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@stetonexpo.com

OFFICIAL ELECTRICIAN

JAF Electric
326 Napoleon Street
Johnstown, PA 15901
Phone: 814-418-4125
Office: 814-536-5156 ext. 122
EXHIBITOR GUIDELINES

ALLOTMENT OF SPACE
The Cambria Regional Chamber of Commerce will confirm your location following the booth registration deadline on **May 15, 2020.** 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 800-790-4522; fax 814-539-5800; or email: 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, 2020 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 Jason Blumenfeld at 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. 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. Contact Cody Kmeck at 814-418-4125 with any questions.

PHONE EQUIPMENT
Phones lines are not provided with the booth space. If you require a phone line, separate arrangements must be made with Verizon. For more information, please contact the Verizon business office at 800-483-6000.
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 12:00 p.m—7:00 pm and Thursday, May 29 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, 2020.

No exhibit can be dismantled or removed before the close of the show at 2:00 pm on Friday, May 29, 2020.

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 2021.

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 by May 8, 2020. 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 website. Please read it carefully.

Questions, concerns, or comments regarding this privacy policy should be directed to info@showcaseforcommerce.com or to Linda Thomson at 814-535-8675 or Jennifer Fisher at 814-536-5107.

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 Website

Whether you are registering for an event or a visitor to 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. 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.
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

Exhibit questions should be directed to Jennifer Fisher at 814-536-5107 or jfisher@crchamber.com.

Exhibitor Booth Cancellations/No Shows

All cancellations by exhibitors must be submitted by April 1, 2020.

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 1, 2020 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, whereby 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 Wednesday, May 13, 2020 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, 2020. Substitutions after May 15, 2020 will be performed on-site at registration.
Dear Showcase Exhibitor:

**STETSON CONVENTION SERVICES, INC.** is pleased to be your Official Service Contractor for the Showcase for Commerce on May 27-29, 2020 at the 1st Summit Arena @ Cambria County War Memorial. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. If you have any questions or require an item not included in this manual, please contact Stetson Convention Services. We look forward to working with you.

Mariah Gigler  
Exhibitor Services Representative  
mgigler@stetsonexpo.com

Looking to “green” your booth? Follow the SEED to find environmental products throughout the Stetson manual.

**SEE BELOW FOR NAVIGATION TOOLS!**

**SHOW INFORMATION**
- Show Contacts
- Important Dates & Booth Equipment
- Show Site Work Rules

**PAYMENT TERMS & CONDITIONS**
- Terms & Conditions
- Payment Authorization Form
- Third Party Payment Authorization
- Notice of Intent to Use an Exhibitor Appointed Contractor
- Conditions for EAC

**RENTAL ORDER FORMS** (payment will be processed pre-show)
- General FAQs
- Furniture Order Form
- Accessory Order Form
- Carpet Order Form
- Plant & Floral Order Form

**DISPLAY ORDER FORMS** (payment will be processed pre-show)
- Signage Terms & Conditions
- Custom Signage Order Form
- Display Order Form
- Signage Order Form
- Hanging Structure Order Form
- Browse Custom Display Options or our Pinterest Page for Ideas!

**LABOR ORDER FORMS** (these items are an estimate and payment will be processed at show site)
- Cleaning Order Form
- Labor Order Form
- Labor Instructions
- Rigging Order Form

**SHIPPING WITH STETSON LOGISTICS**
- Shipping Quote Form

**MATERIAL HANDLING** (these items are an estimate and payment will be processed at show site)
- Material Handling Guidelines
- Material Handling FAQs
- Material Handling Estimation—Advance
- Warehouse Shipping Labels
- Material Handling Estimation—Direct
- Show Site Shipping Labels

**CUSTOM FURNITURE**
- Browse our Custom Furniture Catalogue.
We strongly suggest that all shipments are sent to the Advance Warehouse.

*Please note there is no dock at the 1st Summit Arena @ Cambria County War Memorial. All show site deliveries will be street unloaded using forklift or trucks must come equipped with a lift gate. Please refer to handling rates on page 36.*

WAYS TO ORDER: Be sure to include show name, exhibiting name and booth number with all orders.

- Online Ordering - username and password will be emailed
- By Credit Card - email or fax to your exhibitor services representative
- By Check - mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212
- By Wire - please contact us for information
Stetson Discount Deadline
Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.

Friday, May 8
*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in

Warehouse Receiving
Any materials received outside of these dates will incur a 25% surcharge.

Monday, April 20 to Friday, May 1
M-F 9:00am to 4:00pm

Last Day to Arrive to Warehouse Before Transfer
If freight arrives after this date, a surcharge to transfer to show site will be applied based on weight, dimension, and piece count.

Wednesday, May 20

Exhibitor Move-in / Show Site Receiving
All shipments must arrive during these times to avoid surcharges or possible shipment refusal.

Wednesday, May 27
10:00am to 4:30pm
4:00pm to 7:00pm
*Large Exhibitors

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

Show Hours

Thursday, May 28
2:00pm to 5:00pm
*Outdoor Exhibit
4:00pm to 7:30pm

Friday, May 29
9:00am to 2:00pm
*Open to Public

Exhibitor Move-out
Empty containers will be returned once aisle carpet is removed.

Friday, May 29
2:00pm to 4:00pm

Carrier Check-in Deadline
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.

Friday, May 29
3:00pm

BOOTH EQUIPMENT:

<table>
<thead>
<tr>
<th>Booth Drape</th>
<th>Booth Furnishings (booth size 10’ x 10’)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ Back Drape</td>
<td>6’ x 30” Skirted Table</td>
</tr>
<tr>
<td></td>
<td>Blue</td>
</tr>
<tr>
<td>3’ Side Drape</td>
<td>2 Folding Chairs</td>
</tr>
<tr>
<td></td>
<td>Blue</td>
</tr>
<tr>
<td></td>
<td>Wastebasket</td>
</tr>
<tr>
<td></td>
<td>Booth ID Sign</td>
</tr>
</tbody>
</table>

The Exhibit Hall is not carpeted, however the aisles will be carpeted in Red. 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.
Showcase for Commerce exhibitors receive (1) 6’ x 30” skirted table with a compostable table covering and (2) folding chairs per 8’ x 10’ booth space at no charge.

The below chart is for each 10’ x 10’ space. For a 10’ x 20’ booth space, you are able to receive double the tables and chairs. For example, a 10’ x 20’ booth space could request (2) tables and (4) chairs by placing a “2” in the “Qty.” box for the first option.

- Please fill out information below and send to mgigler@stetsonexpo.com. Contact our Exhibitor Services Department with any questions.

<table>
<thead>
<tr>
<th>Yes, I am Requesting the Following</th>
<th>Booth Packages (per 10’ x 10’ booth space)</th>
<th>Qty. (for 10’ x 20’ and larger)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Here</td>
<td>6’ x 30’ Skirted Table</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Folding Chairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waste Basket</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booth ID Sign</td>
<td></td>
</tr>
</tbody>
</table>

Are you a non-profit organization?  Yes  No
Please review each section, and should you have any additional questions, please call Stetson Exhibitor Services at 412-223-1090.

**INSTALLATION & DISMANTLING:**

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed Labor Order Form.

If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

**HOURS:**

- **Straight time:** Monday through Friday 8:00am to 4:30pm
- **Overtime:** Monday through Friday 4:31pm to 7:59am
- **Saturday:** 12:00am to 11:59pm
- **Double time:** Sunday and Holidays 12:00am to 11:59pm

**CARPENTRY:**

- **Flooring:** Exhibitor owned carpet over 200 square ft. must be installed by Stetson Personnel due to safety liability rules and regulations. Exhibitor provided tape may not be used on the facility’s flooring, only specific flooring tape provided by Stetson can be ordered onsite as available or pre-ordered on Carpet Order Form.

- **Displays:** Exhibitors may install and dismantle their own displays using tools and ladders they have supplied on their own. Exhibitors will take full responsibility over the safety of their crew while using such tools and must be completed during the published move-in/move-out periods.

  Exhibitors who install or dismantle outside the published move-in/move-out time periods may be subject to forced labor or an indirect labor per man/per hour charge.

  Exhibitors needing to use Stetson tools and/or ladders will be charged a per man/per hour fee for assembly and dismantle. Exhibitors may not use Stetson provided tools for safety liability rules and regulations.

**SHIPPING AND FREIGHT HANDLING:**

The 1st Summit Arena @ Cambria County War Memorial does not receive or store exhibitor freight. All exhibitor materials entering the facility must be handled through Stetson Convention Services. Stetson will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area. Please see the enclosed shipping instructions for more information.

- **Hand-Carry Items:** Exhibitors are permitted to bring in materials from the parking garage or entrance to the exhibit hall. Any deliveries or unloading through the dock area must be handled by Stetson Personnel with a material handling fee.

- **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 Stetson Personnel. Rates are listed on the Material Handling Order Form.

**ELECTRICAL JURISDICTION:** All booth electrical work must be performed by the contracted electrical supplier. Please see enclosed Electrical Order Form.

**OTHER JURISDICTIONS:** All air, water and gas work must be performed by the contracted supplier.

**MISCELLANEOUS:**

- Exhibitors are allowed to do technical work on their personal machines, such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by Stetson personnel.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Stetson at show site immediately. Please refrain from voicing complaints directly to craft personnel.
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 relaying 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 an approved unpaid balance at 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 & CONDITIONS RESPONSIBILITY AND 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 Management, and/or directing labor provided by Stetson to work in a manner that violates any of the above rules, regulations and/or ordinances.
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 $5.10 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.

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 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.

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 be liable for any and all in handling of equipment 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.
PAYMENT AUTHORIZATION

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, email, or online (an individualized username and password will be emailed). Email orders to Stetson at mgigler@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 the same amount on another.

• DELIVERY: Payment must be received by install date to confirm delivery of items to your booth.

• 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: Call to set up.

• 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.

METHOD OF PAYMENT: We will use this authorization to charge your credit card account 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 transfer, however, we require a credit card on file to confirm your order.

[ ] MasterCard [ ] Visa [ ] American Express [ ] Discover

[ ] Check [ ] Wire Transfer

Account #[ ] Exp. Date[ ] CVC

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

2900 Stayton St. | Pittsburgh, PA | (P) 412-223-1090 | (F) 412-223-1094 | www.stetsonexpo.com
EXHIBITOR AUTHORIZATION OF THIRD PARTY BILLING

“We understand and agree that we, the exhibiting firm, are ultimately responsible for the payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

<table>
<thead>
<tr>
<th>EXHIBIT COMPANY NAME</th>
<th>BOOTH #</th>
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<table>
<thead>
<tr>
<th>EXHIBIT ADDRESS</th>
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EXHIBITING COMPANY INFORMATION

Stetson will agree to third party payment arrangements provided the following are met:
- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the Discount Deadline date.
- Third Party and exhibiting company are subject to all of the Terms & Conditions as included in the Exhibitor Service Manual.
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- All Stetson services will be invoiced to the third party unless otherwise indicated by third party below.

The following services are to be invoiced to the Third Party:

- All Services
- I&D Labor / Supervision
- Material Handling
- Stetson Logistics
- Booth Cleaning
- Rental Furniture/Carpet/Accessory
- Display/Signage
- Other: ______________________

<table>
<thead>
<tr>
<th>THIRD PARTY COMPANY NAME</th>
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<table>
<thead>
<tr>
<th>THIRD PARTY ADDRESS</th>
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</table>

METHOD OF PAYMENT: We 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 transfer, however, we require a credit card on file to confirm your order. Credit card will be run if check or wire is not received by Discount Deadline or 15 days post show.

- MasterCard
- Visa
- American Express
- Discover
- Check
- Wire Transfer

Account Number __________ Exp. Date __________ CVC __________

<table>
<thead>
<tr>
<th>CARDHOLDER NAME (PRINT)</th>
<th>SIGNATURE</th>
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<table>
<thead>
<tr>
<th>CARDHOLDER BILLING ADDRESS</th>
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<table>
<thead>
<tr>
<th>CITY/STATE/ZIP</th>
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<th>PHONE</th>
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</table>

*Signature denotes agreement that Third Party is subject to Terms & Conditions as outlined in the Exhibitor Service Manual.
**NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR**

A non-official contractor is a company other than the official contractors listed in the Exhibitor Service Manual that provides a service and needs access to your booth during the installation and dismantling. Due to the necessity of coordination and for security purposes, exhibitors who choose to use these contractors for activities during the move-in/out must complete this form, comply with all rules and regulations (listed on previous page), and supply Stetson Convention Services with all necessary information 30 days in advance of exhibitor move-in.

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Please see next page for the Conditions to use an Exhibitor Appointed Contractor. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

**The Exhibitor Appointed Contractor (EAC) MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will NOT be permitted to service your exhibit.** It is the responsibility of the exhibitor to ensure that the EAC abides by all official rules and regulations of this event.

A representative from the exhibiting company must fill out this page if they choose to use a firm which is not the official service contractor. Please complete and send to your exhibitor services representative along with any third party billing and Certificate of Insurance (COI).

If multiple EACs will be used, please provide a form for each.

<table>
<thead>
<tr>
<th>EXHIBIT COMPANY NAME</th>
<th>BOOTH #</th>
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<table>
<thead>
<tr>
<th>EAC COMPANY NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EAC ADDRESS</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CITY/STATE/ZIP</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>EXHIBITOR SIGNATURE</th>
<th>PRINT NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EAC CONTACT AT SHOW</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ON-SITE PHONE</th>
<th>EMAIL</th>
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</thead>
</table>

Exhibitor Appointed Contractor will provide the following services:

- All Services
- I&D Labor / Supervision
- Display/Signage
- Logistics
- Booth Cleaning
- Rental Furniture/Carpet/Accessory
- Other: ______________________

**REMINDER: THIS FORM AND THE CERTIFICATE OF INSURANCE MUST BE SENT TO YOUR EXHIBITOR SERVICES REP AT LEAST 30 DAYS IN ADVANCE OF EXHIBITOR MOVE IN.**
CONCLUSIONS FOR EXHIBITION APPOINTED CONTRACTORS

**Official Service Contractors:**
Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Stetson to perform and provide necessary services and equipment. Stetson is appointed to:

- Assure the orderly and efficient installation and removal of the overall exposition.
- Ensure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

**Exhibitor Appointed Contractors:**
Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- The Exhibitor must notify Show Management and Stetson in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Stetson at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the Stetson office 30 days prior to the show will be automatically assessed a $200 fee.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1.) Comprehensive General Liability not less than $2,000,000 with respect to injuries to any one person in an occurrence. 2.) $2,000,000 with respect to injuries to more than one person in any occurrence. 3.) Workers’ Compensation insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage. 4.) Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers’ Compensation insurance required by state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with Stetson all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The Exhibitor Appointed Contractor must furnish Show Management and Stetson with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the client’s exhibit area. No service desks, storage areas or other work facilities will be located anywhere in the building. Show aisles and public space are not a part of the Exhibitor’s booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to Stetson that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Stetson. The Exhibitor Appointed Contractor must coordinate all of its activities with Stetson. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
GENERAL FAQs

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—CAN WE WORK SOMETHING OUT?
• 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.
**FURNITURE**

### Skirted Tables
All tables are 24" deep—skirted on 3 sides

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ long x 30” high Table</td>
<td>$120.75</td>
<td>$157.00</td>
</tr>
<tr>
<td>6’ long x 30” high Table</td>
<td>$133.00</td>
<td>$173.00</td>
</tr>
<tr>
<td>8’ long x 30” high Table</td>
<td>$145.00</td>
<td>$188.50</td>
</tr>
<tr>
<td>4th Side Skirt</td>
<td>$36.25</td>
<td>$47.25</td>
</tr>
</tbody>
</table>

### Counter High Skirted Tables
All tables are 24” deep—skirted on 3 sides

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ long x 40” high Table</td>
<td>$133.00</td>
<td>$173.00</td>
</tr>
<tr>
<td>6’ long x 40” high Table</td>
<td>$145.00</td>
<td>$188.50</td>
</tr>
<tr>
<td>8’ long x 40” high Table</td>
<td>$157.00</td>
<td>$204.25</td>
</tr>
<tr>
<td>4th Side Skirt</td>
<td>$48.50</td>
<td>$63.25</td>
</tr>
</tbody>
</table>

Table top covered in vinyl. Please select skirt color—if none, show color will be selected by Stetson.

- Black
- Blue
- Burgundy
- Green
- Gold
- Red
- Silver
- Teal
- White

### Unskirted Tables
All tables are 24” deep—topped

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ long x 30” high Table</td>
<td>$96.75</td>
<td>$126.00</td>
</tr>
<tr>
<td>6’ long x 30” high Table</td>
<td>$108.75</td>
<td>$141.50</td>
</tr>
<tr>
<td>8’ long x 30” high Table</td>
<td>$120.75</td>
<td>$157.00</td>
</tr>
</tbody>
</table>

### Counter High Unskirted
All tables are 24” deep

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ long x 40” high Table</td>
<td>$108.75</td>
<td>$141.50</td>
</tr>
<tr>
<td>6’ long x 40” high Table</td>
<td>$120.75</td>
<td>$157.00</td>
</tr>
<tr>
<td>8’ long x 40” high Table</td>
<td>$133.00</td>
<td>$173.00</td>
</tr>
</tbody>
</table>

### Chairs and Seating

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Folding Chair</td>
<td>$28.75</td>
<td>$37.50</td>
</tr>
<tr>
<td>Plastic Contour Chair—Black</td>
<td>$72.50</td>
<td>$94.25</td>
</tr>
<tr>
<td>Upholstered Arm Chair—Gray</td>
<td>$108.75</td>
<td>$141.50</td>
</tr>
<tr>
<td>Upholstered Stool—Gray/Cl. Height</td>
<td>$120.75</td>
<td>$157.00</td>
</tr>
<tr>
<td>Swivel Desk Chair—Black/Armless</td>
<td>$179.00</td>
<td>$232.75</td>
</tr>
<tr>
<td>Swivel Desk Chair—Black/Arms</td>
<td>$139.00</td>
<td>$180.75</td>
</tr>
</tbody>
</table>

### Pedestal Tables
Formica Topped Cocktail Tables

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>30” round x 30” high Table</td>
<td>$114.75</td>
<td>$149.25</td>
</tr>
<tr>
<td>30” round x 40” high Table</td>
<td>$139.00</td>
<td>$180.75</td>
</tr>
<tr>
<td>Spandex Linen</td>
<td>$72.50</td>
<td>$94.25</td>
</tr>
</tbody>
</table>

### Specialty Drape
Select color—if none, color will be selected by Stetson.

- Aqua
- Yellow
- White
- Black
- Fuchsia
- Purple
- Royal Blue
- Red
- Orange
- Lime Green
- Green
- Raspberry
- Margarita
- Violet
- Orange
- Charcoal Gray
- French Blue

### Table Risers (12" H–Wood)
Select color below

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Skirted Table Top Riser</td>
<td>$72.50</td>
<td>$94.25</td>
</tr>
<tr>
<td>6’ Skirted Table Top Riser</td>
<td>$84.75</td>
<td>$110.25</td>
</tr>
</tbody>
</table>

Please select color—if none, color will be selected by Stetson.

- Black
- Blue
- Red
- White

**TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX:** $____________________

- 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.

---

**EXHIBITOR NAME**

**BOOTH #**

**EXHIBITOR ADDRESS**

**CITY/STATE/ZIP**

**PHONE**

**EMAIL**

**FAX**

---

**EXHIBITOR SIGNATURE**

**PRINT NAME**
## Accessories

### SIGN HOLDER
- **Wastebasket**
  - Qty: 1
  - Discount Price: $40.00
  - Standard Price: $52.00

### LITERATURE RACK
- **Fish Bowl**
  - Qty: 1
  - Discount Price: $48.50
  - Standard Price: $63.25

### GARMENT RACK
- **Easel**
  - Qty: 1
  - Discount Price: $48.50
  - Standard Price: $63.25
  - *add sign $7.00
  - *add sign $13.70

### GRIDWALL
- **22” x 28” Sign Holder**
  - Qty: 1
  - Discount Price: $102.75
  - Standard Price: $133.75
  - *add sign $70.00
  - *add sign $91.00

### IPAD STAND
- **Literature Rack**
  - Qty: 1
  - Discount Price: $102.75
  - Standard Price: $133.75

### ACCESSORIES
- **Chrome Stanchion (rope not included)**
  - Qty: 1
  - Discount Price: $60.50
  - Standard Price: $78.75

- **Rope—7 ft. Sections (stanchions not included)**
  - Qty: 1
  - Discount Price: $24.25
  - Standard Price: $31.75

- **Black Tensa Barrier with 7 ft. Expandable Belt**
  - Qty: 1
  - Discount Price: $84.75
  - Standard Price: $110.25

- **2 Armed Bag Holder—Waterfall or Straight (please circle)**
  - Qty: 1
  - Discount Price: $120.75
  - Standard Price: $157.00

- **4 Armed Bag Holder—Waterfall or Straight (please circle)**
  - Qty: 1
  - Discount Price: $133.00
  - Standard Price: $173.00

- **iPad Stand**
  - Qty: 1
  - Discount Price: $114.75
  - Standard Price: $149.25

- **Grid Wall—3 Arms Per Grid Wall**
  - Qty: 1
  - Discount Price: $108.75
  - Standard Price: $141.50

- **Poster Board (91” x 44.5” usable space) *tacks not included**
  - Qty: 1
  - Discount Price: $199.25
  - Standard Price: $259.25

### Total of All Items Ordered + 7% Sales Tax: $____________

- 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 ADDRESS**

**CITY/STATE/ZIP**  **EMAIL**

**PHONE**  **EXT**  **FAX**

**EXHIBITOR SIGNATURE**  **PRINT NAME**
CARPET & PADDING

**ENVIRONMENTAL INLINE BOOTH CARPET (14 oz.):** 100% EcoSolution Q® type 6 solution dyed yarn recyclable into fiber and backing

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ Booth Space</td>
<td>$212.75</td>
<td>$276.75</td>
<td></td>
</tr>
<tr>
<td>10’ x 20’ Booth Space</td>
<td>$425.50</td>
<td>$553.25</td>
<td></td>
</tr>
<tr>
<td>10’ x 30’ Booth Space</td>
<td>$638.25</td>
<td>$829.75</td>
<td></td>
</tr>
<tr>
<td>10’ x 40’ Booth Space</td>
<td>$851.00</td>
<td>$1,106.50</td>
<td></td>
</tr>
</tbody>
</table>

**CUSTOM CUT & LAY CARPET (ISLAND & PENINSULA BOOTH):**

Includes Seaming & Special Cutting
*100 square feet minimum, per square foot

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Size _________ x _________ = ____________</td>
<td>$4.50 psf</td>
<td>$6.00 psf</td>
<td></td>
</tr>
</tbody>
</table>

**PLUSH CARPET (24 oz.):**

Must be ordered 30 days prior to move in to guarantee.
*100 square feet minimum, per square foot

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Size _________ x _________ = ____________</td>
<td>$5.25 psf</td>
<td>$7.00 psf</td>
<td></td>
</tr>
</tbody>
</table>

**CARPET Padding and Plastic Protection:**

100 square feet minimum, 100% recyclable

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Padding—per sq. ft.</td>
<td>$2.25 psf</td>
<td>$3.00 psf</td>
<td></td>
</tr>
<tr>
<td>Booth Size _________ x _________ = ____________</td>
<td>$2.25 psf</td>
<td>$3.00 psf</td>
<td></td>
</tr>
<tr>
<td>Visqueen Protection—per sq. ft.</td>
<td>$1.25 psf</td>
<td>$1.75 psf</td>
<td></td>
</tr>
<tr>
<td>Booth Size _________ x _________ = ____________</td>
<td>$1.25 psf</td>
<td>$1.75 psf</td>
<td></td>
</tr>
<tr>
<td>Carpet Tape (approx. one roll per 10’ x 10’)</td>
<td>$25.00 per roll</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX:** $__________

- 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.
- 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**

**SHOWCASE FOR COMMERCE**

**Discount Deadline:**

**Friday, May 8, 2020**

**CARPET ORDER FORM**

2900 Stayton St. | Pittsburgh, PA | (P) 412-223-1090 | (F) 412-223-1094 | www.stetsonexpo.com
PLANT & FLORAL

To add some greenery to your booth, please see below plant and floral ordering options. If there is something specific you are looking for, please contact us with details and we can find what you are looking for. Please note that the plants are for RENTAL only. These will be collected at the end of the event. You may bring your floral arrangement back with you.

**GREEN PLANTS—RENTAL ONLY**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boston Fern: Table Size</td>
<td>$78.50</td>
<td>$102.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Plant: 1’ - 2’ Tall</td>
<td>$78.50</td>
<td>$102.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Plant: 2’ - 3’ Tall</td>
<td>$102.75</td>
<td>$133.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Plant: 3’ - 5’ Tall</td>
<td>$127.00</td>
<td>$165.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green Plant: 5’ - 7’ Tall</td>
<td>$151.00</td>
<td>$196.50</td>
<td></td>
</tr>
</tbody>
</table>

**BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seasonal Blooming Plant</td>
<td>$78.50</td>
<td>$102.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Table Flower Arrangement - Flat Backed</td>
<td>$120.75</td>
<td>$157.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Table Flower Arrangement - Full Round</td>
<td>$127.00</td>
<td>$165.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Floor Arrangement</td>
<td>$169.25</td>
<td>$220.25</td>
<td></td>
</tr>
</tbody>
</table>

Please list your preferred flower colors: __________________________________________________________

*specialty flowers such as tropical, orchids, and roses may not be available at the prices above.

Please call Stetson Exhibitor Services at 412-223-1090 if you have requirements other than those listed.

**TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $________________**

- All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.
- If no color specified, Stetson will choose the best available arrangement.
- No refunds will be granted to any floral and plant orders that are cancelled after Discount Deadline.
- 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.
DISPLAY, STRUCTURE & SIGNAGE CONDITIONS

GENERAL TERMS
• 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 after print ready artwork or approval has been submitted.
• Payment authorization is required with all orders. Payment and/or print ready artwork 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.

DISPLAYS AND CHARGING STRUCTURES
• Price includes exhibitor created graphics, labor and structure.
• Stetson Graphic Design is available and is billed in half hour increments ($50.00 per hour).
• Display structures can be customized to fit your needs. Reach out to your Exhibitor Services Representative for assistance.
• See furniture, accessory, signage, and A/V forms for additional items to enhance your custom display.
• Please return all keys provided with lock rental to the Stetson Service Desk at the end of the show. If a key is not returned, there will be $25.00 replacement fee.

COUNTERS
• Price includes labor and structure only. See Order form to include Front Panel Signage.
• Please return all keys provided with lock rental to the Stetson Service Desk at the end of the show. If a key is not returned, there will be $25.00 replacement fee.

HANGING STRUCTURES
• Price includes metal, graphic, and banner build.
• Rigging labor is required and must be ordered separately. See page 28.
• Damaged frames and missing materials will be charged full replacement cost.
• Need something custom? Reach out to your exhibitor services representative for assistance.

SIGNAGE SUBMISSION GUIDELINES

SIGNAGE SUBMISSION GUIDELINES
• Please contact your Stetson Exhibitor Services Representative for signage deadlines, spec sheets, and a link to dropbox for file sharing.
• When submitting files, provide the print ready PDF file (editable) as well as any downloaded fonts. Any font files not supplied may be substituted and subject to additional graphic design charges.
• All PDF files must be saved to the size listed on the signage spec sheet (do not include any crop marks or bleeds on artwork).
• All logos submitted must be either an .eps, .ai, or high resolution file.
• All files must be saved as CMYK.
• All files must be clearly saved as Signage Product_Live Area Size of the file (ex: Welcome Showcard_22x28).
• When submitting files at half size (50%), please include in the file name followed by the final print ready size. (ex: Welcome Banner_Half Size_240x48)
• All meter board files must be saved with content 6 inches from the bottom.
• Any in-house work needed to prepare non-digital art for production or to correct digital files to a production ready state will be billed in half hour increments ($50.00 per hour).
SIGNAGE

Brand your booth with signage and graphics. Below is a small sampling of what you can do, but please contact us for additional creative options to enhance your booth space. If you do not have a design team, we can help. Contact us to schedule a call with our creative team to understand your vision and produce booth graphics that will wow.

<table>
<thead>
<tr>
<th>ADDITIONAL ITEMS</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>STANDARD PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Up Banner with Stand (2.75' wide x 6.5' high)</td>
<td>*travel friendly, includes case</td>
<td>$250.00</td>
<td>$325.00</td>
<td></td>
</tr>
<tr>
<td>Meter Board Sign (37.5&quot; x 86.5&quot;) with Base</td>
<td></td>
<td>$380.50</td>
<td>$494.75</td>
<td></td>
</tr>
<tr>
<td>Light Box Display (39.38&quot; x 95.44&quot;) *Double Sided</td>
<td></td>
<td>$1,306.50</td>
<td>$1,698.50</td>
<td></td>
</tr>
<tr>
<td>Vinyl Banner with 3 Grommets (6’ wide x 2’ high)</td>
<td></td>
<td>$225.00</td>
<td>$292.50</td>
<td></td>
</tr>
<tr>
<td>Logo Table Cloth—for 6’ x 30” Table</td>
<td>*1 side custom print only, sides and back will be white.</td>
<td>$265.00</td>
<td>$344.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Call Stetson for other customization options!</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Decal (2’ x 2’)</td>
<td></td>
<td>$100.00</td>
<td>$130.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $____________________

• Click here for terms and conditions.

EXHIBIT COMPANY NAME
BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP
EMAIL

PHONE    EXT    FAX

EXHIBITOR SIGNATURE
PRINT NAME

Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

2900 Stayton St. | Pittsburgh, PA | (P) 412-223-1090 | (F) 412-223-1094 | www.stetsonexpo.com
SIGNAGE CUSTOMIZATION

Customize your own signage with our calculations below. Please fill out all details below including sizing, material special cut graphics, design, and full description of where you will be displaying your signage.

<table>
<thead>
<tr>
<th>MATERIAL OPTIONS</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio Board - easel signs, meter boards</td>
<td>$16.00 psf</td>
<td>$21.00 psf</td>
<td>□ Stetson ($50.00 per hour)</td>
</tr>
<tr>
<td>Foam Core - easel signs, meter boards</td>
<td>$16.00 psf</td>
<td>$21.00 psf</td>
<td>□ Print ready artwork will be submitted</td>
</tr>
<tr>
<td>Coroplast - easel signs, meter boards</td>
<td>$16.00 psf</td>
<td>$21.00 psf</td>
<td></td>
</tr>
<tr>
<td>Vinyl - banners</td>
<td>$15.00 psf</td>
<td>$19.50 psf</td>
<td></td>
</tr>
<tr>
<td>Grommets</td>
<td>$15.00 each</td>
<td>□ Print ready artwork will be submitted</td>
<td></td>
</tr>
<tr>
<td>Decals—floor, carpet, display, logos</td>
<td>$25.00 psf</td>
<td>$32.50 psf</td>
<td></td>
</tr>
</tbody>
</table>

Size in inches: _____ x _____ = ______ / 144 = ____________ x ____________ = $ ____________

width height sq. inches square feet price per square foot total

ADDITIONAL ITEMS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Special Cut Graphic (not standard square)</td>
<td>$55.00 per cut</td>
<td>$71.50 per cut</td>
<td></td>
</tr>
</tbody>
</table>

Description of signage application:

GRAPHIC DESIGN LABOR

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>TOTAL HOURS (ESTIMATE)</th>
<th>LABOR RATE (BILLED IN HALF HOUR INCREMENTS)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: 1M Counter, Display #1, etc:</td>
<td></td>
<td>$25.00</td>
<td>$</td>
</tr>
<tr>
<td>Ex: 1M Counter, Display #2, etc:</td>
<td></td>
<td>$25.00</td>
<td>$</td>
</tr>
</tbody>
</table>

LABOR SUBTOTAL: __________________

**Click here for terms and conditions.**

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: __________________
# COUNTERS, DISPLAY CASES & CHARGING STATIONS

## Counters and Display Cases

<table>
<thead>
<tr>
<th>Counter: 1 Meter Straight x 1/2 Meter x 42” High</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shelf □ Lock □ Drilled Hole → $25.00 each</td>
<td></td>
<td>$419.75</td>
<td>$545.75</td>
<td></td>
</tr>
<tr>
<td>□ Front Panel Signage → $212.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counter: 1 Meter Curved x 1/2 Meter x 42” High</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shelf □ Lock □ Drilled Hole → $25.00 each</td>
<td></td>
<td>$483.00</td>
<td>$628.00</td>
<td></td>
</tr>
<tr>
<td>□ Front Panel Signage → $238.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counter: 2 Meter Straight x 1/2 Meter x 42” High</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shelf □ Lock □ Drilled Hole → $25.00 each</td>
<td></td>
<td>$603.75</td>
<td>$785.00</td>
<td></td>
</tr>
<tr>
<td>□ Front Panel Signage → $431.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counter: 2 Meter Curved x 1/2 Meter x 42” High</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shelf □ Lock □ Drilled Hole → $25.00 each</td>
<td></td>
<td>$661.25</td>
<td>$859.75</td>
<td></td>
</tr>
<tr>
<td>□ Front Panel Signage → $482.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Display Case: Full View Display

*Includes 4 shelves, Glass Top and Front

- $1,092.50
- $1,420.25

### Display Case: 1 Meter Glass Display Case

*Includes custom printed header, plexi glass front, plexi glass sides, and 4 shelves

- □ Additional Shelving → $65.00 each
- $944.25
- $1,227.75

## Charging Displays

<table>
<thead>
<tr>
<th>Charging Counter: 1/2 Meter Geo Cube</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charging apparatuses included</td>
<td></td>
<td>$715.50</td>
<td>$930.25</td>
<td></td>
</tr>
</tbody>
</table>

*4 panels of custom signage included

<table>
<thead>
<tr>
<th>Charging Station: 1 Meter Straight</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high structure</td>
<td></td>
<td>$1,026.50</td>
<td>$1,334.50</td>
<td></td>
</tr>
<tr>
<td>3’ wide x 4’ high back graphic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42” high, 1 meter straight counter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Includes custom signage and back panel to cover cords</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Charging apparatuses included</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Charging Kiosk—Black with (2) 22”x28” Signage</th>
<th>Qty.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Charging apparatuses included</td>
<td></td>
<td>$1,187.00</td>
<td>$1,543.25</td>
<td></td>
</tr>
</tbody>
</table>

### Total of All Items Ordered + 7% Sales Tax: $ ______________________

---

**Click here for terms and conditions.**

---

**EXHIBITOR ADDRESS**

**CITY/STATE/ZIP**

**EMAIL**

**PHONE**

**EXT**

**FAX**

**signature**

**EXHIBITOR SIGNATURE**

**PRINT NAME**
### 10’ BOOTH DISPLAYS

<table>
<thead>
<tr>
<th>DISPLAY 1: 10’ FLAT FABRIC POP UP</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9’ wide x 7’ high</td>
<td>$1,569.75</td>
<td>$2,040.75</td>
<td></td>
</tr>
<tr>
<td><em>This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 2: 10’ TURNKEY GRAPHIC HARD WALL</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall, signage in three panels</td>
<td>$1,898.75</td>
<td>$2,468.50</td>
<td></td>
</tr>
<tr>
<td><em>AV mounting package available. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Side panels can be printed at an additional cost. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 3: 10’ TRADESHOW BOOTH</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall, signage in three panels</td>
<td>$2,399.50</td>
<td>$3,119.50</td>
<td></td>
</tr>
<tr>
<td><em>Back wall can be printed as an overlay at an additional cost.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 4: 10’ HARD WALL WITH 2 METER COUNTER</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall, signage in three panels</td>
<td>$2,861.25</td>
<td>$3,719.75</td>
<td></td>
</tr>
<tr>
<td>24” deep counter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>AV mounting package available. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Counter panels and side panels can be printed at an additional cost.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 5: 10’ INSET HARD WALL WITH 3’ SIDE WALL</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall, signage in three panels</td>
<td>$2,960.00</td>
<td>$3,848.00</td>
<td></td>
</tr>
<tr>
<td><em>Back wall can be printed as an overlay at an additional cost.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 6: 10’ TURNKEY HARD WALL WITH COUNTERS</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall, signage in three panels</td>
<td>$3,556.00</td>
<td>$4,623.00</td>
<td></td>
</tr>
<tr>
<td>Two 42” high counters with full custom signage, and custom header</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>AV mounting package available. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Back wall can be printed as an overlay at an additional cost.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 7: 10’ OVERLAY HARD WALL</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall, signage in three panels</td>
<td>$2,128.75</td>
<td>$2,767.50</td>
<td></td>
</tr>
<tr>
<td><em>AV mounting package available. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Side panels can be printed at an additional cost. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISPLAY 8: 10’ OVERLAY HARD WALL WITH RIGHT TOWER</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ high back wall with full overlay</td>
<td>$3,024.50</td>
<td>$3,932.00</td>
<td></td>
</tr>
<tr>
<td>1M wide x 1/2M deep tower</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>AV mounting package available. See below.</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL ITEMS:
- 32” monitor with mounting package --> $500.00
- LED light(s) --> $50.00 each QTY: _____
- Outer side panels printed --> $360.00
- Overlay Option (10’ Display) --> $200.00

### TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $

**EXHIBIT COMPANY NAME**

**BOOTH #**

**EXHIBITOR ADDRESS**

**CITY/STATE/ZIP**

**PHONE**

**EMAIL**

**FAX**

**EXHIBITOR SIGNATURE**

**PRINT NAME**

Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.
## 20’ Booth Displays

<table>
<thead>
<tr>
<th>Display</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Display 9: 20’ Tension Fabric Straight Wall</strong></td>
<td>8’ high back wall, total graphic area of 236.5” x 92”. <em>This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</em></td>
<td>$5,692.50</td>
<td>$7,400.25</td>
<td></td>
</tr>
<tr>
<td><strong>Display 10: 20’ Inset Hard Wall</strong></td>
<td>8’ high back wall, signage in six panels <em>AV mounting package available. See below.</em> <em>Side panels can be printed at an additional cost. See below.</em></td>
<td>$3,722.75</td>
<td>$4,839.75</td>
<td></td>
</tr>
<tr>
<td><strong>Display 11: 20’ Overlay Hard Wall</strong></td>
<td>8’ high back wall, 6 meter overlay signage for seamless look <em>Side panels can be printed at an additional cost. See below.</em></td>
<td>$4,182.75</td>
<td>$5,437.75</td>
<td></td>
</tr>
<tr>
<td><strong>Display 12: 20’ Deluxe Hard Wall with 2 Columns</strong></td>
<td>8’ high back wall, 4 meter center overlay Two 1 meter x 1/2 meter deep columns <em>AV mounting package available. See below.</em> <em>Side panels can be printed at an additional cost. See below.</em></td>
<td>$4,966.75</td>
<td>$6,457.00</td>
<td></td>
</tr>
<tr>
<td><strong>Display 13: 20’ Overlay Hard Wall with Contour Cut Sides</strong></td>
<td>8’ high back wall, split overlay with contour cut sides <em>AV mounting package available. See below.</em></td>
<td>$4,661.75</td>
<td>$6,060.50</td>
<td></td>
</tr>
<tr>
<td><strong>Display 14: 20’ Overlay Hard Wall with Office Storage</strong></td>
<td>8’ high back wall, overlay signage on back wall and office area <em>Door with lock and key included.</em> <em>AV mounting package available. See below.</em></td>
<td>$5,798.50</td>
<td>$7,538.25</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Items:
- 32” monitor with mounting package → $500.00
- LED light(s) → $50.00 each QTY: ___
- Outer side panels printed → $360.00
- Overlay Option (20’ Display) → $400.00

### Total of All Items Ordered + 7% Sales Tax: $__________

---

EXHIBITOR ADDRESS

CITY/STATE/ZIP    EMAIL

PHONE    EXT    FAX

Exhibitor signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

Showcase for Commerce
Discount Deadline: Friday, May 8, 2020

2000 Stayton St. | Pittsburgh, PA | (P) 412-223-1090 | (F) 412-223-1094 | www.stetsonexpo.com
ISLAND & PENINSULA CUSTOM DISPLAYS

Please contact your exhibitor services representative to start designing your custom booth.

Browse our Pinterest Page for Ideas!
HANGING STRUCTURES

<table>
<thead>
<tr>
<th>HANGING STRUCTURES</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HANGING STRUCTURE 1: SMALL CUBE BANNER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36” square x 34” high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*4 single-sided, foam core graphic panels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rigging cables included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Light(s) → $50.00 each</td>
<td>$1,029.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $200.00</td>
<td></td>
<td></td>
<td>$1,338.25</td>
</tr>
<tr>
<td><strong>HANGING STRUCTURE 2: LARGE CUBE BANNER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>96” square x 34” high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*4 single-sided, foam core graphic panels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rigging cables included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Light(s) → $50.00 each</td>
<td>$2,236.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $500.00</td>
<td></td>
<td></td>
<td>$2,908.00</td>
</tr>
<tr>
<td><strong>HANGING STRUCTURE 3:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Single-sided frame with pillowcase slip cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rigging cables included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SMALL CIRCLE BANNER</strong></td>
<td>$2,167.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10’ diameter x 5’ high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $500.00</td>
<td></td>
<td></td>
<td>$2,818.25</td>
</tr>
<tr>
<td><strong>MEDIUM CIRCLE BANNER</strong></td>
<td>$2,351.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12’ diameter x 5’ high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $1,265.00</td>
<td></td>
<td></td>
<td>$3,057.50</td>
</tr>
<tr>
<td><strong>LARGE CIRCLE BANNER</strong></td>
<td>$3956.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15’ diameter x 5’ high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $2,207.50</td>
<td></td>
<td></td>
<td>$5,143.00</td>
</tr>
<tr>
<td><strong>HANGING STRUCTURE 4: TAPERED CIRCLE BANNER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12’ diameter x 4’ high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Single-sided frame with pillowcase slip cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rigging cables included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Sided Banner: □ White backing □ Black backing</td>
<td>$2,617.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $1,095.00 (additional cost)</td>
<td></td>
<td></td>
<td>$3,402.25</td>
</tr>
<tr>
<td><strong>HANGING STRUCTURE 5: SQUARE BANNER</strong></td>
<td>$3,476.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12’ square x 24” high</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Single-sided frame with pillowcase slip cover</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rigging cables included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Sided Banner: □ White backing □ Black backing</td>
<td>$3,476.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Double-sided graphics → $950.00 (additional cost)</td>
<td></td>
<td></td>
<td>$4,519.00</td>
</tr>
</tbody>
</table>

- Click here for terms and conditions.

Total of All Items Ordered + 7% Sales Tax: $______________

EXHIBITOR ADDRESS

CITY/STATE/ZIP

PHONE

EMAIL

EXHIBITOR SIGNATURE

PRINT NAME

Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.
BOOTH CLEANING

Vacuuming of rugs, washing and/or mopping of floor tile, sweeping of booths, and emptying of wastebaskets are not included in your space rental. Cleaning services include booth vacuuming and trash removal. One time only vacuuming services are performed prior to the show opening. Please indicate whether you wish the service once before opening day or daily throughout the show. To ensure your booth is show ready, please order one of the cleaning services listed below.

VACUUMING:

<table>
<thead>
<tr>
<th></th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth size: x  = sq. ft.</th>
<th>x = $</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Ex.) 20’ x 20’ = 400 sq. ft.</td>
<td>$0.45 sq. ft.</td>
</tr>
</tbody>
</table>

PORTER SERVICE:

Daily emptying of wastebaskets through show period as needed.

<table>
<thead>
<tr>
<th></th>
<th>Discount Price Per Day</th>
<th>Standard Price Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Booth size: x  = sq. ft.</th>
<th>x = $</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Ex.) 20’ x 20’ = 400 sq. ft.</td>
<td>price per day</td>
</tr>
</tbody>
</table>

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: $________

- Exhibitors who leave garbage in aisles or have excessive giveaway discard boxes will be mandated daily cleaning.
- 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.
- 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.
**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:**

<table>
<thead>
<tr>
<th>Straight Time</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays 8:00am to 4:30pm</td>
<td>$121.00</td>
<td>$157.50</td>
</tr>
<tr>
<td>Saturdays and weekdays 4:31pm to 7:59am</td>
<td>$181.50</td>
<td>$236.00</td>
</tr>
<tr>
<td>All day Sunday and holidays</td>
<td>$242.00</td>
<td>$314.75</td>
</tr>
</tbody>
</table>

**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.
OPTION 1 - STETSON CONVENTION SERVICES 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: PLEASE CIRCLE ONE OF EACH FOR THE FOLLOWING

| Set-up Plans / Photos: *Please send copies to Stetson in addition to sending with exhibit |
|---------------------------------|---------------------------------|---------------------------------|
| Attached                        | Sent with Exhibit               | In Crate #\_

| Carpet / Flooring: Order from Stetson  Sent with Exhibit No Flooring |
|---------------------------------|-----------------------------|-----------------------------|

| Electrical Placement: Attached  Sent with Exhibit Placed under Carpet |
|-----------------|-----------------------------|-----------------------------|

*Comments:

| Graphics: Sent with Exhibit Shipped Separately |
|---------------------------------|---------------------------------|

*Comments:

### SPECIAL TOOLS OR HARDWARE REQUIRED:

* 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.

### INBOUND SHIPPING INFORMATION

| Freight Will Be Shipped To: Warehouse Show Site |
|---------------------------------|---------------------------------|

<table>
<thead>
<tr>
<th>Carrier: __________________________</th>
<th>Arrival Date: __________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Name: __________________________</th>
<th>Cell Phone: __________________________</th>
</tr>
</thead>
</table>

### OUTBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Ship To:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bill To:</th>
</tr>
</thead>
</table>

### METHOD OF SHIPPING

- [ ] Stetson Logistics  [ ] Common Carrier  [ ] Van Line  [ ] Air Freight  [ ] Carrier Name____________________
- [ ] Next Day  [ ] 2nd Day  [ ] Deferred/Ground
- [ ] Prepaid  [ ] Collect

<table>
<thead>
<tr>
<th>Exhibit Company Name</th>
<th>Booth #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Exhibitor Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City/State/Zip</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Ext</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fax</th>
</tr>
</thead>
</table>

Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.
RIGGING INFORMATION AND RATES

Hanging structures are permitted in most areas of the facility. You must comply with all facility weight limitations and hanging structure requirements. Stetson is the exclusive contractor for all ceiling hung materials. All truss systems must also meet all facility rules and regulations.

Stetson is responsible for assembly of all hanging equipment and signs. Display houses may supervise the assembly of the hanging structure. Set-up instructions must be provided for signs needing assembly. Dismantling may be done by a display house after Stetson lowers structure. Installation and dismantle times will be established by Stetson per availability of halls and access to area.

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical service requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE ORDER FORM.

CERTIFIED WEIGHT OF HANG:
- Submit CERTIFIED WEIGHT BILL and CERTIFIED STRUCTURAL ENGINEERED DRAWING.
- Banners not requiring assembly weighing less than 100 lbs. do not require certification.

---

**Sign Description, Size, and Weight**

For signs other than banners, include blueprint containing detailed information so hanging anchor points can be determined.

**Type:** Wood/Metal  Cloth  Plastic  Truss  Other ________

**Shape:** Rectangle  Triangle  Square  Round  Other ________

**Truss:** 12” Box  20” Box  Other ________

**Size:** Height ________  Length ________  Width ________

**Weight:** ________  Feet from top of sign to floor: ______________

**Does your sign require electricity:**
- YES  NO

**Does your sign have lights:**
- YES  NO

**Does your sign require assembly:**
- YES  NO
  *If assembly required, set-up plans must be provided

---

**Schedule Date(s)**  **Schedule Start Time**  **Total # of Hours**  **Hourly Rate**  **Total**

| Assembly Labor |
| Installation |
| Dismantle |

Please Indicate Supervision:
- Option 1 ________ Supervised by Stetson
  *Banner must be sent to advanced warehouse, material handling applies
- Option 2 ________ Supervised by Exhibitor

**Total Labor Ordered:**
- 30% STETSON SUPERVISION FEE (if applicable):

**Total Estimated Rigging:**

---

- Start time can be guaranteed only when labor is requested at 8:00am or at 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.
- Show site orders will be evaluated at time of order, and will incur a 30% price increase. Carpet Visqueen charge may be applied.
- 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.

EXHIBITOR COMPANY NAME  **BOOTH #**

EXHIBITOR ADDRESS

| CITY/STATE/ZIP | EMAIL |
| PHONE | EXT |
| FAX |

EXHIBITOR SIGNATURE  **PRINT NAME**
Why ship with Stetson Logistics?
Stetson Logistics has the capability and expertise to manage your trade show shipping economically, efficiently and without hassle.

Advantages of shipping Stetson Logistics!
As the official carrier for trade shows and exhibitions produced by Stetson Convention Services, you will receive the following benefits:

- No more juggling and managing multiple carriers.
- Stetson will add shipping to same order as furniture, carpeting and material handling. One invoice!
- Material handling discounts applied on roundtrip shipping with our shows.
- No more worrying about warehouse or carrier check-in deadlines.
- Informative packet with labels given to your representative on site.
- We pre-fill the Bill of Lading for you. Saves you time!

Services:
- Designated Truck Loads
- LTL Service
- Expedited
- Ground
- International

Additional Value Added Service Options:
- Exhibit display storage
- Customized quotes
- Crating, packing and banding
- End of show outbound shipping
- Pickup reminders and arrival confirmation

Another Event? Let us do your shipping for all your events!

Contact us to request a quote and schedule a pickup!

P | 412.223.1090
shipping@stetsonexpo.com
STETSON LOGISTICS SHIPPING QUOTE FORM

Please fill out the below to receive a quote for shipments inbound and/or outbound for your event. A Stetson Logistics Representative will be in touch with pricing. You will then need to confirm to book the shipment(s).

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

| EXHIBITOR: ________________________________ | BOOTH #: ________________________________ |
| SHIP SIMPE CONTACT: NAME: ___________________ | EMAIL: ______________________ | PHONE: ____________ |
| BILLING CONTACT: NAME: ___________________ | EMAIL: ______________________ | PHONE: ____________ |

<table>
<thead>
<tr>
<th>INBOUND SHIPPING INFORMATION</th>
<th>OUTBOUND SHIPPING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGIN INFO: ADDRESS:</td>
<td>SHOW SITE □ OTHER ADDRESS: □</td>
</tr>
<tr>
<td>DESTINATION INFO: □ ADVANCE WAREHOUSE</td>
<td>□ RETURN TO ORIGIN</td>
</tr>
<tr>
<td>□ DIRECT TO SHOW SITE</td>
<td></td>
</tr>
<tr>
<td>IS THIS GOING TO ANOTHER SHOW? □ YES □ NO</td>
<td></td>
</tr>
<tr>
<td>METHOD OF SHIPPING: □ NEXT DAY □ 2ND DAY □ GROUND/DEFERRED</td>
<td>□ NEXT DAY □ 2ND DAY □ GROUND/DEFERRED</td>
</tr>
<tr>
<td>SHIPMENT DETAILS: Estimated Inbound Piece Count ______________</td>
<td>Estimated Outbound Piece Count ______________</td>
</tr>
<tr>
<td>*Please call us if you are shipping more than four (4) pieces</td>
<td>*Please call us if you are shipping more than four (4) pieces</td>
</tr>
<tr>
<td>#1 H: ______ L: ______ D: ______</td>
<td>#1 H: ______ L: ______ D: ______</td>
</tr>
<tr>
<td>WEIGHT: ______ DESCRIPTION: ______</td>
<td>WEIGHT: ______ DESCRIPTION: ______</td>
</tr>
<tr>
<td>#2 H: ______ L: ______ D: ______</td>
<td>#2 H: ______ L: ______ D: ______</td>
</tr>
<tr>
<td>WEIGHT: ______ DESCRIPTION: ______</td>
<td>WEIGHT: ______ DESCRIPTION: ______</td>
</tr>
<tr>
<td>#3 H: ______ L: ______ D: ______</td>
<td>#3 H: ______ L: ______ D: ______</td>
</tr>
<tr>
<td>WEIGHT: ______ DESCRIPTION: ______</td>
<td>WEIGHT: ______ DESCRIPTION: ______</td>
</tr>
<tr>
<td>ADDITIONAL SERVICES:</td>
<td>$25.00 EACH: □ SHRINK WRAP □ BANDING</td>
</tr>
<tr>
<td>Facility Details: Pick Up Date: FACILITY HOURS: FACILITY HOURS:</td>
<td></td>
</tr>
<tr>
<td>Dock Available: □ YES □ NO</td>
<td>□ YES □ NO</td>
</tr>
</tbody>
</table>

- Payment authorization is required with all orders.
- The above information does not confirm a pickup. A Stetson Logistics quote is based on estimated weight and piece count. Pricing is subject to change with actual weight and dimensions. Quotes expire after 15 days. Terms & Conditions are as noted in actual quote.
- Material handling is not included in shipping quote. See Material handling order form.
- To receive a material handling discount, you must ship roundtrip with Stetson Logistics and book before the show opens. Not applicable on small packages.
MATERIAL HANDLING & DRAYAGE SERVICES

Stetson Convention Services is the exclusive provider of material handling services. This should not be confused with the cost to transport (ship) your materials to and from the event. Below are the options and explanations to ship and store your material(s) whether in advance to the warehouse or directly to show site.

ADVANCE SHIPMENTS TO WAREHOUSE:
• Shipments are received at warehouse, unloaded, and stored up to 30 days prior to show move-in date
• Shipments are delivered to show site, unloaded, and delivered to your booth—first freight on floor
• Empty containers are removed, stored, and returned to booth; empty labels are provided
• Reloading of freight for return to your specified destination
• Please include a Bill of Lading with weight, type of merchandise, and piece count
• Certified weight ticket must accompany shipment; hand-written tickets are NOT accepted as certified
• Call if you need to ship oversized material that will require special equipment or handling
• If your items will be arriving after the deadline, please notify Stetson of the shipment’s tracking numbers and piece count to ensure these items will be delivered in time to be loaded
• Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
• Advantages to shipping in advance:
  • Advance freight is in your booth when you arrive for set up
  • Warehouse accepts freight Monday through Friday, no appointment necessary
  • Freight will be received at the warehouse 3-30 days prior to move in (if freight is received after the warehouse deadline date or before opening dates, additional surcharges will incur)

DIRECT SHIPMENTS TO SHOW SITE:
• Shipments received at event site facility, unloaded from the carrier or exhibitor vehicle, and delivered to exhibitor booth
• Empty containers removed, stored, and returned to booth; empty labels provided
• Reloading freight for return to your specified destination
• Please include a Bill of Lading with weight, type of material, and piece count
• Certified weight ticket must accompany shipment; hand-written tickets are NOT accepted as certified
• Call if you need to ship oversized material that will require special equipment or handling
• Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
• Freight will be accepted during exhibitor move-in times; additional surcharges or possible shipment refusal will occur if material is received outside of these times

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:
• Charges apply per piece; total weight of shipment must be 50 lbs. or less
• Cartons and packages received without documentation will be delivered without guarantee of piece count or condition; special handling fees will apply to anything over 50 lbs.
• Services provided same as advance and direct shipments

ACCESSIBLE STORAGE:
• Empty storage may or may not be accessible during show hours
• Accessible storage is based on the total surface square foot of the pallet, with a $100.00 minimum per pallet
• Please visit the Stetson Service Desk for Accessible Storage stickers
EXPLANATION OF MATERIAL HANDLING TERMS

CRATED OR SKIDDED: Material that is skidded or shipped in a container (crate, skid, display case, box), that can be unloaded at the dock with no additional handling required.

UNCRA TED: Materials shipped loose or pad wrapped, or unskidded materials with no proper lifting bars or hooks.

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor, or equipment to unload, sort, or deliver. Federal Express and UPS are included in this category. Please see below for specific definitions:

- NO LABELS: Shipments that arrive without labels clearly stating Exhibitor Name, Booth # and/or piece count.
- NO DOCUMENTATION: Shipments that arrive without a Bill of Lading and/or a certified weight ticket. Hand-written weight tickets are not acceptable. Bill of Lading must contain shipper, carrier, origin, piece count, and type as well as weights. Van lines (UPS, FedEx, DHL) typically do not include documentation.
- REWEIGH: All shipments are typically reweighed at show site. Bill of Lading weights will be compared to on-site weight tickets to ensure accuracy.
- STACKED SHIPMENTS: Shipments loaded in a way that multiple items are “stacked” in the vehicle or loose items placed on top, which requires items be removed to ground level first.
- GROUND (UN)LOADING: Vehicles that are not at dock level prevent the use of a loading dock. U-Hauls, flat beds, and company vehicles with trailers are included in this category.
- SIDE DOOR (UN)LOADING: See Ground Unloading. Also, shipments packaged in a way that it must be accessed through the side door of the delivery vehicle.
- CONSTRICTED SPACE (UN)LOADING: Trailers loaded tightly (side to side/top to bottom) that shipments are not easily accessible.
- MIXED SHIPMENT: Multiple pieces from multiple exhibitors in one delivery that requires additional labor to sort and separate shipments to deliver correctly to each booth.
- DESIGNATED PIECE (UN)LOADING: Shipments requiring a certain sequence of unloading or loading, reloading after loading to ensure it fits properly or moving around pieces to unload properly.
- CARPET ONLY: Carpet and/or pad require additional labor and equipment to handle.
- ALTERNATE LOCATIONS: Exhibitor freight that must be delivered in more than one area, floor or building.
- UNFORESEEN CIRCUMSTANCES: Stetson takes full measures to avoid complication at show site. Possible hourly labor in addition to special handling to all exhibitor freight when show site circumstances are out of Stetson’s immediate control such as construction, elevator complications, unforeseen material handling complications or stresses, or minimal on-site dock access.

ADDITIONAL CHARGES

- Early/Late to Warehouse—Freight received before the 30-day window or after the deadline date will incur a 25% surcharge.
- Off Target—Freight received outside of designated exhibitor move-in times or target times will incur a 25% surcharge.
- Mobile Rolling Rate/Spotting Fee—this is a flat rate fee for any item on wheels (display vehicle, piano, heavy machinery, etc.) that enters/exits the exhibit hall with labor assistance (please call for details).
- Jockey Fee—Shipments arriving at the warehouse after the transfer date will incur an additional delivery charge if the exhibitor wishes to have the materials delivered to the show. This charge is based upon weight, dimensions, show location, weekday/weekend, after hours, and/or holidays.

MONEY SAVING TIPS: SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

- Express shipments such as FedEx, UPS, and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.
  (i.e.) Three separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
  All three shipped together: 190 lbs. @ 200 lb. minimum

BENEFITS OF STETSON LOGISTICS

- Stetson Logistics will be on site at the close of your show. We provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- Benefits:
  - Exhibitors will not have to worry about carrier “wait” times and the charges those incur.
  - Exhibitors will not have to wait for their carrier to show up.
  - Representatives will be on site to answer all questions regarding shipment, delivery and charges.
  - Overtime charges can be avoided.

SHIP EARLY

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse accepts shipments at least 30 days prior to move in.
WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND MATERIAL HANDLING?
• Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
• Material handling is the service provided by Stetson to handle your shipment(s) once it arrives to the advanced warehouse or at show site until it leaves the show facility. This includes the unloading of freight, storing at warehouse, delivery to show site (if sent advance) and to your booth, storage of empty containers, return of empty containers, handling to dock area, and reloading onto carrier.

CAN I CARRY MY OWN MATERIALS IN?
• You are only permitted to carry in what one person can hand carry in one trip without the use of hand trucks or dollies.
• You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?
• Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
• Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?
• Material handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 51-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?
• A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight and type of merchandise.
• A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?
• To ensure safe arrival of your material and to avoid surcharges, each item should be properly labeled with the exhibiting company’s name, the booth number and the name of the event.
• Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the material handling order form.

WHAT DOES “NO DOCUMENTATION” MEAN?
• Shipments arriving without an individual Bill of Lading (with multiple tracking numbers) require additional time, labor, and equipment to process.

DO I NEED INSURANCE FOR MY SHIPMENT?
• It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing “riders” to your existing polices. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?
• You can pick up empty labels at the Stetson Service Desk to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
• At the close of the event, empty containers will be returned to your booth once aisle carpet has been removed (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?
• Shipping information, labels, Bills of Lading and personal assistance are available at the Stetson Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
• Call your designated carrier with pick-up information and turn the completed Bill of Lading into the Stetson Service Desk to ensure pick up once your booth materials are packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?
• Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute via Stetson Logistics at the exhibitor’s expense. You will be notified by your Exhibitor Services Representative.
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.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WEIGHT</th>
<th>CWT</th>
<th>PRICE PER CWT</th>
<th>ESTIMATED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 2 Crates (175 and 250 lbs. = 425 lbs.)</td>
<td>500 lbs. ÷ 100 = 5</td>
<td>$139.00 *Crated or Skidded Rate</td>
<td>$695.00</td>
<td></td>
</tr>
<tr>
<td>Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.)</td>
<td>300 lbs. ÷ 100 = 3</td>
<td>$173.75 *Special Handling Rate</td>
<td>$521.25</td>
<td></td>
</tr>
<tr>
<td>Example: 2 boxes (20 and 15 lbs. = 35 lbs.)</td>
<td>2 pieces</td>
<td>$66.75 *Small Package Rate</td>
<td>$133.50</td>
<td></td>
</tr>
</tbody>
</table>

**MATERIAL HANDLING ESTIMATION—ADVANCE TO WAREHOUSE**

- 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.
Stetson Convention Services

c/o Warehouse
2903 Brighton Rd.
Pittsburgh, PA 15212

Exhibitor ________________________________
Booth # ________________________________
Pieces ______ of ___________
Must arrive between April 20—May 1 to avoid surcharge
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.

### DIRECT TO SHOW SITE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WEIGHT</th>
<th>CWT</th>
<th>PRICE PER CWT</th>
<th>ESTIMATED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded</td>
<td></td>
<td></td>
<td>$166.75</td>
<td>$333.50</td>
</tr>
<tr>
<td>Special Handling</td>
<td></td>
<td></td>
<td>$208.50</td>
<td>$417.00</td>
</tr>
<tr>
<td>Small Package</td>
<td></td>
<td></td>
<td>$66.75 PER PIECE</td>
<td>Max Weight 50 lbs. PER SHIPMENT</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>WEIGHT (ROUNDED UP TO NEAREST 100)</th>
<th>CWT (CHOOSE APPROPRIATE RATE)</th>
<th>PRICE PER CWT</th>
<th>ESTIMATED TOTAL 200 LB. MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment #1</td>
<td>_______ ÷ 100 = _______</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Shipment #2 (if applicable)</td>
<td>_______ ÷ 100 = _______</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Small Package(s)</td>
<td>_______ pieces</td>
<td>$66.75 per piece</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Carrier Name:</td>
<td></td>
<td>Estimated Time of Arrival:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

EXHIBITOR SIGNATURE:

PRINT NAME:
Exhibitor ____________________________
Booth # ____________________________
Pieces ______ of __________

Must arrive during move in, Wednesday May 27 from 10:00am to 7:00 pm or Thursday May 28 from 8:00am to 2:00pm to avoid surcharge or shipment refusal.
ELECTRICAL SERVICE ORDER FORM

Name of Event ____________________________

Date(s) of Event ____________________________

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 salary 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.
9. Electrical power for lights and displays will be turned on one hour prior to close of the show.
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 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.

(Please Print)

Firm Name ____________________________________________

Booth Number ________________________________

Address ____________________________________________

City __________ State ________ Zip __________

Telephone ____________________________________________

Authorized by: ____________________________________________

Signature ____________________________ Date __________

CONTROL NO. ____________________________

RETURN TO:
1st Summit Arena@Cambria County War Memorial
326 Napoleon Street
Johnstown, PA 15901

STANDARD ELECTRICAL SERVICE

208/120 Volt AC Single Phase or Three Phase

QTY. Description Advance Rate Floor Rate Cost

120 Volts Service

5 Amp $40 $55
10 Amp $55 $65
20 Amp $60 $80
30 Amp $70 $95

208 Volts Single Phase*

10 Amp $55 $75
20 Amp $80 $110
50 Amp $155 $215
100 Amp $280 $385

208 Volts Three Phase*

10 Amp $80 $115
20 Amp $130 $180
50 Amp $255 $355
100 Amp $455 $625

Misc.

Multi – Outlet Power Strip $10.00

Extension Cord Rental $10.00

6% PA Sales Tax ____________________________________________

TOTAL ____________________________________________

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

Electrician Hours ________ $__________

Helper Hours ________ $__________

TOTAL $__________

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

Make remittance payable to: Cambria County War Memorial
326 Napoleon Street
Johnstown, PA 15901

Check # ____________________________

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.
1. 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 scheduled event opening will be charged at the regular rate.

2. Conditions for processing orders forms:
   a. Payment for service in full must accompany service order.
   b. Incomplete information may delay processing.
   c. Booth number(s) must be identified on the face of the form with the show name.

3. A separate outlet must be ordered for each location where electricity is needed (500-watt minimum).

4. Rates listed for all connections include bringing the service to booth in the most convenient manner for the 1st 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.

5. 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.

6. 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.

7. All equipment regardless of source of power must comply with Federal, State and local code. The 1st Summit Arena@CCWM reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The 1st Summit Arena@CCWM is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.

8. 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.

9. 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.

10. 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.

11. A $25.00 service charge will be assessed for all returned checks.

12. Material and equipment furnished by the 1st Summit Arena@CCWM for this service order is furnished on a rental basis and remains the property of the 1st Summit Arena@CCWM, and shall be removed ONLY by 1st Summit Arena@CCWM employees.

13. Expo Center employees are authorized to cut floor coverings when essential for installation of service unless otherwise directed.

14. Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event.

15. Credit will not be given for service(s) installed and not used.

16. 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 1st Summit Arena@CCWM its attorneys fees or applicable agency fees.

17. 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.

18. Exhibitor holds the 1st Summit Arena@CCWM harmless for any and all losses or fluctuations of power beyond 1st 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.

19. Exhibitor agrees to reimburse the 1st Summit Arena@CCWM for all applicable rental taxes.

20. 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.