

**IMPORTANT INFORMATION ENCLOSED  
PLEASE DIRECT THIS MANUAL TO THE PERSON  
IN CHARGE OF EXHIBITING IN THIS EVENT**

# **EXHIBITOR SERVICE MANUAL**

**35<sup>th</sup>**  
*Annual*

**SHOWCASE *for* COMMERCE**



May 27 - 29  
**2026**  
*Johnstown, PA*

## **SHOWCASE FOR COMMERCE**

**MAY 27—MAY 29, 2026**

**1ST SUMMIT ARENA @ CAMBRIA COUNTY WAR MEMORIAL  
JOHNSTOWN, PA**

### **Sponsors**

**Cambria Regional  
Chamber of Commerce, Inc.**  
416 Main Street, Suite 201  
Johnstown, PA 15901  
Phone: 814-536-5107  
Email: [jfisher@crchamber.com](mailto:jfisher@crchamber.com)

**Johnstown Area Regional Industries**  
245 Market Street, Suite 200  
Johnstown, PA 15901-2910  
Phone: 814-535-8675  
Fax: 814-535-8677  
Email: [lthomson@jari.com](mailto:lthomson@jari.com)

**Show Site**

**1ST SUMMIT ARENA @  
Cambria County War Memorial**

326 Napoleon Street,  
Johnstown, PA 15901  
Phone: 814-536-5156

**Official Service Contractor**

**Stetson Convention Services, Inc.**

2900 Stayton Street  
Pittsburgh, PA 15212  
Phone: 412- 223-1090  
Fax: 412-223-1094  
Email: [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)

**Internet Service Provider**

**Free WiFi compliments of the 1ST SUMMIT ARENA @ Cambria County War Memorial**

## EXHIBITOR GUIDELINES

### ALLOTMENT OF SPACE

The Cambria Regional Chamber of Commerce will confirm your location following the booth registration deadline on **May 15, 2026**. Because the show will sell out quickly and there is limited space available for new exhibitors, it is critical that you complete your registration form as quickly as possible. If you have any questions, you may contact us by: phone 814-536-5107 or email: [jfisher@crchamber.com](mailto:jfisher@crchamber.com).

### BOOTH DIMENSION

Inside Arena - 8' deep x 10' wide booth - Included in the price of each booth are one table and two chairs. (To order complete **Table and Chairs Order Form** on Page 12 and return.)  
Outside Displays – 10' x 20'.

### DECORATIONS, SIGNS, FURNITURE, ETC.

All exhibitors may equip their exhibition with furniture, lamps and potted plants and flowers provided they are in accordance with the general decorative scheme and do not obstruct a general view of the show decorations. The booth perimeters will be constructed of one-inch tubular aluminum. Each booth will be separated by a three-foot high tubular frame extending 8 feet from front to rear. Divisions may be omitted to allow exhibitors to combine two or more booths into one booth. Red, white and blue curtains will be used for backdrop and blue for sides.

**Display must be staffed during all show hours, including the Opening Reception on Thursday, May 28, 2026 from 4:00 pm—7:30 pm**

### COMBUSTIBLE FUELS

No combustible fuels or open flame equipment will be allowed to operate without the permission of the 1ST SUMMIT ARENA @ Cambria County War Memorial management. To obtain approval, please call the Arena at 814-536-5156.

### ELECTRICAL EQUIPMENT

Only alternating current (AC) is available. One outlet of 500 watts (120 volts—60 cycle) will be supplied free to each exhibitor, **BY REQUEST**. 240, single phase and 240 volts, 3 phase - 60 cycle is available at the exhibitor's expense. Equipment drawing more than six (6) amps requires a dedicated line at the exhibitor's expense—please check your equipment. Exhibitors must contract for additional current at their own expense with 1ST SUMMIT ARENA @ Cambria County War Memorial, the show's official electrician. **Outdoor Displays—electricity is at the exhibitor's expense.** Please complete the **Electrical Service Order Form** on Page 7 and 8.

**Email Jennifer Fisher at [jfisher@crchamber.com](mailto:jfisher@crchamber.com) for any electric needs.**

### CHARACTER OF EXHIBITORS

The Management reserves the right to decline or prohibit any exhibit, exhibitor, or proposed exhibit which in its opinion is not suitable for the exhibition. The reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs, and all other things which affect the character of the exhibition. Exhibitors have the right to distribute catalogs, souvenirs, and other matter approved by Management from the space occupied by them. No direct sale of merchandise will be permitted. Musical instruments and audio visuals may be operated under the following regulations: 1) Volume of all above-mentioned equipment must be kept at a minimum. 2) If complaints are registered with the committee, we reserve the right to expel from the show any exhibitor refusing to abide by the aforementioned rules. 3) Exhibitors are not allowed to use loud speakers or amplifiers of any kind or to use video or film equipment in their booths, except by special arrangement with Management.

### BOOTH SET-UP

Display can be done on your own. Indoor display setup dates are **Wednesday, May 27 from 12:00 p.m.—7:00 pm and Thursday, May 28 from 8:00 am—2:00 pm. Booth set-up MUST BE COMPLETED by 2:00 pm on Thursday, May 28.**

**Outdoor displays will be contacted to schedule their move in time for Wednesday, May 27.**

**No exhibit can be dismantled or removed before the close of the show at 2:00 pm on Friday, May 29.**

**Any exhibit not in place by Thursday at 2:00 pm or dismantled prior to end of the show on Friday will risk reassignment of their space for 2027.**

**All exhibits should be dismantled and removed by 5:00 p.m. on Friday, May 29.**

### SHIPPING INSTRUCTIONS

Exhibits may advance ship to Stetson Convention Services. **Use Exhibit Freight From – Warehouse Shipment.** Questions may be directed to Stetson Convention Services at 412-223-1090 regarding warehouse shipments.

### LIABILITY

It is specifically agreed that exhibitors shall assume all responsibility for damage to rooms or properties thereof, and will not hold the 1ST SUMMIT ARENA @ Cambria County War Memorial nor the Cambria Regional Chamber of Commerce nor Johnstown Area Regional Industries nor the “Showcase for Commerce” for any liability which might ensue from any cause whatsoever.

Since every precaution will be taken to protect against the loss of material during the Show, neither the 1ST SUMMIT ARENA @ Cambria County War Memorial nor the Cambria Regional Chamber of Commerce nor Johnstown Area Regional Industries nor the “Showcase for Commerce” can be held responsible for such losses.

Security will be provided during the closed hours of the exhibit, plus during hours of setup. Any damage to 1ST SUMMIT @ Cambria County War Memorial property is the sole responsibility of the exhibitor causing such damage or defacement.

### Showcase For Commerce Privacy Policy

This privacy policy provides privacy information about Showcase For Commerce events and the [www.showcaseforcommerce.com](http://www.showcaseforcommerce.com) website. Please read it carefully.

Questions, concerns, or comments regarding this privacy policy should be directed to Jennifer Fisher at 814-536-5107, email [jfisher@crchamber.com](mailto:jfisher@crchamber.com) or Linda Thomson at 814-535-8675.

### Showcase For Commerce Events

The Showcase For Commerce is big “news” not only in the Greater Johnstown area, but also in other media outlets. Stories and photos about various Showcase for Commerce topics, including its various events, may appear not only in other regional coverage – the Washington, DC metro area, for example – but also in national and even international broadcasts and publications. Web coverage is also likely.

In addition, the Showcase For Commerce Committee uses information from previous events to develop each year’s promotional materials.

As a result, numerous photographers and videographers capture a significant portion of each Showcase For Commerce. As an exhibitor or attendee, you may appear in those pictures and videos. By entering any of the Showcase For Commerce venues, you are implicitly agreeing to allow your appearance in any picture or video that may be publicly or privately distributed.

### The [www.showcaseforcommerce.com](http://www.showcaseforcommerce.com) Website

Whether you are registering for an event or a visitor to [www.showcaseforcommerce.com](http://www.showcaseforcommerce.com), no personal information is collected from you unless you provide it. Please note, however, that if you are registering or attending Showcase for Commerce, certain information is needed to register you, to authenticate your identity, and for future correspondence. This personal information is not re-distributed to anyone that is not involved in the planning of Showcase for Commerce.

Information needed to register may include, but is not limited to, the following: name, company, address, telephone number, email address, credit card number and/or bank account information. Other registrations may require different or supplemental information from you. For further information please refer to the registration page(s) of that particular event or service.

Contact information provided is used to send Showcase For Commerce updates or other important information. Your information may be used contact you to discuss your registration, participation, or attendance in Showcase for Commerce.

The Showcase For Commerce responds to email questions, requests for information and other inquiries. This correspondence is retained to improve services, the website, and for future reference.

Information collected for online payment transactions is provided to Transaction Express the payment gateway for First National Bank. The payment gateway is encrypted using Secure Sockets Layer (SSL) protocol. Please refer to First National Bank’s privacy policy for further information.

Please note that some statistical information is collected automatically about each visit to [www.showcaseforcommerce.com](http://www.showcaseforcommerce.com). This information does not identify you personally, but rather monitors website usage – for example, how many people visit the website, the visitor’s IP address and domain, which browsers people use, etc. These statistics are helpful in improving the performance of the web site.

Also note that the [www.showcaseforcommerce.com](http://www.showcaseforcommerce.com) website contains links to other third party websites, primarily for providing additional information related to Showcase For Commerce. The Showcase For Commerce does not endorse, approve, certify, or control those external sites and does not guarantee the accuracy or completeness of the information contained on those web sites. Visitors linking to these other sites do so at their own risk.

**SHOWCASE FOR COMMERCE REFUND POLICY****REFUND FOR CANCELLATION**

All cancellations must be submitted in writing or via email to:

Showcase for Commerce  
c/o Cambria Regional Chamber of Commerce  
Attn: Jennifer Fisher  
416 Main Street, Suite 201  
Johnstown, PA 15901  
Email: [jfisher@crchamber.com](mailto:jfisher@crchamber.com)

Exhibit questions should be directed to Jennifer Fisher at 814-536-5107 or [jfisher@crchamber.com](mailto:jfisher@crchamber.com).

**Exhibitor Booth Cancellations/No Shows**

All cancellations by exhibitors must be submitted by April 24, 2026.

A \$200 deposit for each booth space is non-refundable regardless of date of notice of cancellation. Persons whose cancellations are not received before April 24, 2026 shall forfeit all payments made and be obligated in full for the total exhibit fee.

If the exhibition is cancelled for any reason beyond the control of Showcase for Commerce, each exhibitor's payment will be refunded on a pro-rated basis after all related exhibition expenses incurred to that date have been met, thereby canceling the rental charge and lease of space. The exhibitor agrees that this pro-rated refund shall release the exhibitor from his or her obligations under its contract with the Showcase for Commerce and shall release the Chamber of Commerce and Johnstown Area Regional Industries from any liability to the exhibitor.

**Attendee Cancellations/No Shows**

Persons whose cancellations are not received by April 24, 2026 shall forfeit all payments made and be obligated in full for the total attendee fee. An administrative fee will be charged regardless of the cancellation date. Fees are as follows:

- Attendee Package – **\$25 administrative fee**
- John P. Murtha Breakfast – **\$5 administrative fee**
- Government Procurement Expo – **\$5 administrative fee**
- Program Executive Officer Briefing – **\$5 administrative fee**
- Government Procurement Workshop – **\$5 administrative fee**
- Public Exhibition – **non-refundable**

Substitution of personnel is permitted. Please provide substitute information prior to May 15, 2026. Substitutions after this date will be performed on-site at registration.

### ELECTRICAL SERVICE ORDER FORM

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date(s) of Event

Control No. \_\_\_\_\_

**Return to:**  
Jennifer Fisher  
Cambria Regional Chamber  
jfisher@crchamber.com

**PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:**  
ADVANCE ORDERS must be postmarked no later than ten (10) business days prior to the first day of the event.  
Any orders postmarked after that day will be at the floor order rate.

**PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. NO EXCEPTION**

**CONDITIONS & REGULATIONS**

1. Wall, column and permanent building utility outlets are not a part of booth space, and are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all national, state, and local safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. Prices based on current wage rates, and are subject to change without notice.
5. Under no circumstances shall anyone other than the "house electrician" make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician". However, all service connections and overload protection to such must be made by "house electrician".
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All material and equipment furnished by CCWM for this service order shall remain CCWM's property, and shall be removed ONLY by CCWM at the close of the show.
9. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily. Special wiring installed under carpets will be charged for time and material used.
10. Unless otherwise directed, CCWM electricians are authorized to cut floor coverings to permit installation of service.
11. All exhibitor's cords must be the 12/3 wire grounded type. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
12. Rates quoted for all connections cover on the bringing of service to the booth in the most convenient manner, and do not include connection equipment or special wiring.
13. Advance orders must be postmarked a minimum of ten (10) business days prior to the first show day.
14. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
15. Any service not listed, call for quote.

**STANDARD ELECTRICAL SERVICE**

208/120 Volt AC Single Phase or Three Phase

QTY.	Description	Advance Rate	Floor Rate	Cost
<b>120 Volts Service</b>				
	5 Amp	\$40	\$55	
	10 Amp	\$55	\$85	
	20 Amp	\$60	\$80	
	30 Amp	\$70	\$95	
<b>208 Volts Single Phase*</b>				
	10 Amp	\$55	\$75	
	20 Amp	\$80	\$110	
	50 Amp	\$155	\$215	
	100 Amp	\$280	\$385	
<b>208 Volts Three Phase*</b>				
	10 Amp	\$80	\$115	
	20 Amp	\$130	\$180	
	50 Amp	\$255	\$355	
	100 Amp	\$455	\$625	
<b>Misc.</b>				
	Multi - Outlet Power Strip		\$10.00	_____
	Extension Cord Rental		\$10.00	_____
			6% PA Sales Tax	_____
			<b>TOTAL</b>	_____

**PENALTY CHARGE FOR LATE PAYMENTS AFTER 30 DAYS  
(CALCULATED AT 10% OF UNPAID BALANCE)**

Electrician	Hours _____	\$ _____
Helper	Hours _____	\$ _____
		<b>TOTAL \$ _____</b>
Electrician	Regular/Advance	\$ _____ per hour
	Floor/Overtime	\$ _____ per hour
Electrician's Helper	Regular/Advance	\$ _____ per hour
	Floor/Overtime	\$ _____ per hour

**\* ONE HOUR MINIMUM**

Regular time is Monday through Friday 7:30 a.m. - 4:00 p.m.  
Overtime is all other hours including weekends and holidays

(Please Print)

Firm Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Authorized by: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

ALL SERVICES FOR LESS THAN \$150 MUST BE PREPAID. CHECK, VISA, OR MASTERCARD NUMBER MUST ACCOMPANY ORDER, OR BE RENDERED PRIOR TO OPENING OF SHOW. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Make remittance payable to

**Cambria Regional Chamber  
416 Main Street, Suite 201  
Johnstown, PA 159001**

Check # \_\_\_\_\_

### ELECTRICAL SERVICE ORDER FORM

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date(s) of Event

Control No.

**Return to:**  
**Jennifer Fisher**  
 Cambria Regional Chamber  
 jfisher@crchamber.com

**PLEASE FILL OUT ORDER FORM BELOW AND ACCOMPANYING PAYMENT FORM:**  
 ADVANCE ORDERS must be postmarked no later than ten (10) business days prior to the first day of the event.  
 Any orders postmarked after that day will be at the floor order rate.

**PAYMENT MUST ACCOMPANY ORDER TO RECEIVE ADVANCE ORDER RATE. NO EXCEPTION**

<b>TOTAL OF ORDER</b>	<b>\$</b>
<b>DATE ORDER RECEIVED</b>	
<b>METHOD OF PAYMENT</b>	
<b>AMOUNT RECEIVED</b>	<b>\$</b>
<b>RECEIVED BY</b>	

**VERY IMPORTANT  
TERMS AND CONDITIONS**

<b>Card Number:</b>	
<b>Exp Date:</b>	<b>Sec Code:</b>

- Orders (with payments), must be received a minimum of fourteen (14) days prior to scheduled event openings for advance payment rates. Orders received less than fourteen (14) days prior to schedule 4d event opening will be charged at the regular rate.
- Conditions for processing orders forms:
  - Payment for service in full must accompany service order.
  - Incomplete information may delay processing.
  - Booth number(s) must be identified on the face of the form with the show name.
- A separate outlet must be ordered for each location where electricity is needed (500-watt minimum).
- Rates listed for all connections include bringing the service to booth in the most convenient manner for the 1<sup>st</sup> Summit Arena@Cambria County War Memorial, and DO NOT INCLUDE connection equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in the back of booth. Island Booth outlets may be brought to one (1) location at our discretion. If no information is provided, distribution from that location is on a time and material basis.
- Labor rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during operation of the show. A minimum charge of one (1) hour labor for installation and one-half (1/2) hour to dismantle will apply, and time will commence upon exhibitor's request. Failure to start labor at requested time would result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted, if payment is not received.
- All equipment regardless of source of power must comply with Federal, State and local code. The 1<sup>st</sup> Summit Arena@CCWM reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The 1<sup>st</sup> Summit Arena@CCWM is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless the electrical services have been ordered.
- All electrical equipment must be tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc. Power must be ordered according to the peak amperage ratings.
- All exhibitors' cords must be a minimum of 13 gauge 3 wire with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- A \$25.00 service charge will be assessed for all returned checks.
- Material and equipment furnished by the 1<sup>st</sup> Summit Arena@CCWM for this service order is furnished on a rental basis and remains the property of the 1<sup>st</sup> Summit Arena@CCWM, and shall be removed ONLY by 1<sup>st</sup> Summit Arena@CCWM employees.
- Expo Center employees are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
- Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event.
- Credit will not be given for service(s) installed and not used.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or file a lien, or foreclosure, or otherwise, exhibitor will pay the 1<sup>st</sup> Summit Arena@CCWM its attorneys fees or applicable agency fees.
- A service charge of \$1.5% per month on any unpaid balances will be made starting ten (10) days after the date of the invoice.
- Exhibitor holds the 1<sup>st</sup> Summit Arena@CCWM harmless for any and all losses or fluctuations of power beyond 1<sup>st</sup> Summit Arena@CCWM control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by the exhibitor.
- Exhibitor agrees to reimburse the 1<sup>st</sup> Summit Arena@CCWM for all applicable rental taxes.
- For your convenience, we will use your Credit Card Authorization to charge any additional amounts incurred as a result of the showsite orders placed by you or your representatives. These charges may include labor and material handling.

**Showcase for Commerce**

May 27-29

1st Summit Arena

Johnstown, PA

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# EXHIBITOR MANUAL

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**Exhibitor Coordinator**

Jake Nuttridge

[jnuttridge@stetsonexpo.com](mailto:jnuttridge@stetsonexpo.com)

412-390-4672



**STETSON**  
CONVENTION SERVICES  
SUSTAINABLY PRODUCED EXPOSITIONS

**STETSON CONVENTION SERVICES, INC.** is pleased to be your Official Service Contractor. In the following pages, you will find our equipment rental and service order forms, rules and regulations, show information and shipping information. If you have any questions or require an item not included in this manual, please contact us. We look forward to working with you.

**PLEASE CLICK ON THE LINKS BELOW TO NAVIGATE AS NEEDED.**

## SHOW INFORMATION

- [Show Quick Facts](#)
- [Important Dates](#)
- [Show Site Work Rules](#)
- [Booth Display Guidelines](#)

## RENTAL ORDER FORMS

- [General FAQs](#)
- [Table Order Form](#)
- [Pedestal Table Order Form](#)
- [Specialty Drape / Chair Order Form](#)
- [Accessory Order Form](#)
- [Flooring Order Form](#)

## CUSTOM FURNITURE

- [Custom Furniture](#)

## LABOR ORDER FORMS

- [Cleaning Order Form](#)
- [Labor Order Form](#)
- [Labor Order Instructions](#)
- [Forklift Order Form](#)

## SHIPPING / MATERIAL HANDLING

- [Shipping Quote Form](#)
- [Material Handling Guidelines](#)
- [Material Handling FAQs](#)
- POV Cartload / Spotting Services
- [Material Handling Estimation—Advance Warehouse Shipping Labels](#)
- [Material Handling Estimation—Direct Show Site Shipping Labels](#)

## TERMS & CONDITIONS / PAYMENT / EAC

- [Terms & Conditions](#)
- [Payment Authorization Form](#)
- [Third Party Payment Authorization](#)
- [Notice of Intent to Use an EAC](#)
- [Conditions for EAC](#)
- [Sample COI](#)

## WAYS TO ORDER

- Online - [www.stetsonexpo.com](http://www.stetsonexpo.com)
- Email - [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)
- Check - mail to Stetson Convention Services:  
2900 Stayton St., Pittsburgh, PA 15212
- Wire - please call to set up (\$40.00 fee applies)

## OFFICIAL SERVICE CONTRACTOR

Stetson Convention Services  
2900 Stayton St.  
Pittsburgh, PA 15212  
412-223-1090  
[www.stetsonexpo.com](http://www.stetsonexpo.com)

Exhibitor Coordinator  
Jake Nuttridge  
[jnuttridge@stetsonexpo.com](mailto:jnuttridge@stetsonexpo.com)  
412-390-4672

## FACILITY

1st Summit Arena  
326 Napoleon St #1780  
Johnstown, PA 15901

## BOOTH EQUIPMENT

6' x 30" Skirted Table (Blue)	8' Back Drape	3' Side Drape
2 Folding Chairs	RED/WHITE/BLUE	BLUE
Wastebasket		
Booth ID Sign		

Flooring: The Exhibit Hall is not carpeted, however the aisles will be carpeted in blue speckled carpet. For those exhibitors who are interested in carpet rental, see [carpet rental page](#). Carpet is a great way to improve the comfort of your space and enhance your branding.

## SHIPPING

All materials sent to either the advance warehouse or direct to show site MUST use the shipping labels provided in the back of the manual.

**PREFERRED CARRIER: STETSON LOGISTICS**  
[shipping@stetsonexpo.com](mailto:shipping@stetsonexpo.com)  
412-223-1090

**REQUEST A QUOTE:**  
[www.stetsonexpo.com/shipping-quote](http://www.stetsonexpo.com/shipping-quote)

**ADVANCE TO WAREHOUSE**  
Stetson Convention Services  
c/o Stetson / Showcase  
Exhibit Company Name, Booth #  
2866 McDowell St  
Pittsburgh, PA 15212

**DIRECT TO SHOW SITE**  
1st Summit Arena @  
Cambria County War Memorial  
c/o Stetson / Showcase  
Exhibit Company Name, Booth #  
326 Napoleon St  
Johnstown, PA 15901

Receiving Dates:  
Monday, April 27 to Friday, May 15  
M-F, 9:00am to 4:00pm

Receiving Dates:  
Thursday, May 28  
8:00am to 2:00pm

<p><b>Stetson Discount Deadline</b> <i>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.</i></p>	<p><b>Friday, May 8</b></p>	<p><b>*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in</b></p>
<p><b>Warehouse Receiving</b> <i>Any materials received outside of these dates will incur a 25% surcharge.</i></p>	<p><b>Monday, April 27 to Friday, May 15</b></p>	<p><b>M-F 9:00am to 4:00pm</b></p>
<p><b>Last Day to Arrive to Warehouse Before Transfer</b> <i>If freight arrives after this date, a surcharge to transfer to show site will be applied based on weight, dimension, and piece count.</i></p>	<p><b>Friday, May 22</b></p>	
<p><b>Exhibitor Move-in / Show Site Receiving</b> <i>All shipments must arrive during these times to avoid surcharges or possible shipment refusal.</i></p>	<p><b>Thursday, May 28</b></p>	<p><b>8:00am to 2:00pm</b></p>
<p><b>Show Hours</b></p>	<p><b>Thursday, May 28</b> <b>Thursday, May 28</b> <b>Friday, May 29</b> <b>Friday, May 29</b></p>	<p><b>2:00pm to 5:00pm</b> <i>Outdoor Exhibits</i> <b>4:00pm to 7:00pm</b> <i>Opening Reception</i> <b>9:00am to 2:00pm</b> <i>Outdoor Exhibits</i> <b>9:30am to 2:00pm</b> <i>Public Exhibition</i></p>
<p><b>Exhibitor Move-out</b> <i>Empty containers will be returned once aisle carpet is removed</i></p>	<p><b>Friday, May 29</b></p>	<p><b>2:00pm to 5:00pm</b></p>
<p><b>Carrier Check-in Deadline</b> <i>To ensure all items are off the show floor by the end of exhibitor move-out, please have carriers check in by this time. All shipments left on the show floor will be forced onto Stetson Logistics at the exhibitor's expense.</i></p>	<p><b>Friday, May 29</b></p>	<p><b>3:30pm</b></p>

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## SHIPPING & MATERIAL HANDLING

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The 1st Summit Arena @ Cambria County War Memorial **does not** receive or store exhibitor freight. All exhibitor materials entering the facility must arrive during advance warehouse receiving dates or direct to show site during exhibitor move-in hours.

### Freight Shipments:

All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by the Stetson Personnel. Rates are listed on the [Material Handling Order Form](#).

### POV Service:

Stetson labor will be available to unload and reload your vehicle for a cartload service fee. Please see **POV Cartload Service Form**.

### Personal Unload:

Exhibitors are permitted to unload their items at their own risk. Stetson will have carts and dollies available at a first come, first serve basis. Exhibitors can request Stetson personnel for assistance unloading their equipment from their Trucks, Trailers, and/or cargo vans. Fees will apply for these services.

## TABLES

### SKIRTED TABLE



### UNSKIRTED TABLE



### COLORS



BLACK



BLUE



RED



GREEN



GOLD



WHITE



BURGUNDY

TABLES - SKIRTED <small>*all tables are 24" deep</small>	QTY	DISCOUNT PRICE	STANDARD PRICE	MAKE COUNTER HIGH (40"H)	ADD 4TH SIDE SKIRT	COLOR	TOTAL
4' Table		\$136.00	\$177.00	+ \$12.00	N/A		
6' Table		\$148.00	\$192.00	+ \$12.00	+ \$33.00		
8' Table		\$161.00	\$209.00	+ \$12.00	+ \$33.00		
TABLES - UNSKIRTED <small>*all tables are 24" deep</small>	QTY	DISCOUNT PRICE	STANDARD PRICE	MAKE COUNTER HIGH (40"H)	TOTAL		
4' Table		\$105.00	\$137.00	+ \$12.00			
6' Table		\$118.00	\$153.00	+ \$12.00			
8' Table		\$130.00	\$169.00	+ \$12.00			

## TABLE TOP RISERS

TABLE TOP RISERS <small>*12"H, wood with skirt</small>	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
4' Skirted Table Top Riser	\$79.00	\$103.00		
6' Skirted Table Top Riser	\$91.00	\$118.00		



BLACK



BLUE



RED



WHITE

**TOTAL OF ALL ITEMS ORDERED: \$ \_\_\_\_\_**

- Any skirt or linen returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## PEDESTAL TABLES

PEDESTAL TABLES *Gray Formica Topped Cocktail Tables	QTY	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
30" Round x 30" H Table		\$129.00	\$168.00	x	
30" Round x 40" H Table		\$154.00	\$200.00	x	
Spandex Linen		\$79.00	\$103.00		



COLORS



AQUA



BLACK



BLUE



RED



LIME GREEN



EMERALD  
GREEN



FUCHSIA



ORANGE



PURPLE



YELLOW



WHITE

## PREMIUM PEDESTAL TABLES

PREMIUM PEDESTAL TABLES	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
30" Round x 30" H Table *White Top / Chrome Base		\$248.00	\$322.00	
30" Round x 40" H Table *White Top / Chrome Base		\$248.00	\$322.00	
30" Round x 30" H Table *Black Top / Black Base		\$296.00	\$385.00	
30" Round x 40" H Table *Black Top / Black Base		\$296.00	\$385.00	
<i>*Spandex linens do not fit onto the premium pedestal tables</i>				



TOTAL OF ALL ITEMS ORDERED: \$ \_\_\_\_\_

- Any skirt or linen returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## SPECIALTY DRAPE

## COLORS



BLACK



BLUE



RED



GREEN



GOLD



WHITE



BURGUNDY


 FRENCH  
 BLUE


SILVER



TEAL



RASPBERRY



MARGARITA



VIOLET



ORANGE


 CHARCOAL  
 GRAY

SPECIALTY DRAPE	QTY *in feet	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
3' Drape (per linear foot)		\$14.50	\$18.75		
8' Drape (per linear foot)		\$20.00	\$26.00		

## CHAIRS


 FOLDING  
 CHAIR

 PLASTIC  
 CONTOUR CHAIR

 UPHOLSTERED  
 ARM CHAIR

 UPHOLSTERED  
 STOOL

 SWIVEL DESK  
 CHAIR—ARMLESS

 SWIVEL DESK  
 CHAIR—ARMS

CHAIRS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Folding Chair		\$29.00	\$38.00	
Plastic Contour Chair - Black		\$79.00	\$103.00	
Upholstered Arm Chair - Gray		\$121.00	\$157.00	
Upholstered Stool - Gray		\$132.00	\$172.00	
Swivel Deck Chair / Armless		\$150.00	\$195.00	
Swivel Desk Chair / Arms		\$190.00	\$247.00	

**TOTAL OF ALL ITEMS ORDERED: \$ \_\_\_\_\_**

- Any drapes returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## ACCESSORIES

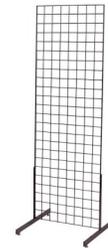
**EASEL**

**SIGN HOLDER**

**LITERATURE RACK**

**ROPE & STANCHION**

**GARMENT RACK**

**GRIDWALL**

**IPAD STAND**


ACCESSORIES	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket with Liner		\$40.00	\$53.00	
Fish Bowl		\$43.00	\$56.00	
Easel <input type="checkbox"/> Add 22" x 28" Sign <input type="checkbox"/> Add 28" x 44" Sign		\$45.00 *add sign \$72.00 *add sign \$140.00	\$59.00 *add sign \$93.00 *add sign \$183.00	
22" x 28" Sign Holder <input type="checkbox"/> Add 22" x 28" Sign		\$112.00 *add sign \$74.00	\$146.00 *add sign \$95.00	
Literature Rack		\$112.00	\$146.00	
Chrome Stanchion (rope not included)		\$66.00	\$86.00	
Rope—7 ft. Sections (stanchions not included)		\$28.00	\$36.00	
Black Tensa Barrier with 7 ft. Expandable Belt		\$91.00	\$118.00	
2 Armed Garment Rack—Waterfall or Straight (circle one)		\$131.00	\$170.00	
4 Armed Garment Rack—Waterfall or Straight (circle one)		\$144.00	\$187.00	
Grid Wall—3 Arms, 2 Feet, 1 Clamp Per Grid Wall <input type="checkbox"/> Straight Arms <input type="checkbox"/> Waterfall Arms		\$121.00	\$157.00	
Poster Board (91" x 44.5" usable space) *tacks not included		\$230.00	\$299.00	
iPad Stand		\$127.00	\$165.00	

**TOTAL OF ALL ITEMS ORDERED: \$ \_\_\_\_\_**

- All items are for rental only. Full price will be charged for items not returned.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## BOOTH CARPET

Standard Sizes: will cover 10' x 10' space (14 oz.): 100% EcoSolution Q® type 6 solution dyed yarn recyclable into fiber and backing	QTY	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
10' x 10' Booth Space		\$242.00	\$315.00		
10' x 20' Booth Space		\$472.00	\$614.00		
10' x 30' Booth Space		\$702.00	\$913.00		
20' x 20' Booth Space (island)		\$1,380.00	\$1,794.00		



## CUSTOM FLOORING

*100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
CUSTOM CUT & LAY CARPET—Island Booths Booth Size _____ x _____ = _____	\$4.60 psf	\$6.00 psf		
VINYL FLOORING Booth Size _____ x _____ = _____	\$7.50 psf	\$9.75 psf		
PLUSH—Must be ordered 30 days in advance to guarantee	PLEASE CALL FOR A QUOTE AND COLOR AVAILABILITY			

## PADDING / PLASTIC PROTECTION

*100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft. Booth Size _____ x _____ = _____	\$2.25 psf	\$2.90 psf	
Vinyl Padding—per sq. ft. Booth Size _____ x _____ = _____	\$2.25 psf	\$2.90 psf	
Plastic Protection—per sq. ft. Booth Size _____ x _____ = _____	\$1.30 psf	\$1.70 psf	
Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll		

**TOTAL OF ALL ITEMS ORDERED: \$ \_\_\_\_\_**

- Exhibitor provided flooring may be subject to forced installation labor and carpet tape (\$25.00 per roll) for safety regulations.
- Utilities must be ordered in advance to ensure installation before carpet. All cuts for electrical will be subject to a \$40.00 fee per cut.
- Labor charges will apply for removal of Visqueen on carpets not installed by or rented from Stetson.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site. No refunds on any special cut or plush orders.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

▶ EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_



## INSTALLATION & DISMANTLE LABOR

### OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES—AND SEE NEXT PAGE FOR INSTRUCTIONS

- For your convenience, Stetson’s skilled personnel will unpack and install your display prior to the exhibitor’s arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service. A \$45.00 minimum per installation and/or dismantle will apply.
- Information on the following page must be completed if your display is to be received, set, and shipped out appropriately.
- Please include detailed instructions, pictures, and/or shipping instructions by discount deadline.

### OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

- Exhibitor representative must check in at Stetson Service Desk to pick up workers at the beginning and end of labor usage.
- Start time can be guaranteed only when labor is requested at 8:00am, or at official set up start time. For all other start times, check in at the Stetson Service Desk one-half hour before requested time of labor.
- If Exhibitor fails to pick up workers at time ordered, a one (1) hour per worker no-show charge will be assessed.
- Please see show site work rules for ability to work alongside laborers.

LABOR RATES: one (1) hour per worker minimum charge, thereafter half-hour increments		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	\$139.00	\$181.75
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$208.50	\$271.10
DOUBLE TIME:	All day Sunday and holidays	\$278.00	\$361.40

**PLACE ORDER HERE:** Please estimate the number of workers and hours per worker needed.

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Installation:							\$
Dismantle:							\$
<input type="checkbox"/> Option 1 - Supervised by Stetson* *next page to be completed and 30% added						TOTAL LABOR ORDERED:	\$
<input type="checkbox"/> Option 2 - Supervised by Exhibitor *must check in to service desk to pick up labor						*30% (\$45.00 MINIMUM) STETSON SUPERVISION FEE:	\$
						ADDITIONAL EQUIPMENT NEEDED (IE: CARPET TAPE):	\$

**TOTAL ESTIMATED I&D LABOR: \$ \_\_\_\_\_**

- Labor scheduling is done on a first-come, first-serve basis. We will do our best to schedule your requested time.
- Remember that all labor ordered is just an estimate. Invoices will be calculated according to actual hours worked. Please order carefully, a surcharge will be levied for excessive hours ordered and not used.
- Please allow ample time for empty return when ordering dismantle labor.
- Exhibitor-owned carpet will incur an additional \$25.00 fee per roll for carpet tape. Exhibitors must use Stetson provided tape.
- Labor may be updated by Stetson as per most up to date labor rates and hours.
- All cancellations must be submitted in writing to Stetson by the Discount Deadline. Failure to do so may incur the full charge of labor needed.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

▶ EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## STETSON SUPERVISED LABOR ORDER INSTRUCTIONS

Stetson is committed to providing you with the best possible service and equipment. If you have ordered, Stetson supervised labor, please complete the following. Providing accurate information will keep labor cost to a minimum.

### SET UP INFORMATION

<b>SET-UP PLANS / PHOTOS:</b> <small>*Please send copies to Stetson in addition to sending with exhibit</small>	Attached	Sent with Exhibit	In Crate # _____
<b>CARPET / FLOORING:</b>	Ordered from Stetson	Sent with Exhibit	No Flooring
<b>ELECTRICAL PLACEMENT:</b>	Attached	Sent with Exhibit	Placed under Carpet
<b>*COMMENTS:</b>			
<b>GRAPHICS:</b>	Sent with Exhibit		Shipped Separately
<b>*COMMENTS:</b>			
<b>SPECIAL TOOLS OR HARDWARE REQUIRED:</b>			
<small>*Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary.</small>			

### INBOUND SHIPPING

<b>FREIGHT WILL BE SHIPPED TO:</b>	Warehouse	Show Site
<b>CARRIER:</b> _____	<b>ARRIVAL DATE:</b> _____	
<b>EMERGENCY CONTACT NAME:</b> _____	<b>CELL PHONE:</b> _____	

### OUTBOUND SHIPPING

<b>SHIP TO:</b>	
<b>BILL TO:</b>	
<input type="checkbox"/> STETSON LOGISTICS <input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> VAN LINE <input type="checkbox"/> AIR FREIGHT           CARRIER NAME _____	
<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> DEFERRED/GROUND	
<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT	

EXHIBIT COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## FORKLIFT INFORMATION & ORDERING

A forklift may be required during assembly of displays and uncrating, positioning, and re-skidding of equipment and/or machinery.

FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR		DISCOUNT PRICE	STANDARD PRICE
<b>STRAIGHT TIME:</b>	Weekdays 8:00am to 4:30pm	\$257.00	\$334.10
<b>OVERTIME:</b>	Saturdays and weekdays 4:31pm to 7:59am	\$385.00	\$500.50
<b>DOUBLE TIME:</b>	All day Sunday and holidays	\$515.00	\$669.50

**PLACE ORDER HERE:** Please estimate the number of crews and hours per crew needed for installation and dismantling. Invoices will be calculated according to actual hours worked.

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF FORKS	HOURS PER FORK	HOURLY RATE	ESTIMATED WEIGHT	TOTAL
Installation:								\$
Dismantle:								\$
<b>Please Indicate Service:</b>				<b>TOTAL LABOR ORDERED:</b>				\$
<input type="checkbox"/> Uncrating	<input type="checkbox"/> Re-crating					<b>30% STETSON SUPERVISION FEE: (IF APPLICABLE):</b>		\$
<input type="checkbox"/> Leveling	<input type="checkbox"/> Positioning					<b>TOTAL ESTIMATED FORKLIFT:</b>		\$
<input type="checkbox"/> Un-skidding	<input type="checkbox"/> Re-skidding							

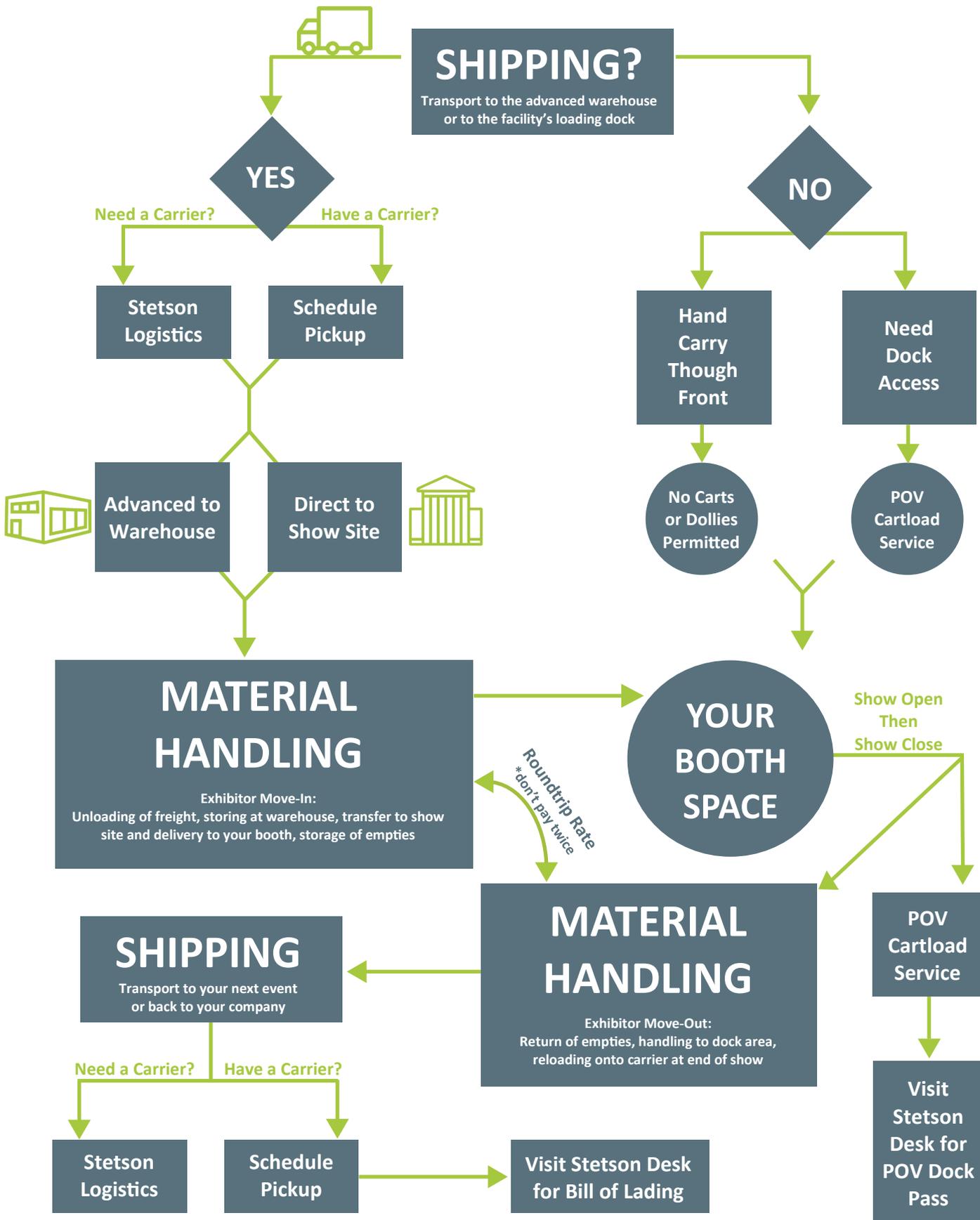
- Start time can be guaranteed only when labor is requested during official set-up time. For all other start times, check in at the Stetson Service Desk one-half (½) hour before time requested. Every attempt will be made to provide this service at the specific time requested.
- The minimum charge for labor is one (1) hour per crew. Labor thereafter is charged in one-half (½) hour increments.
- Forklift orders placed after Discount Deadline date will be filled as work force is available. If exhibitor fails to pick up workers at time ordered, a one (1) hour per worker no-show charge will be assessed.
- All forklift orders contracted at show site will carry an additional 10% surcharge.
- The maximum capacity is 5,000 pounds. Larger forklift and crane service is available only by advance request.
- All cancellations must be submitted in writing to Stetson by the Discount Deadline. Failure to do so will incur a one (1) hour per worker fee.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME



## MATERIAL HANDLING—ADVANCE TO WAREHOUSE

Shipments must arrive within warehouse receiving dates to avoid 25% surcharge. If your items will arrive after, please notify your exhibitor rep with tracking numbers and piece count to ensure delivery in time to be loaded. Roundtrip rates include: unloading of freight, storing at warehouse, transfer to show site and delivery to your booth, storage of empties, return of empties, handling to dock area, reloading onto carrier at end of show.

**\*\*Ship roundtrip with Stetson to qualify for a 10% discount off material handling\*\***

To receive a material handling discount you must ship roundtrip with Stetson and book before the show opens. Not applicable on small packages.

<b>ADVANCE TO WAREHOUSE</b>	<b>PRICE PER CWT</b>	<b>200 LB. MINIMUM</b>
CRATED OR SKIDDED .....	\$155.00.....	\$310.00
SPECIAL HANDLING .....	\$194.00.....	\$388.00
SMALL PACKAGE .....	\$75.00 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

### ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

EARLY/LATE TO WAREHOUSE: ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT  
 LATE TRANSFER FROM ADVANCE WAREHOUSE: ..... SURCHARGE BASED ON WEIGHT, DIMENSION & PIECE COUNT

### OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

FREIGHT LEFT IN BOOTH WITH NO BOL FILLED OUT / NOT TURNED INTO STETSON DESK: ..... \$50.00 FLAT FEE  
 SHRINK WRAP OR PALLET BANDING: ..... \$50.00 PER PIECE (50% OFF IF YOU SHIP WITH STETSON LOGISTICS)

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$155.00 <i>*Crated or Skidded Rate</i>	\$775.00
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$194.00 <i>*Special Handling Rate</i>	\$582.00
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$75.00 <i>*Small Package Rate</i>	\$150.00

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	*rounded up to nearest 100		*choose appropriate rate	*200 lb. minimum
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$75.00 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____			

[Click here for material handling guidelines.](#)

**TOTAL ESTIMATED MATERIAL HANDLING: \$ \_\_\_\_\_**

- THIS IS AN ESTIMATE ONLY. Material handling will be actualized with the weight upon receiving shipments.
- Payment authorization is required with all orders. A credit card is required for all material handling orders.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
2866 McDowell St  
Pittsburgh, PA 15212

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive between Monday, April 27 to Friday, May 15 to avoid surcharge

## ADVANCE WAREHOUSE SHOWCASE

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
2866 McDowell St  
Pittsburgh, PA 15212

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive between Monday, April 27 to Friday, May 15 to avoid surcharge

## ADVANCE WAREHOUSE SHOWCASE

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
2866 McDowell St  
Pittsburgh, PA 15212

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive between Monday, April 27 to Friday, May 15 to avoid surcharge

## ADVANCE WAREHOUSE SHOWCASE

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
2866 McDowell St  
Pittsburgh, PA 15212

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive between Monday, April 27 to Friday, May 15 to avoid surcharge

## ADVANCE WAREHOUSE SHOWCASE

## MATERIAL HANDLING—DIRECT TO SHOW SITE

Shipments must arrive within exhibitor move-in times to avoid 25% surcharge or shipment refusal. Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show.

**\*\*Ship roundtrip with Stetson to qualify for a 10% discount off material handling\*\***

To receive a material handling discount you must ship roundtrip with Stetson and book before the show opens. Not applicable on small packages.

<u>DIRECT TO SHOW SITE</u>	<u>PRICE PER CWT</u>	<u>200 LB. MINIMUM</u>
CRATED OR SKIDDED .....	\$184.00 .....	\$368.00
SPECIAL HANDLING .....	\$230.00 .....	\$460.00
SMALL PACKAGE .....	\$75.00 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

### ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

OFF TARGET (OUTSIDE MOVE-IN TIMES):.....25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

### OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

FREIGHT LEFT IN BOOTH WITH NO BOL FILLED OUT / NOT TURNED INTO STETSON DESK:.....\$50.00 FLAT FEE

SHRINK WRAP OR PALLET BANDING:.....\$50.00 PER PIECE (50% OFF IF YOU SHIP WITH STETSON LOGISTICS)

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$184.00 <i>*Crated or Skidded Rate</i>	\$920.00
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$230.00 <i>*Special Handling Rate</i>	\$690.00
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$75.00 <i>*Small Package Rate</i>	\$150.00

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	*rounded up to nearest 100		*choose appropriate rate	*200 lb. minimum
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$75.00 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____			

[Click here for material handling guidelines.](#)

**TOTAL ESTIMATED MATERIAL HANDLING: \$ \_\_\_\_\_**

- THIS IS AN ESTIMATE ONLY. Material handling will be actualized with the weight upon receiving shipments.
- Payment authorization is required with all orders. A credit card is required for all material handling orders.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

# RUSH—EXHIBITION FREIGHT



1st Summit Arena @  
Cambria County War Memorial  
c/o Stetson Convention Services  
326 Napoleon St #1780  
Johnstown, PA 15901

## DIRECT TO SHOW SITE SHOWCASE

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive during move in, Thursday, May 28, 8:00am to 2:00pm  
to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



1st Summit Arena @  
Cambria County War Memorial  
c/o Stetson Convention Services  
326 Napoleon St #1780  
Johnstown, PA 15901

## DIRECT TO SHOW SITE SHOWCASE

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive during move in, Thursday, May 28, 8:00am to 2:00pm  
to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



1st Summit Arena @  
Cambria County War Memorial  
c/o Stetson Convention Services  
326 Napoleon St #1780  
Johnstown, PA 15901

## DIRECT TO SHOW SITE SHOWCASE

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive during move in, Thursday, May 28, 8:00am to 2:00pm  
to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



1st Summit Arena @  
Cambria County War Memorial  
c/o Stetson Convention Services  
326 Napoleon St #1780  
Johnstown, PA 15901

## DIRECT TO SHOW SITE SHOWCASE

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive during move in, Thursday, May 28, 8:00am to 2:00pm  
to avoid surcharge or shipment refusal

## GENERAL FAQs

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### **CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?**

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes different table skirting color as well.

### **SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?**

- Once at show site, you can place the unwanted furnishings into the aisle and someone will come by to pick them up for you.

### **ARE RENTAL PRICES PER DAY?**

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

### **WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?**

- Stetson will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

### **WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?**

- The upholstered stools fit under the counter-height, 40" high tables.

### **CAN I ORDER 2 - 10' x 20' CARPETS FOR MY 20' x 20' ISLAND BOOTH?**

- Due to dye lot differences and unsightly seams, please do not order multiple precut pieces for a single booth.

### **AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?**

- Yes this is allowed. Please be aware that material handling charges, and depending on booth size, labor charges will be applicable. Please consider what will be most cost effective for you and your company.

### **MY BOOTH IS DIRTY FROM MOVING IN—WILL STETSON CLEAN IT?**

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning.

### **MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—WHAT CAN WE DO?**

- Exhibitors are more than welcome to supervise and work along with the union staff. The union members are working with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers provided, please visit the Stetson Service Desk immediately.

### **DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?**

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

### **WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?**

- You can order Stetson supervised dismantle labor at the Stetson Service Desk. Please provide all dismantle and outbound shipping information (including a Stetson Bill of Lading) and be sure you have a credit card on file. Stetson will dismantle, pack up and ship out your booth materials for you.

### **WHEN WILL MY CREDIT CARD BE CHARGED?**

- Throughout the show process, there is a possibility of three (3) charges: pre-show, show, and post-show. Pre-show charges include all tangible items ordered (tables, chairs, carpet, advance warehouse freight). Show charges include show site orders, installation labor, and material handling. Post-show charges will include dismantle labor and any charges incurred from the move-out of the show.

**Please read carefully:** The following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with Stetson or
- Work is performed on behalf of Exhibitor by labor secured through Stetson

**DEFINITIONS:**

The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Stetson may appoint. The term Exhibitor shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives and/or any Exhibitor Appointed Contractor (EAC).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. Stetson will charge a processing fee of 5% on the total amount of any invoice requiring a change of payment after the original payment has been processed. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Stetson except where specifically identified as a sale. All Stetson rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, charges will be applied to all labor orders that are not cancelled in writing at least five days prior to the scheduled start time. If services have already been provided at the time of cancellation, no refund will be given. It is Exhibitor's responsibility to advise Stetson personnel of any problem with any orders, and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, Stetson requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Stetson requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, PA upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 10% per month for the length of the outstanding invoice. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Stetson shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and Stetson relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Stetson for its services as an offset against the amount of any alleged loss or damage. Any claim against Stetson shall be considered a separate transaction and shall be resolved on its own merits. Stetson reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Stetson may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Stetson hereby provides notice that it reserves the right, and Exhibitor authorized Stetson, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

## LABOR TERMS, RESPONSIBILITY, INDEMNIFICATION

**LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:**

Stetson will be responsible for the performance of labor provided under this option. Stetson does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Stetson's direct supervision and control. In no event shall Stetson be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. Stetson shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond Stetson's reasonable control. Stetson agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Stetson employees, or property damage arising out of work performed by labor provided and supervised by Stetson, except when Exhibitor exercises direction and/or control over the work being performed.

**LABOR UNDER THE SUPERVISION OF EXHIBITOR:**

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Stetson in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with Stetson's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Stetson Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend Stetson from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Stetson employees, and/or property damage arising out of work performed by labor provided by Stetson but supervised by Exhibitor. Further, the Exhibitor's indemnification of Stetson includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show

## MATERIAL HANDLING TERMS & CONDITIONS

1. Stetson and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be made of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by Stetson or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Stetson and its subcontractors are not liable for the loss of, disappearance of or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are Stetson and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to Stetson or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Stetson and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to Stetson in time to obtain the proper equipment.
4. Stetson and its subcontractors shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including but without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities and other events of force of nature.
5. Stetson and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that Stetson and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Stetson hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Stetson and its subcontractors do not provide for full liability should loss or damage occur. In the event that Stetson or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.10 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Stetson, its subcontractors or their employees.
7. **Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.**
8. Stetson and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including but not limited to, delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the Exhibitor's materials.
9. Claims for loss or damage must be submitted to Stetson immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against Stetson or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Stetson and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Stetson or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that Stetson or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. Stetson and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, FedEx, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Stetson Exhibitor Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. Stetson assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without Stetson labels or improper information on labels. Stetson and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, Stetson has the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Stetson assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with Stetson or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Stetson for material handling services or any other services provided by Stetson or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay Stetson prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Stetson or its subcontractors shall be pursued independently by the Exhibitor as completely separate.
15. Customer and/or the consignor warrants that all shipments shall comply with all applicable hazardous materials rules and regulations for the applicable mode of transport and all other health, safety and security regulations. All shipments shall be properly packaged, marked and labeled and clearly identified. No dangerous goods shall be tendered to Freight Forwarder for transportation, handling or storage without prior written agreement of Freight Forwarder. Customer and/or consignor shall indemnify and hold harmless Freight Forwarder and all service providers from any liability, loss, damage, fine or suit arising from breach of the warranties set forth herein.

The placing of an order for the services of tradesmen and women and the use of equipment by an Exhibitor or any agent of the Exhibitor shall be construed as an offer subject to acceptance and approval of Stetson in its sole discretion. Upon Stetson's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 15 above. Likewise, once Stetson has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Stetson or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above.

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	
▶ ORDERED BY	SIGNATURE
	DATE

Signature denotes acceptance of all Terms & Conditions included in Exhibitor Service Manual.

**PAYMENT POLICIES**

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com).
- **PAYMENT FOR SERVICES:** Stetson requires payment in full at the time services are ordered. A credit card is required at time of initial order for material handling and labor orders. An administrative fee of \$25.00 will be added to overpayments by check or switching credit cards on file. Once a credit card payment is processed, you cannot refund one card and process another with the same amount.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before the Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS:** None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Conditions for EAC form.
- **ADJUSTMENTS / CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK WIRE TRANSFER / ACH:** Call to set up. \$40.00 fee applies. Credit card still required on hold.
- **ORDER CONFIRMATION / INVOICES:** Email confirmation will be sent.
- **FREIGHT / SHIPPING ESTIMATE:** Final charges will be processed once items are accepted or shipped and can be actualized.

We will use this authorization to charge your credit card for your advance order, show site orders placed by your on-site representative, or shipments received and handled by Stetson. You may choose to pay by credit card, check, or wire, however, we require a credit card on file to confirm your order.

**SUMMARY OF ORDER**

<b>FURNITURE</b>	\$ _____
<b>ACCESSORY</b>	\$ _____
<b>CARPET</b>	\$ _____
<b>SIGNAGE</b>	\$ _____
<b>CLEANING</b>	\$ _____
<b>SUB TOTAL</b>	\$ _____
+ _____% SALES TAX	\$ _____
<b>LABOR (EST.)</b>	\$ _____
<b>FORKLIFT (EST.)</b>	\$ _____
<b>STETSON LOGISTICS (EST.)</b>	\$ _____
<b>MATERIAL HANDLING (EST.)</b>	\$ _____

**GRAND TOTAL DUE \$** \_\_\_\_\_

MasterCard   
  Visa   
  American Express   
  Discover

Account #     Exp. Date  /  CVC

Check                     
  Wire Transfer

Must still fill out credit card information to confirm order. Credit card will be ran if check is not received by Discount Deadline and 15 days post show close.

CARDHOLDER NAME (PRINT) \_\_\_\_\_

CARDHOLDER BILLING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL ADDRESS FOR INVOICE \_\_\_\_\_

▶ CARDHOLDER SIGNATURE \_\_\_\_\_

Please check here if you are tax exempt, and please include a copy of your exemption certificate.      Stetson Federal Tax ID Number 25-1779096