



## Joint Service ATC Symposium - 2022

Myrtle Beach Convention Center  
Myrtle Beach, SC  
August 15-18, 2022

Dear Exhibitor,

**Convention Makers Inc., is pleased to provide complete exhibitor services for the Joint Service ATC Symposium 2022! To make it simple and valuable to exhibit, we have prepared an exhibition kit detailing all of the information, as well as the services available to ensure you have a successful event!**

### Contacts:

#### Joint Service Symposium

Deborah Brice, [deborah.brice@atca.org](mailto:deborah.brice@atca.org)

Registration & Hotel Reservations

#### Convention Makers Inc.

John Dosemagen

843.650.6300

Shipping & Extra Equip

#### Myrtle Beach Convention Center

Frankie Sluss, Events Manager

p: 843-918-1239 / m: 843-458-2639

e: [fsluss@cityofmyrtlebeach.com](mailto:fsluss@cityofmyrtlebeach.com)

Room Questions, Electrical & Internet

**Each 10' x 10' Booth package will include:**

- 8' High Back Drape
- 3' High Side Drape
- 6' Table Skirted
- Wastebasket
- 2 Chairs
- Booth ID Sign

**Drape Colors : Blue**  
**Tables : Blue**  
**Exhibit Floor : Concrete**

### Exhibitor Move-in & Move-out Schedule:

Exhibitor Set - up: Monday, August 15 12:00pm - 9:00pm

Exhibits Dismantle: Thursday, August 18 3:00pm - 5:00pm

### Important Dates:

First day for warehouse deliveries - Wednesday, July 27, 2022

Last day for warehouse deliveries - Wednesday, August 10, 2022

All orders & shipments due - Friday, August 12, 2022 - Late charges will apply

### Order / Shipment Deadline:

Please make sure all shipments are marked with the address labels provided. Please, no show site deliveries.

Discounts are already applied, any onsite orders are subject to a 20% increase.

### Shipping procedures:

Please refer to the "Frequently asked Question Sheet" in your service kit.

See you at the show!

Convention Makers Inc.  
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