

**Exhibitor *Know Before You Go***

We’re looking forward to your participation and seeing you in Myrtle Beach for WHMA’s Annual Global Leadership Summit!

Unless otherwise noted, all events will take place at:

**Embassy Suites Myrtle Beach-Oceanfront**

9800 Queensway Boulevard

Myrtle Beach, SC 29572

**Exhibitor Move-In**

Monday, February 12 1:00 pm-5:00 pm

Tuesday, February 13 8:00 am-5:00 pm

**Exhibitor Move-Out**

Thursday, February 15 1:30 pm – 5:30 pm

**Exhibitor Service Desk**

Representatives from Shepard Exposition Services will be available via the exhibitor service desk to assist you with any move-in or move-out related services.

**Dismantle & Move Out**

Shepard will begin returning empty containers and skids as soon as the exhibit hall closes on Thursday, February 15. All materials must be removed from the facility by 5:30pm on Thursday, February 15. Please have your carrier check-in with Shepard no later than 5:00 pm to ensure all exhibit materials are removed from the facility by 5:30 pm.

**Post Event Paperwork & Labels**

Shepard Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You will find these forms included in the exhibitor services manual. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

**Outbound Shipping**

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Shepard Exposition Services Customer Service Representatives are available preshow, during the show, and during move out to assist you in arranging shipping through their official carrier, Shepard Logistics. For peace of mind and easy setup, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pickups directly with all carriers as well as provide carrier specific shipping labels**.**

**Hotel Reservations**

The WHMA/IPC rate is no longer available; however, rooms are still available at the standard rate. If you haven’t already done so, reservations can be made online through the [hotel booking link](https://book.passkey.com/go/WHMA2024).

**Hotel Amenities**

Free breakfast ● Complimentary evening reception ● Free WiFi ● Digital Key ● Concierge ● Spa ● Tennis

Beach ● EV charging ● On-site restaurant ● Indoor and Outdoor pools ● Fitness center ● Room service

**Hotel Parking**

Discounted parking is available for WHMA attendees at $9.00 per day for self-parking and $20.00 per day for valet parking.

**Shuttle Service**

Embassy Suites Myrtle Beach-Oceanfront does not provide shuttle service.

**Airport Information -**

Myrtle Beach International Airport (MYR)

Distance from Hotel: 13 miles

**Taxis**

Taxis are conveniently located outside of Door 6 at Baggage Claim and are available on a first-come, first-serve basis. For prearranged pickups, Taxis can be met in the short-term parking lot.

**App-Based Ride Services | Uber and Lyft**

Rideshare services such as Uber and Lyft can be used to travel from MYR. Rideshare contractors are not permitted to park and wait for passengers at the Terminal Building. If you plan to use Uber, Lyft or another ride share service for getting to and from MYR, here's what you need to know:

PICK UP

Passengers utilizing rideshare services for transfers from Myrtle Beach International Airport will be picked up in a designated commercial lane across from Door 5 in front of the terminal.

DROP OFF

Passengers utilizing rideshare services for transfers to Myrtle Beach International Airport will be dropped off in a designated commercial lane across from Door 5 in front of the terminal.

**Car/Limo/Shuttle Services**

Limos and car service can be arranged to pick up or drop off passengers. Contact your preferred limo provider to schedule service. For prearranged pickups, limos may be met in the short-term parking lot.

**Rental Cars**

A short walk from the Terminal Building, the Rental Car Center features a counter open late with eight national rental car companies to meet your travel needs.

**WIFI**

Complimentary wireless internet access will be available in the exhibit hall and conference area.

**Network:** KingstonMeeting

**Passcode:** WHMA2024

**User Name**: WHMA2024

**Exhibit Hall:** Kensington Ballroom

**Conference:** Windsor Ballroom

**Registration**: Foyer between Kensington and Windsor Ballrooms

**Registration Hours**

Tuesday, February 13 12:00 pm-5:00 pm

Wednesday, February 14 7:00 am-5:00 pm

Thursday, February 15 7:00 am-4:00 pm

**Exhibitor Registration**

One complimentary conference registration is included with your booth and an additional complimentary conference registration is included in select sponsorship packages.

To register for your complimentary Exhibitor Conference registration(s), please use this [registration link](https://showpro.cdsreg.com/WHMA0224/EXCN/) and enter your promo at the bottom of the page. If you would like additional conference registrations you can purchase them here. If you do not have your promo code please contact KimDiCianni@ipc.org.

Additional booth personnel badges for exhibits only are available for WHMA/IPC members for $300 and $375 for nonmembers and include the following:

* Access to the exhibit hall
* Tuesday evening welcome reception
* Wednesday evening networking event
* Thursday wine & cheese reception
* Breakfast & Luncheons on Wednesday and Thursday
* Daily morning and afternoon refreshment breaks

Please contact KimDiCianni@ipc.org for your company’s customized link to register additional booth personnel please note, this is different from the link for conference registrations

**Special Events in the Exhibit Hall – Kinsington Ballroom**

Tuesday, February 13

5:30 pm–7:00 pm Welcome Reception with Exhibitors **- *Sponsored by IEWC***

Wednesday, February 14

7:00 am-8:30 am Breakfast with Exhibitors – ***Sponsored by Wesco***

10:15 am-10:45 am Refreshment Break with Exhibitors – Sponsored by ***Telsonic Solutions***

12:00 am-1:30 pm Lunch with Exhibitors – ***Sponsored by Komax Corporation***

3:00 pm-3:30 pm Refreshment Break with Exhibitors – ***Telsonic Solutions***

Thursday, February 15

7:00 am-8:30 am Breakfast with Exhibitors – **Sponsored by LoneStar Industrial**

10:15 am-10:45 am Refreshment Break with Exhibitors – **Sponsored by JobFlow**

12:00 pm-1:30 pm Lunch with Exhibitors

For the full event schedule, visit: <https://annualconference.whma.org/>

**WHMA Annual Wire Harness Conference Golf Outing**

Tuesday, February 13

Arcadian Shores Golf Club

710 Hilton Rd

Myrtle Beach, SC 29572

Schedule:

7:45 am: Shuttle leaves hotel

8:00 am- 8:30 am: Check-in/Breakfast

8:30 am: Tee time starts on both tee 1 and tee 10

12:00 pm: Golf Participant Lunch

The Golf Awards will be announced during the Welcome Reception with Exhibitors from 5:30 pm–7:00 pm at the Embassy Suites Myrtle Beach-Oceanfront in the Kensington Ballroom.

**WHMA First Timers Welcome Reception – Sponsored by JWB Manufacturing**

Tuesday, February 13 | 5:00 PM - 5:30 PM | Hampton

The special reception for first time attendees is the perfect opportunity for first time attendees to learn more about WHMA, connect with other first timers and meet WHMA board members.

**Wednesday Evening Networking Event – *Sponsored by LAPP TANNEHILL***

Wednesday, February 14 | 6:00 pm-8:00 pm

Embassy Suites Myrtle Beach-Oceanfront | Black Drum Brewing | Seaside Vista Room

The newest restaurant at Kingston Resorts showcases the best local fare in a comfortable setting. All 40 beers on tap come from the states of North and South Carolina and the entire menu is Carolina born and brewed. Share small plates and appetizers, try fresh seafood, and house-smoked meats while enjoying ocean views.

**Wine and Cheese Reception**

Thursday, February 15 | 4:30 pm-6:00 pm

Embassy Suites Myrtle Beach-Oceanfront| Anchorage at The Landing

Complimentary hotel shuttles will be available on a constant rotation of the 2 mile radius of the resort and maps will be provided onsite for those who prefer to walk.

**Bring your Valentine!**

Register your spouse for the spouse registration package for them to attend the entire conference and networking events with you or bring them along for the opportunity to spend time exploring the many attractions of Myrtle Beach (they can check out the Boardwalk Entertainment District or pamper themselves with a relaxing spa day!). For a full list of activities and attractions, visit: [Things to do in Myrtle Beach | WHMA’s Annual Global Leadership Summit](https://annualconference.whma.org/things-do-myrtle-beach)

Spouses who do not register for the spouse registration package are welcome to register ala carte for the Wednesday evening networking event.

**Attendee List**

The event attendee contact list of consented registered attendees will be sent approximately two weeks after the event concludes.

**Questions?**

Should you need any assistance during the conference, WHMA/IPC staff will be available at the registration counter or in the WHMA/IPC booth.

We look forward to seeing you in Myrtle Beach!