

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

EXHIBITOR SERVICE MANUAL

33rd
Annual

SHOWCASE *for* COMMERCE



May 29 - 31
2024
Johnstown, PA

SHOWCASE FOR COMMERCE

MAY 29—MAY 31 2024

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

Sponsors

**Cambria Regional
Chamber of Commerce, Inc.**
416 Main Street, Suite 201
Johnstown, PA 15901
Phone: 814-536-5107
Fax: 814-539-5800
Email: jfisher@crchamber.com

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

Show Site

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

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

Official Service Contractor

Stetson Convention Services, Inc.

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

Internet Service Provider

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

EXHIBITOR GUIDELINES

ALLOTMENT OF SPACE

The Cambria Regional Chamber of Commerce will confirm your location following the booth registration deadline on **May 20, 2024**. 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; 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 30, 2024 from 4:00 pm—7:30 pm

COMBUSTIBLE FUELS

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

ELECTRICAL EQUIPMENT

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

Email Jennifer Fisher at jfisher@crchamber.com for any electric needs.

CHARACTER OF EXHIBITORS

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

BOOTH SET-UP

Display can be done on your own. Indoor display setup dates are **Wednesday, May 29 from 12:00 p.m.—7:00 pm and Thursday, May 30 from 8:00 am—2:00 pm. Booth set-up MUST BE COMPLETED by 2:00 pm on Thursday, May 30.**

Outdoor displays will be contacted to schedule their move in time for Wednesday, May 29.

No exhibit can be dismantled or removed before the close of the show at 2:00 pm on Friday, May 31.

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 2025.

All exhibits should be dismantled and removed by 5:00 p.m. on Friday, May 31.

SHIPPING INSTRUCTIONS

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

LIABILITY

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

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

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

Showcase For Commerce Privacy Policy

This privacy policy provides privacy information about Showcase For Commerce events and the www.showcaseforcommerce.com website. Please read it carefully.

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

Showcase For Commerce Events

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

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

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

The www.showcaseforcommerce.com 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.

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

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

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

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

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 30, 2024.

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 30, 2024 shall forfeit all payments made and be obligated in full for the total exhibit fee.

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

Attendee Cancellations/No Shows

Persons whose cancellations are not received by April 30, 2024 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 17, 2024. Substitutions after this date will be performed on-site at registration.

ELECTRICAL SERVICE ORDER FORM

Name of Event _____

Control No. _____

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

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

CONDITIONS & REGULATIONS

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

STANDARD ELECTRICAL SERVICE

208/120 Volt AC Single Phase or Three Phase

QTY.	Description	Advance Rate	Floor Rate	Cost
	120 Volts Service			
	5 Amp	\$40	\$55	
	10 Amp	\$55	\$85	
	20 Amp	\$80	\$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 Regional Chamber
416 Main Street, Suite 201
Johnstown, PA 159001

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.

(Please Print)
 Firm Name _____
 Booth Number _____
 Address _____
 City _____ State _____ Zip _____
 Telephone _____
 Authorized by: _____
 Signature _____ Date _____

ELECTRICAL SERVICE ORDER FORM

Name of Event

Control No.

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

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

TOTAL OF ORDER	\$
DATE ORDER RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	\$
RECEIVED BY	

**VERY IMPORTANT
TERMS AND CONDITIONS**

- 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.
- Conditions for processing orders forms:
 - Payment for service in full must accompany service order.
 - Incomplete information may delay processing.
 - Booth number(s) must be identified on the face of the form with the show name.
- A separate outlet must be ordered for each location where electricity is needed (500-watt minimum).
- Rates listed for all connections include bringing the service to booth in the most convenient manner for the 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.
- Labor rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during operation of the show. A minimum charge of one (1) hour labor for installation and one-half (1/2) hour to dismantle will apply, and time will commence upon exhibitor's request. Failure to start labor at requested time would result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
- Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted, if payment is not received.
- All equipment regardless of source of power must comply with Federal, State and local code. The 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.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless the electrical services have been ordered.
- All electrical equipment must be tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc. Power must be ordered according to the peak amperage ratings.
- All exhibitors' cords must be a minimum of 13 gauge 3 wire with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- A \$25.00 service charge will be assessed for all returned checks.
- Material and equipment furnished by the 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.
- Expo Center employees are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
- Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event.
- Credit will not be given for service(s) installed and not used.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or file a lien, or foreclosure, or otherwise, exhibitor will pay the 1st Summit Arena@CCWM its attorneys fees or applicable agency fees.
- A service charge of \$1.5% per month on any unpaid balances will be made starting ten (10) days after the date of the invoice.
- Exhibitor holds the 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.
- Exhibitor agrees to reimburse the 1st Summit Arena@CCWM for all applicable rental taxes.
- For your convenience, we will use your Credit Card Authorization to charge any additional amounts incurred as a result of the showsite orders placed by you or your representatives. These charges may include labor and material handling.

Outlets will be located at the rear of the booth unless a scaled floor plan is submitted with the order.
Outdoor Displays—electricity is at the exhibitor's expense, please call and make arrangements

Dear Showcase for Commerce Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for the Showcase for Commerce on May 31-June 2 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.

Jacob Nuttridge
Exhibitor Services Representative
jnuttridge@stetsonexpo.com

SHOW INFORMATION

[Important Dates & Booth Equipment](#)

PAYMENT TERMS & CONDITIONS

[Terms & Conditions](#)

[Payment Authorization Form](#)

ORDER FORMS (payment will be processed pre-show)

[Furniture Order Form](#)

[Accessory Order Form](#)

[Carpet Order Form](#)

[Cleaning Order Form](#)

[Labor Order Form](#)

[Labor Order Instructions](#)

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](#)

SHIPPING EXHIBITION MATERIALS:

ADVANCE TO WAREHOUSE:

Stetson Convention Services
c/o Warehouse / Showcase
Exhibit Company Name, Booth #
2866 McDowell St.
Pittsburgh, PA 15212

Receiving Dates:
Monday, April 22 to Friday, May 17
M-F, 9:00am to 4:00pm

DIRECT TO SHOW SITE:

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

Receiving Dates:
**Contact us to make arrangements

**Please note there is no dock at the 1st Summit Arena @ Cambria County War Memorial. All show site deliveries must be coordinated prior to the event and will be street unloaded using forklift, or trucks must come equipped with a lift gate.*

OFFICIAL SERVICE CONTRACTOR:

STETSON CONVENTION SERVICES
2900 Stayton St.
Pittsburgh, PA 15212
Phone: 412-223-1090
Fax: 412-223-1094
Mobile: 412-390-4672
jnuttridge@stetsonexpo.com
www.stetsonexpo.com

FACILITY:

**1ST SUMMIT ARENA @
CAMBRIA COUNTY WAR MEMORIAL**
326 Napoleon St.
Johnstown, PA, 15901
Phone: 814-536-5156

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 10

***If using an Exhibitor Appointed Contractor, please contact Stetson ASAP**

Warehouse Receiving

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

**Monday, April 22 to
Friday, May 17**

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.

Friday, May 24

Exhibitor Move-in / Show Site Receiving

Please contact Stetson if you need to ship directly to 1st Summit Arena

Wednesday, May 29

12:00pm to 7:00pm

Thursday, May 30

8:00am to 2:00pm

Show Hours

Thursday, May 30

2:00pm to 5:00pm

**Outdoor Exhibit*

4:00pm to 7:30pm

**Opening Reception*

Friday, May 31

9:00am to 2:00pm

**Outdoor Exhibition*

9:30am to 2:00pm

**Public Exhibition*

Exhibitor Move-out

Empty containers will be returned once aisle carpet is removed.

Friday, May 31

2:00pm to 5:00pm

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 31

3:30pm

BOOTH EQUIPMENT:

Booth Drape

8' Back Drape

Red / White / Blue

3' Side Drape

Blue

Booth Furnishings (8x10)

6' x 30" Skirted Table—Blue

Wastebasket

2 Folding Chairs

Booth ID Sign

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

SHIPPING & MATERIAL 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 and must arrive during advance warehouse receiving dates or direct to show site during exhibitor move-in hours.

Freight Shipments:

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

Hand-Carry Items:

Exhibitors are permitted to bring in materials that can be transported by their own staff with the use of any carts/dollies owned by the exhibitor. If help is need there will be a fee. Access to the dock is on a first come, first serve basis.

POV

ACCEPTABLE (Sedan, Pickup, Van, SUV):



Material Handling

UNACCEPTABLE (Box Truck, Bobtail, Stake Bed, Trailer):



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

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

DEFINITIONS:

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

PAYMENT TERMS

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

LABOR TERMS & 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.

MATERIAL HANDLING TERMS & CONDITIONS

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

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

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, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at jnuttridge@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.

SUMMARY OF ORDER

FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
CLEANING	\$ _____
MATERIAL HANDLING (EST.)	\$ _____
GRAND TOTAL DUE	\$ _____

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

Account # Exp. Date CVC

☐ Check ☐ Wire Transfer

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

CARDHOLDER NAME (PRINT)
CARDHOLDER BILLING ADDRESS
CITY/STATE/ZIP
EMAIL ADDRESS FOR INVOICE
► CARDHOLDER SIGNATURE

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

PAYMENT AUTHORIZATION FORM



FURNITURE

SKIRTED TABLES		DISCOUNT PRICE	STANDARD PRICE	COUNTER HIGH SKIRTED TABLES		DISCOUNT PRICE	STANDARD PRICE
All tables are 24" deep—skirted on 3 sides				All tables are 24" deep—skirted on 3 sides			
4' long x 30" high Table		\$120.75	\$157.00	4' long x 40" high Table		\$133.00	\$173.00
6' long x 30" high Table		\$133.00	\$173.00	6' long x 40" high Table		\$145.00	\$188.50
8' long x 30" high Table		\$145.00	\$188.50	8' long x 40" high Table		\$157.00	\$204.25
4th Side Skirt		\$36.25	\$47.25	4th Side Skirt		\$48.50	\$63.25

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		DISCOUNT PRICE	STANDARD PRICE	PEDESTAL TABLES		DISCOUNT PRICE	STANDARD PRICE
All tables are 24" deep—topped				Formica Topped Cocktail Tables			
4' long x 30" high Table		\$96.75	\$126.00	30" round x 30" high Table		\$114.75	\$149.25
6' long x 30" high Table		\$108.75	\$141.50	30" round x 40" high Table		\$139.00	\$180.75
8' long x 30" high Table		\$120.75	\$157.00	Spandex Linen		\$72.50	\$94.25
COUNTER HIGH UNSKIRTED		DISCOUNT PRICE	STANDARD PRICE	Please select color—if none, color will be selected by Stetson. AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN			
4' long x 40" high Table		\$108.75	\$141.50	SPECIALTY DRAPE		DISCOUNT PRICE	STANDARD PRICE
6' long x 40" high Table		\$120.75	\$157.00	Select color below			
8' long x 40" high Table		\$133.00	\$173.00	3' Drape per ln. ft.		\$12.25	\$16.00
CHAIRS AND SEATING		DISCOUNT PRICE	STANDARD PRICE	8' Drape per ln. ft.		\$18.25	\$23.75
Folding Chair		\$28.75	\$37.50	Please select color—if none, color will be selected by Stetson. BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE CHARCOAL GRAY FRENCH BLUE			
Plastic Contour Chair—Black		\$72.50	\$94.25	TABLE RISERS (12" H—WOOD)		DISCOUNT PRICE	STANDARD PRICE
Upholstered Arm Chair—Gray		\$108.75	\$141.50	Select color below			
Upholstered Stool—Gray/Ct. Height		\$120.75	\$157.00	4' Skirted Table Top Riser		\$72.50	\$94.25
Swivel Desk Chair—Black/Armless		\$179.00	\$232.75	6' Skirted Table Top Riser		\$84.75	\$110.25
Swivel Desk Chair—Black/Arms		\$139.00	\$180.75	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.

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

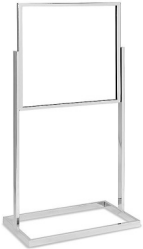
PHONE _____ EXT _____ FAX _____

► EXHIBITOR SIGNATURE _____ PRINT NAME _____

FURNITURE ORDER FORM

ACCESSORIES

SIGN HOLDER



LITERATURE RACK



GARMENT RACK



GRIDWALL



IPAD STAND



ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket		\$40.00	\$52.00	
Fish Bowl		\$48.50	\$63.25	
Easel <input type="checkbox"/> Add 22"x28" Sign <input type="checkbox"/> Add 28"x44" Sign		\$48.50 *add sign \$70.00 *add sign \$137.00	\$63.25 *add sign \$91.00 *add sign \$178.25	
22" x 28" Sign Holder <input type="checkbox"/> Add 22"x28" Sign		\$102.75 *add sign \$70.00	\$133.75 *add sign \$91.00	
Literature Rack		\$102.75	\$133.75	
Chrome Stanchion (rope not included)		\$60.50	\$78.75	
Rope—7 ft. Sections (stanchions not included)		\$24.25	\$31.75	
Black Tensa Barrier with 7 ft. Expandable Belt		\$84.75	\$110.25	
2 Armed Bag Holder—Waterfall or Straight (please circle)		\$120.75	\$157.00	
4 Armed Bag Holder—Waterfall or Straight (please circle)		\$133.00	\$173.00	
iPad Stand		\$114.75	\$149.25	
Grid Wall—3 Arms Per Grid Wall <input type="checkbox"/> Straight Arms _____Number of Feet <input type="checkbox"/> Waterfall Arms _____Number of Clamps		\$108.75	\$141.50	
Poster Board (91" x 44.5" usable space) *tacks not included		\$199.25	\$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

ACCESSORY ORDER FORM



CARPET & PADDING

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

QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 10' Booth Space	\$212.75	\$276.75	
	10' x 20' Booth Space	\$425.50	\$553.25	
	10' x 30' Booth Space	\$638.25	\$829.75	
	10' x 40' Booth Space	\$851.00	\$1,106.50	

Choose carpet color:
If none chosen, show color will be selected by Stetson.

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

Includes Seaming & Special Cutting *100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Booth Size _____ x _____ = _____	\$4.50 psf	\$6.00 psf	

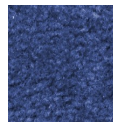
PLUSH CARPET (24 oz.):

Must be ordered 30 days prior to move in to guarantee. *100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Booth Size _____ x _____ = _____	\$5.25 psf	\$7.00 psf	

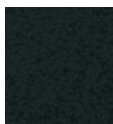
 **CARPET PADDING AND PLASTIC PROTECTION:**

100 square feet minimum, 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft. Booth Size _____ x _____ = _____	\$2.25psf	\$3.00 psf	
Visqueen Protection—per sq. ft. Booth Size _____ x _____ = _____	\$1.25 psf	\$1.75 psf	
Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll		

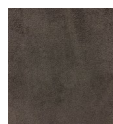
☐ BLUE



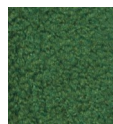
☐ BLACK



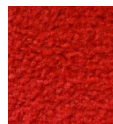
☐ GRAPHITE



☐ GREEN



☐ RED



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 ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CARPET ORDER FORM



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:

DISCOUNT PRICE

STANDARD PRICE

_____	Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.)	\$0.45 sq. ft.	\$0.59 sq. ft.
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Booth size: _____ x _____ = _____ sq. ft. @ _____ x _____ = \$ _____
(Ex.) 20' x 20' = 400 sq. ft. \$0.45 sq. ft. # of event days total

PORTER SERVICE:

Daily emptying of wastebaskets through show period as needed.

DISCOUNT PRICE PER DAY

STANDARD PRICE PER DAY

_____	Exhibit Area 399 sq. ft. and below	\$78.50	\$102.25
_____	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$90.75	\$118.00
_____	Exhibit Area 800 sq. ft. and Above	\$102.75	\$133.75

Booth size: _____ x _____ = _____ sq. ft. @ _____ x _____ = \$ _____
(Ex.) 20' x 20' = 400 sq. ft. price per day # of event days total

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.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CLEANING ORDER FORM

INSTALLATION & DISMANTLE LABOR

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

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

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

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

LABOR RATES: one (1) hour per worker minimum charge, thereafter half-hour increments		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	\$110.00	\$143.00
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$165.00	\$214.50
DOUBLE TIME:	All day Sunday and holidays	\$220.00	\$286.00

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

TOTAL ESTIMATED I&D LABOR: \$ _____

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

EXHIBIT COMPANY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
► EXHIBITOR SIGNATURE		PRINT NAME

I&D LABOR ORDER FORM



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:	Ordered 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
CARRIER: _____	ARRIVAL DATE: _____	
EMERGENCY CONTACT NAME: _____		CELL PHONE: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO:	
BILL TO:	

METHOD OF SHIPPING

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

EXHIBIT COMPANY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
► EXHIBITOR SIGNATURE		PRINT NAME

LABOR ORDER INSTRUCTIONS

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 TO SHOW SITE:

- You can arrive and unload your own materials during exhibitor move-in times.
- If you need to ship directly to show site, please contact Stetson ASAP to arrange.

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE:

- 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

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.

UNCRATED: 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.

MATERIAL HANDLING FAQs

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 policies. 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.

<u>ADVANCE TO WAREHOUSE</u>	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED.....	\$139.00.....	\$278.00
SPECIAL HANDLING.....	\$173.75.....	\$347.50
SMALL PACKAGE.....	\$66.75 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

EARLY/LATE TO WAREHOUSE:..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

LATE TRANSFER FROM ADVANCE WAREHOUSE:..... SURCHARGE BASED ON WEIGHT, DIMENSION & PIECE COUNT

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$139.00 *Crated or Skidded Rate	\$695.00
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$173.75 *Special Handling Rate	\$521.25
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$66.75 *Small Package Rate	\$133.50

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	(ROUNDED UP TO NEAREST 100)		(CHOOSE APPROPRIATE RATE)	200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$66.75 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____			

TOTAL ESTIMATED MATERIAL HANDLING: \$ _____

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

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT
	FAX
► EXHIBITOR SIGNATURE	PRINT NAME

RUSH—EXHIBITION FREIGHT



Stetson Convention Services
c/o Warehouse
2866 McDowell St.
Pittsburgh, PA 15212

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between April 24—May 19 to avoid surcharge

ADVANCE WAREHOUSE SHOWCASE

RUSH—EXHIBITION FREIGHT



Stetson Convention Services
c/o Warehouse
2866 McDowell St.
Pittsburgh, PA 15212

Exhibitor _____
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ADVANCE WAREHOUSE SHOWCASE

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Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between April 24—May 19 to avoid surcharge

ADVANCE WAREHOUSE SHOWCASE

MATERIAL HANDLING—DIRECT TO SHOWSITE

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

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

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

<u>DIRECT TO SHOWSITE</u>	<u>PRICE PER CWT</u>	<u>200 LB. MINIMUM</u>
CRATED OR SKIDDED.....	\$169.00.....	\$338.00
SPECIAL HANDLING.....	\$211.25.....	\$422.50
SMALL PACKAGE.....	\$66.75 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5	\$169.00 *Crated or Skidded Rate	\$845.00
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	\$211.25 *Special Handling Rate	\$633.75
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	\$66.75 *Small Package Rate	\$133.50

DESCRIPTION	WEIGHT CWT (ROUNDED UP TO NEAREST 100)	PRICE PER CWT (CHOOSE APPROPRIATE RATE)	ESTIMATED TOTAL 200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____	\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____	\$	\$
Small Package(s)	_____ pieces	\$66.75 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____		

TOTAL ESTIMATED MATERIAL HANDLING: \$ _____

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

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT
	FAX
► EXHIBITOR SIGNATURE	PRINT NAME

RUSH—EXHIBITION FREIGHT



1st Summit Arena @ Cambria County
Ware Memorial
c/o Stetson
326 Napoleon Street
Johnstown, PA 15901

DIRECT TO SHOWSITE SHOWCASE

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between Wednesday, May 29 to Thursday, May
30 to avoid surcharge

RUSH—EXHIBITION FREIGHT



1st Summit Arena @ Cambria County
Ware Memorial
c/o Stetson
326 Napoleon Street
Johnstown, PA 15901

DIRECT TO SHOWSITE SHOWCASE

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