPPING ADDRESS:

To: (Exhibitor's Company Name)
For: Modern Warfare Symposium - EXPO
C/O: Carolina Convention Services & Rentals
659 Southern Avenue
Fayetteville, NC 28306

3. SHIP DIRECT TO SHOW SITE. Direct shipments to the facility are not allowed.

*All exhibitors shipping materials for Modern Warfare Symposium are required to complete a *Freight Services* 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 Services* form) with the CCS&R representative during Modern Warfare Symposium's set up day. All packages should be properly packed, labeled, and insured prior to being picked up from the show floor. CCS&R will not be responsible for any shipping charges for any reason. Furthermore, CCS&R 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 & shipping

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If you are requesting freight/shipping services, 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 / shipping order form

SHIPPING ORDER FORM

SHOW: Modern Warfare Expo 2021 Booth #: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

Please indicate the destination of your shipment: Warehouse Show Site

INCOMING SHIPMENTS

CARRIER: _____

OF PIECES: _____

TOTAL WT: _____

Total Weight 0 - 250 lbs.....	\$95
Over 250 lbs..... add \$0.45/lb	
Shipment delivered to warehouse after deadline.....	\$75
Incoming Shipment Total	\$ _____
<i>(Transfer this amount to Payment form)</i>	

OUTGOING SHIPMENTS

Are you requesting return shipping / freight services? Yes No

CARRIER: _____

ACCT #: _____

OF PIECES: _____

TOTAL WT: _____ (est. accepted)

Total Weight 0 - 250 lbs.....	\$95
Over 250 lbs..... add \$0.45/lb	
Outgoing Shipment Total	\$ _____
<i>(Transfer this amount to Payment form)</i>	

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 November 12, 2021.

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

TO: _____
(exhibitor company name)

**FOR: Modern Warfare Expo 2021
DEMO DAYS**

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

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: Nov 15, 2021

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

TO: _____
(exhibitor company name)

**FOR: Modern Warfare Expo 2021
EXPO**

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

Booth #: _____ No. _____ of _____ pcs.

DEADLINE TO ARRIVE: Nov 15, 2021

Labels are provided for your convenience. One label should be affixed to each package. CCSR is not responsible for packages not labeled correctly. Photo copies of label(s) are accepted.

Expo booths come decorated with a pipe and draped 6' x 8' area. 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 November 12, 2021. Any orders received after this date, including on site, are subject to standard pricing and availability.

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equipment rental form

TABLES / SKIRTING - 4' Table	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
4' x 29" tall - plain	\$ 15	\$ 20		
4' x 29" tall - skirted 3 sides*	\$ 30	\$ 35		
4' x 40" tall (counter ht) - plain	\$ 25	\$ 30		
4' x 40" tall (counter ht) - skirted 3 sides*	\$ 40	\$ 45		

TABLES / SKIRTING - 6' Table	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall - plain	\$ 20	\$ 25		
6' x 29" tall - skirted 3 sides*	\$ 35	\$ 40		
6' x 40" tall (counter ht) - plain	\$ 35	\$ 40		
6' x 40" tall (counter ht) - skirted 3 sides*	\$ 50	\$ 55		

TABLES / SKIRTING - 8' Table	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
8' x 29" tall - plain	\$ 20	\$ 25		
8' x 29" tall - skirted 3 sides*	\$ 35	\$ 40		
8' x 40" tall (counter ht) - plain	\$ 35	\$ 40		
8' x 40" tall (counter ht) - skirted 3 sides*	\$ 50	\$ 55		

MISC. TABLES / SKIRTING	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
6' x 29" tall (standard buffet)- plain	\$ 10	\$ 15		
8' x 29" tall (standard buffet) - plain	\$ 15	\$ 20		
48" x 29" tall round - plain	\$ 10	\$ 15		
60" x 29" tall round - plain	\$ 15	\$ 20		
Spandex Cover for buffet/rounds*	\$ 10	\$ 15		
Table cloth for buffets/rounds*	\$ 10	\$ 15		
Skirting for buffets/rounds*	\$ 10	\$ 15		
30" Bistro/Cocktail Table - Adjust. Height	\$ 10	\$ 15		
Spandex Cover for Bistro/Cocktail Table*	\$ 10	\$ 15		
4' Table Riser	\$ 10	\$ 15		
6' Table Riser	\$ 15	\$ 20		
8' Table Riser	\$ 20	\$ 25		

CHAIRS	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
Folding Chair - White	\$ 5	\$ 7		
Spandex Chair Cover - Black	\$ 5	\$ 7		
Tall Bar Stool	\$ 15	\$ 20		
Tall Bar Chair	\$ 20	\$ 25		

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equipment rental form

BOOTH CARPET	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
10' x 10' Black	\$ 100	\$ 125		
10' x 10' Gray	\$ 100	\$ 125		
10' x 10' Dark Red	\$ 100	\$ 125		
Carpet Padding	\$ 100	\$ 125		

ELECTRICAL	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
* Contact show management for access *				
Extension Cord	\$ 20	\$ 25		
Power Strip/Muti-Plug Cord	\$ 20	\$ 25		

SIGNAGE, GRAPHICS, ETC.	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
7" x 48" Exhibitor ID Sign	\$ 12	\$ 20		
22" x 28" Double Sided Sign	\$ 100	\$ 125		
22" x 28" Double Sided Sign Holder	\$ 20	\$ 25		
22" x 28" Sign	\$ 60	\$ 75		
Table Top Easel	\$ 10	\$ 15		
Expo Easel	\$ 15	\$ 20		
24" x 36" Sign	\$ 75	\$ 95		
Sign-A-Cade A-Frame Sign Holder	\$ 25	\$ 35		
Graphic Design	\$ 50 / Hour	\$ 50 / Hour		

ADDITIONAL EQUIPMENT	ADVANCE ORDER PRICE	STANDARD PRICE	QTY	TOTAL
Waste Basket	\$ 5	\$ 7		
3' Pipe and Drape (linear foot) *	\$ 2 / ft	\$ 3 / ft	ft	
8' Pipe and Drape (linear foot) *	\$ 4 / ft	\$ 5 / ft	ft	
Acrylic Podium	\$ 125	\$ 150		
Red Carpet Runner - 3' Wide	\$ 50	\$ 75		
White Carpet Runner - 4' Wide	\$ 75	\$ 100		
Chrome Stanchion Post w/ Velvet Rope	\$ 25	\$ 30		
4' x 8' Staging Decks (16"-24" High)	\$ 100	\$ 125		
Staging Stairs	\$ 25	\$ 35		
Stage Skirting - 8' Section*	\$ 20	\$ 30		
Z-Rack Garment Rack	\$ 20	\$ 25		
Full Length Mirror	\$ 20	\$ 25		
LCD Projector (Daily Rate)	\$ 75	\$ 100		
Projector Screen (Daily Rate) (Small)	\$ 75	\$ 100		
43" LCD Monitor (Daily Rate)	\$ 125	\$ 150		
Monitor Floor Stand (Daily Rate)	\$ 100	\$ 125		
Connecting Cables (Projector or Monitor)	\$ 25	\$ 25		
6' Glass Showcase - Full View	\$ 350	\$ 395		

Contact CCSR for any additional requests at 910-705-1670 or info@carolinaconvention.net.

* For any item noted above, variuos colors are available. Color cards available upon request.

Please indicate your color preference(s): _____

\$ _____
EQUIPMENT RENTAL TOTAL

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PAYMENT FORM



Order Summary

SHOW: Modern Warfare Expo 2021 Booth #: _____

COMPANY: _____

CONTACT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

1. **INCOMING FREIGHT / SHIPPING SERVICES** (pg. 4) \$ +

2. **OUTGOING FREIGHT / SHIPPING SERVICES** (pg. 4) \$ +

3. **ADDITIONAL EQUIPMENT ORDERS** (pg. 8) \$ =

SUBTOTAL \$ x

7% Sales Tax \$ =

TOTAL \$

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.

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.

COMPANY CHECK / MONEY ORDER / CASHIERS CHECK
Check / M.O. / C. Ck # _____

OFFICE USE ONLY	
Form Received	_____
Payment Amt \$	_____
Payment Processed	_____



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November 16-19, 2021
Ft. Bragg Army Base
Ft. Bragg, NC



LEAD RETRIEVAL ORDER FORM

[Order Online](#)

DISCOUNT DEADLINE: October 13, 2021

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Axist	\$350	\$375		
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Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$300	\$325		
Additional Licenses	\$200	\$225		

ExpoBadge Extras:

Delivery, Setup, and Training	\$125	\$125		0
Personalized Action Codes	\$75	\$95		0
USB Flash Drive	\$65	\$85		0
Expobadge Badge Kit	\$450	\$450		0
ExpoBadge API Developers Kit	\$775	\$775		0

Federal Tax ID # 20-8676699

Sub Total:

Processing Fee:

\$15.00

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

ONLINE ORDERS:

www.expobadge.com

FAX ORDERS TO:

714-632-8345

MAIL ORDERS TO:

ExpoBadge, Inc.
 1075 N. Tustin St. #6250
 Orange, CA 92863, USA

FOR ASSISTANCE CALL:

toll free 800-490-9941
 +1-714-630-2945

Payment Information *Billing Zip Code Required

<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: I have read and agreed to the following terms and conditions.


All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.




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Ft. Bragg, NC



ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Axist 	The ExpoBadge Axist is a wireless, handheld device (Android). Uploads lead detail in real-time. Includes an easy-to-use notes option for quickly recording notes specific to each lead. Leads can be accessed anytime from ExpoBadge's secure website.	Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for activation.	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.
Expobadge Badge Kit	The ExpoBadge Badge Kit is an encoding package intended for exhibitors that will be utilizing their own scanning equipment at the show. This kit will enable you to map the data scanned to the appropriate fields in your software. As soon as the badge has completed the approval process, the Badge Kit will be sent.
API Developers Kit	If you own your own Lead Retrieval system and would like to capture full attendee contact information in real time, our ExpoBadge API Developers Kit will allow you to retrieve each attendee's contact information via a direct API link to our registration database. We will send you API documentation, including instructions for your IT department to set up the data transfer and all credentials necessary to access our database. This will allow you to scan a badge on the tradeshow floor and send an ID to our database, which will immediately return the attendee's full contact information, making it available for direct import into your CRM or lead capture software. *This item also include our Badge Kit product.



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Ft. Bragg Army Base
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STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.
 Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____