RETAIL Confectioners® INTERNATIONAL

2022 EXHIBITOR SERVICE KIT

ANNUAL CONVENTION & INDUSTRY EXPO

JULY 25–29 • PITTSBURGH

DAVID L. LAWRENCE CONVENTION CENTER

TABLE OF CONTENTS

SHOW INFORMATION
- Exhibitor Policies 3
- Show Contacts 4
- Shipping Information 5
- Important Dates & Booth Equipment 6
- Exhibitor Checklist 7
- Show Site Work Rules 8

PAYMENT TERMS & CONDITIONS
- Terms & Conditions 9
- Payment Authorization Form 10

THIRD PARTY PAYMENT / EXHIBITOR APPOINTED CONTRACTOR
- Notice of Intent to Use an Exhibitor Appointed Contractor 11
- Conditions for EAC 12

RENTAL ORDER FORMS (payment will be processed pre-show)
- General FAQs 13
- Furniture Order Form 14
- Accessory Order Form 15
- Carpet Order Form 16
- Plant & Floral Order Form 17

DISPLAY ORDER FORMS (payment will be processed pre-show)
- Signage & Display Guidelines 18
- Signage Order Form 19
- Custom Signage Order Form 20
- Display Order Form 21
- Hanging Structure Order Form 23
- Audio/Visual Order Form 24

LABOR ORDER FORMS (these items are an estimate and payment will be processed at show site)
- Labor Order Form 25
- Labor Order Instructions 26
- Forklift Order Form 27
- Rigging Order Form 28

SHIPPING WITH STETSON LOGISTICS
- Shipping Quote Form 29

MATERIAL HANDLING (these items are an estimate and payment will be processed at show site)
- Material Handling Terms and Conditions 31
- Material Handling Guidelines 32
- Material Handling FAQs 34
- Material Handling Estimation—Advance 35
- Warehouse Shipping Labels 36
- Material Handling Estimation—Direct 37
- Show Site Shipping Labels 38
- Cartload Services 39
- Spotting Services 40

FACILITY PROVIDED SERVICES
- Refrigeration Storage Info Sheet 41
- Refrigeration Cooler Storage Shipping Labels 43
- Freezer Cooler Storage Shipping Labels 44
- Food Sampling Authorization Form 45
- Ordering Exhibitor Services 47
- Cleaning & Porter Service Order Form 51
- Electrical Order Form 52
- Internet Order Form 54
- Exhibitor Parking 56

CUSTOM FURNITURE & DISPLAYS — Browse our Custom Furniture Catalogue. Browse our Pinterest Page for ideas!

Booth Contract Terms & Conditions

These terms and conditions are a bona fide part of the contract for exhibit space for Retail Confectioners International's Annual Convention & Industry Expo. Each exhibiting company and its employees agree to abide by these regulations and by any amendment or addition hereafter made by Retail Confectioners International (RCI).

RCI as used herein shall refer to Retail Confectioners International; Exhibitor as used herein shall refer to the exhibiting company.

Contract and Space Assignment: By reserving booth space with RCI, you are agreeing to the Booth Contract Terms, Conditions & Policies provided herein.

RCI will make every effort to accommodate booth location requests; however, RCI reserves the right to assign an alternate location as deemed necessary. RCI reserves the right to rearrange the show floor plan.

Payment/Cancellation: Applications for space must be submitted with 50% payment if reserved by April 15, 2022. After April 15, 2022, 100% payment is required to reserve a booth space. If paying by check, payment must be received within five days of requesting a booth reservation using the online booth sales process. International wire transfers will incur an additional $30 transaction fee. RCI reserves the right to resell and/or reassign exhibit space at its sole discretion for exhibitor reservations not submitting payment in accordance with the policies.

Cancellation or reduction of space may be submitted in writing on or before April 15, 2022 and a full refund will be granted, minus a $75 processing fee. For cancellations made after April 15, 2022, no refunds will be granted and exhibitor is fully responsible for the full payment of the booth space contracted, regardless of cancellation or reduction.

Members who have any outstanding monies owed to RCI, including membership dues, are not permitted to register for exhibit booths or advertising until the outstanding debt has been satisfied.

Eligibility to Exhibit: The expo is a trade show of suppliers to the confectionery industry, namely confectioners who both manufacture and retail chocolates or candies. Categories for exhibiting include but are not limited to packaging, machinery/equipment, ingredients, finished products and services. RCI reserves the right to determine the eligibility of any company or product for inclusion as an exhibitor.

Exhibitor Admission & Registration: Each standard booth shall receive three Exhibitor Badges for admission to the expo, including the reception hosted on the expo floor and the Exhibitor Lounge hosted by RCI. Additional badges may be purchased for $75 each by contacting RCI. Exhibitor is responsible for registering all booth representatives by May 31, 2022. Booth representatives will be allowed to enter the expo floor 30 minutes before the expo opens on day two (Day one set-up time leads to expo opening). Exhibitor booth representatives shall be restricted to owner, executives, agents or employees of exhibiting company and shall wear proper badge identification at all times.

Exhibitor badges do not include admission to the full RCI Annual Convention, which include meals, education sessions and tours. As a thank you to our exhibitors, each exhibiting company receives two discounts per booth on convention full registration. Additionally, each exhibiting company receives two complimentary tickets per booth to the Awards Banquet and Reception; banquet and reception tickets are only to be used by booth representatives.

Subleasing/Sharing Exhibit Space: Exhibitor may not assign, sublet or apportion space to or with another business entity or individual. Exhibitor may not show or demonstrate products or services other than those manufactured or distributed by the exhibiting company. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited.

Operation of Exhibits:

a. Hours and dates for installation, showing and dismantling shall be as specified in the official Exhibitor Services Kit. All exhibits must remain intact until final closing of the expo.
b. Exhibitor will ship and store materials using RCI's contracted exhibit service company and in accordance with rules specified in the official Exhibitor Services Kit.
c. Sales activities shall not take place in aisles or in booths other than exhibiting company. Exhibitor materials (samples, catalogs, etc.) may be distributed only from within the rented booth space and may not be made available in any other way unless expressly approved by RCI.
d. In the rear one-third of each booth, display material may be placed up to a height not exceeding eight feet from the building floor. In all other portions of the booth, no display material shall be placed to exceed a height of four feet from the building floor. However, this rule shall not apply in the case of machinery and equipment placed in position comparable to actual utilization for industrial purposes. All booth components including equipment, electrical and lighting must fit within the square footage purchased by Exhibitor.
e. Sound, including audio/visual and equipment, must be operated at a level not interfering with neighboring exhibitors. RCI shall be the sole judge of what constitutes appropriate sound levels. Exhibitor is responsible for all applicable ASCAP/BMI licensing fees.

Insurance: Exhibitor acknowledges that neither RCI nor the expo location maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance at his/her own expense, if so desired.

Expo Cancellation: In the event the expo is cancelled due to a reason beyond the control of RCI, RCI shall return monies already paid by Exhibitor after all related expo expenses incurred by RCI through the date of cancellation have been met.

Photography and Media: RCI may take photographs, videos or recordings during the expo. Exhibitor agrees RCI has permission to use such photographs, videos and recordings to promote the association, including the expo and convention without compensation to the Exhibitor or its booth representatives.

Amendment to Terms and Conditions: Any matters not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of RCI. RCI may, in its sole discretion, make reasonable changes, amendments or additions to these terms and conditions. Exhibitors will be advised of such changes and any such changes shall be binding on Exhibitor equally with the other terms and conditions contained herein.

Dear RCI Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for the RCI Annual Convention & Industry Expo on July 26-27, 2022 at the David L. Lawrence Convention Center. 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. See below for navigation tools. 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.

Savannah McIntyre
Exhibitor Services Representative
smcintyre@stetsonexpo.com

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

OFFICIAL SERVICE CONTRACTOR:
STETSON CONVENTION SERVICES
2900 Stayton St.
Pittsburgh, PA 15212
Phone: 412-223-1090
Mobile: 412-339-8574
Fax: 412-223-1094
exhibitorservices@stetsonexpo.com
www.stetsonexpo.com

FACILITY:
DAVID L. LAWRENCE CONVENTION CENTER
SPIRIT OF PITTSBURGH BALLROOM A & C
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222
Phone: 412-565-6000

FACILITY PROVIDED SERVICES:
Electrical, Internet, Cleaning, Steel Plates, and Plumbing/Air/Water: Please submit these forms in the manner requested by each provider. Order forms are located on the David L. Lawrence Convention Center website.

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

Shipping Standard Exhibition Materials:

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

Advance Warehouse Receiving Dates:
Monday, June 13 to Friday, July 15
M-F, 9:00am to 4:00pm

Direct to Show Site:
David L. Lawrence Convention Center
Spirit of Pittsburgh Ballroom A & C
c/o Stetson/RCI
Exhibit Company Name, Booth #
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222

Direct to Show Site Receiving Dates:
Monday, July 25, 2022
1:00pm to 8:00pm

Standard exhibition materials are strongly suggested to be sent to the advance warehouse.

All materials being sent either advance warehouse or direct to show site MUST use the labels provided in this service kit!

Please find advance warehouse labels on page 36.
Please find direct to show site labels on page 38.

Shipping Refrigeration Exhibition Materials:

Direct to Show Site:
ATTN: Barry Leckemby, Director of Purchasing
c/o Levy Convention Centers
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

Refrigeration/Frozen Receiving :
Friday, July 22; Monday, July 25; Tuesday, July 26
***All refrigeration storage questions, please contact Levy Convention Centers.**
***Levy will bill exhibitor accordingly.**

(RCI Expo – Booth #_____ / On-Site Contact: _____)
Box: _____ of _____.
ATTN: REFRIGERATION REQUIRED @ _____TEMP or ATTN: PRODUCT MUST BE FROZEN @_____TEMP.

All shipments needing refrigerated storage MUST be sent to Levy Convention Centers.

Please be sure that if refrigerated storage is needed, your items are labeled with the appropriate labels and you have contacted Levy Convention Centers BEFORE shipping your boxes. Shipments may be received on Friday, July 22, Monday, July 25, and Tuesday, July 26.

Please find refrigeration storage labels on page 43.
Please find freezer storage labels on page 44.

Preferred Shipping Carrier:
Stetson Logistics
2900 Stayton St.
Pittsburgh, PA 15212
Phone: 412-223-1090
Fax: 412-223-1094
shipping@stetsonexpo.com

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, July 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, June 13 to Friday, July 15**	**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, July 22**	
Refrigeration Storage Receiving *Any materials received outside of these dates will incur a 25% surcharge.*	**Friday, July 22** **Monday, July 25** **Tuesday, July 26**	***MUST be sent to LEVY Convention Centers**
Exhibitor Move-in / Show Site Receiving *All shipments must arrive during these times to avoid surcharges or possible shipment refusal.*	**Monday, July 25**	**1:00pm to 8:00pm** ***Show Site Receiving ONLY**
Additional Exhibitor Set Up **No loading dock access*	**Tuesday, July 26**	**7:00am to 9:00am** ***No Show Site Receiving**
Show Hours	**Tuesday, July 26**	**10:00am to 3:00pm**
	Wednesday, July 27	**10:00am to 2:00pm**
Exhibitor Move-out	**Wednesday, July 27**	**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.*	**Wednesday, July 27**	**4:00pm**

BOOTH EQUIPMENT:

Booth Drape

8' Back Drape	Black
3' Side Drape	Black

Booth Furnishings (booth size 10' x 10')

6' x 30" Skirted Table	Black
2 Folding Chairs	
Wastebasket	
Booth ID Sign	

IMPORTANT DATES & BOOTH EQUIPMENT

RETAIL Confectioners INTERNATIONAL

Exhibitor Checklist

Don't miss a thing! The following checklist will assist you in planning for RCI's Annual Convention & Industry Expo. Plus, save with discounts on exhibitor services by placing orders by the advanced deadline of **July 8, 2022**.

☑	Tasks to complete after reserving booth
☐	Review exhibitor profile for accuracy
☐	Review exhibitor terms and conditions
☐	Register personnel for Annual Convention *(event registration to open soon)*
☐	Make hotel reservations at host hotel
☐	Take advantage of exhibitor marketing toolkit

☑	Tasks to be completed by deadline	Deadline
☐	Convention Magazine advertising deadline *(insertion order, artwork and payment due)*	**May 13**
☐	Early-bird registration deadline for Annual Convention	**TBA**
☐	Full booth payment due	**April 15**
☐	Last chance to update exhibitor profile for Convention Magazine	**May 13**
☐	Reserve space in New Product Showcase	**May 13**
☐	Deadline to claim *complimentary* tickets to Awards Banquet *(two per booth)*	**June 1**
☐	Register all booth representatives at **retailconfectioners.org/exhibitorreg**	**June 1**
☐	Sampling and Insurance Forms due to Levy	**June 13**
☐	First day freight can arrive at advance warehouse	**June 13**
☐	Deadline for discounted rate at host hotel, The Westin Pittsburgh	**June 17**
☐	Deadline to donate prizes for expo drawing	**July 1**
☐	Electrical, internet, cleaning service orders due to David L. Lawrence Convention Center (DLCC)	**July 1**
☐	Discount deadline for services and furnishings to Stetson Convention Services	**July 8**
☐	Refrigerated storage forms due to Levy Convention Centers *(confirm availability before shipping)*	**July 11**
☐	Last day for advance shipping to warehouse	**July 15**
☐	Refrigerated shipments accepted by Levy Convention Centers *(confirm availability before shipping)*	**July 22, 25, 26**

Retail Confectioners International
417-883-2775 • info@retailconfectioners.org
retailconfectioners.org/exhibiting2021

SHOW SITE WORK RULES

Union jurisdictions apply for various unions working within the **DAVID L. LAWRENCE CONVENTION CENTER**. Please review each section. Should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412-223-1090.

INSTALLATION & DISMANTLING:

The **Carpenters Union** handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services may complete the enclosed **LABOR ORDER FORM — PAGE 25.**

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

CARPENTERS: Flooring: Exhibitors are permitted to lay their own flooring for booths/displays no larger than 400 sq. ft. Any booth/display larger must be installed by the Carpenters Union. Exhibitors must use Stetson Convention Services provided carpet tape for carpet installation. See carpet order form.

Displays: Exhibitors are permitted to erect, crate, and uncrate a booth/display no larger than 400 sq. ft. They are permitted to use battery operated tools for installation and dismantle. Exhibitors may NOT borrow tools, ladders, or any other equipment from the facility or Stetson. You are responsible for your own safety. If tools are needed, labor charges will apply. Rates are indicated on the **LABOR ORDER FORM — PAGE 25.**

Forced Labor: Any booth/display that exceeds a 400 sq. ft. space is required to use Carpenter labor for installation and dismantle of any display items. Exhibitors who install or dismantle outside the published move-in/ move-out times may be subject to forced labor or an indirect labor per man/per hour charge.

Custom Furniture: Booths/displays under 400 sq. ft. who purchase equipment/custom furniture from an outside vendor will incur a material handling charge. Booths/displays over 400 sq. ft. who purchase equipment/ custom furniture from an outside vendor will incur a material handling and labor charge.

SHIPPING AND MATERIAL HANDLING:

The **DAVID L. LAWRENCE CONVENTION CENTER** **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.

TEAMSTERS: Hand-Carry Items: Exhibitors are permitted to self-unload/load privately operated vehicles (POVs) in designated areas within the loading dock without the use of teamster labor as long as it does not need the use of a forklift, pallet jack, or bay space. If you would like assistance, please see the **CARTLOAD SERVICE ORDER FORM — PAGE 39**. **Exhibitors are allowed to hand carry items to their booths through the main entrances with their own 2-wheeled cart. There are no restrictions on number of trips.** Carts may not be borrowed from the facility or Stetson.

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 union personnel. Rates are listed on the **MATERIAL HANDLING ORDER FORM — PAGES 35 & 37.**

ELECTRICAL WORKERS UNION: All booth electrical, water, drain, and compressed air work must be performed by the David L. Lawrence Convention Center. Please see **ELECTRICAL SERVICE ORDER FORM — PAGE 49.**

AUDIO/VISUAL: Displays that use sound, screens, lights, etc. will be subject to a labor charge at exhibitors expense. Please see **A/V ORDER FORM — PAGE 24.**

CLEANING: All carpet vacuuming must be performed by the David L. Lawrence Convention Center. Please see **CLEANING ORDER FORM — PAGE 48.**

*If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please visit the Stetson Service Desk immediately. Please refrain from voicing complaints directly to labor 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 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.

PAYMENT AUTHORIZATION

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____

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 smcintyre@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	$_____
FLORAL	$_____
DISPLAY	$_____
HANGING STRUCTURE	$_____
SIGNAGE	$_____
A/V (EST.)	$_____
LABOR (EST.)	$_____
FORKLIFT (EST.)	$_____
RIGGING (EST.)	$_____
MATERIAL HANDLING (EST.)	$_____
STETSON LOGISTICS (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

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.

EXHIBIT COMPANY NAME _____ BOOTH # _____

EAC COMPANY NAME _____

EAC ADDRESS _____

CITY/STATE/ZIP _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

EAC CONTACT AT SHOW _____

ON-SITE PHONE _____ EMAIL _____

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.

NOTICE OF INTENT TO USE EAC

CONDITIONS FOR EXHIBITOR 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	DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H Table	$120.75	$157.00
6' L x 30" H Table	$133.00	$173.00
8' L x 30" H Table	$145.00	$188.50
4th Side Skirt	$36.25	$47.25

COUNTER HIGH SKIRTED TABLES All tables are 24" deep—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
4' L x 40" H Table	$133.00	$173.00
6' L x 40" H Table	$145.00	$188.50
8' L x 40" H Table	$157.00	$204.25
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 All tables are 24" deep—topped	DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H Table	$96.75	$126.00
6' L x 30" H Table	$108.75	$141.50
8' L x 30" H Table	$120.75	$157.00
COUNTER HIGH UNSKIRTED All tables are 24" deep	**DISCOUNT PRICE**	**STANDARD PRICE**
4' L x 40" H Table	$108.75	$141.50
6' L x 40" H Table	$120.75	$157.00
8' L x 40" H Table	$133.00	$1730.00
CHAIRS AND SEATING	**DISCOUNT PRICE**	**STANDARD PRICE**
Folding Chair	$28.75	$37.50
Plastic Contour Chair—Black	$72.50	$94.25
Upholstered Arm Chair—Gray	$108.75	$141.50
Upholstered Stool—Gray/Ct. Height	$120.75	$157.00
Swivel Desk Chair—Black/Arms	$179.00	$232.75
Swivel Desk Chair—Black/Armless	$139.00	$180.75

PEDESTAL TABLES Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE
30" Round x 30" H Table	$114.75	$149.25
30" Round x 40" H Table	$139.00	$180.75
Spandex Linen	$72.50	$94.25

Please select color—if none, color will be selected by Stetson.
AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN

SPECIALTY DRAPE Select color below	DISCOUNT PRICE	STANDARD PRICE
3' Drape (per linear foot)	$12.25	$16.00
8' Drape (per linear foot)	$18.25	$23.75

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

TABLE RISERS (12" H–WOOD) Select color below	DISCOUNT PRICE	STANDARD PRICE
4' Skirted Table Top Riser	$72.50	$94.25
6' Skirted Table Top Riser	$84.75	$110.25

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

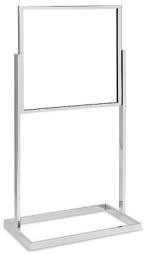
PHONE EXT FAX

▶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 with Liner		$40.00	$52.00	
Fish Bowl		$48.50	$63.25	
Easel ☐ Add 22" x 28" Sign ☐ Add 28" x 44" 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 ☐ Add 22" x 28" 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 Garment Rack—Waterfall or Straight (circle one)		$120.75	$157.00	
4 Armed Garment Rack—Waterfall or Straight (circle one)		$133.00	$173.00	
iPad Stand		$114.75	$149.25	
Grid Wall—3 Arms Per Grid Wall ☐ Straight Arms ____Number of Feet ☐ 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 ORDER FORM

*Expo Hall is fully carpeted. Additional Carpeting is not required. Visqueen protection or exhibitor provided protection is required if melting/making chocolate in booth.

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	

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	

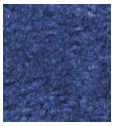
CARPET PADDING AND PLASTIC PROTECTION:

100 square feet minimum, 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft. Booth Size _____ x _____ = _____	$2.25 psf	$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		

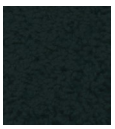
CARPET & PADDING

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

☐ 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

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

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Boston Fern: Table Size	$78.50	$102.25	
	Green Plant: 1' - 2' Tall	$78.50	$102.25	
	Green Plant: 2' - 3' Tall	$102.75	$133.75	
	Green Plant: 3' - 5' Tall	$127.00	$165.25	
	Green Plant: 5' - 7' Tall	$151.00	$196.50	

BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Seasonal Blooming Plant	$78.50	$102.25	
	Table Flower Arrangement - Flat Backed	$120.75	$157.00	
	Table Flower Arrangement - Full Round	$127.00	$165.25	
	Large Floor Arrangement	$169.25	$220.25	

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.

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

PLANT & FLORAL ORDER FORM

SIGNAGE, DISPLAY, AND STRUCTURE GUIDELINES & 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.
  Graphic designers of client submitted graphics are fully responsible for the creation of, laying out of, and proofing of all Content. Stetson is NOT LIABLE for errors in a final product caused by any of the following reasons: misspellings, graphics, bleeds, grammar, fonts, punctuation, die lines, crop marks, transparency, overprint, content lining up, and finished product size. Stetson DOES NOT make any changes to client files unless requested. Client will be charged with a graphic design fee if changes need to be made. Client submitted graphics will not receive a proof unless requested. Graphics received from client will be proofed by Stetson ONLY for correct sizing and pixilation of any logos of content.

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).
- Please see here for further details.

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.

ROLL UP BANNER

METER BOARD WITH BASE

LIGHT BOX DISPLAY

BANNER

LOGO TABLE CLOTH

FLOOR DECAL

ADDITIONAL ITEMS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Roll Up Banner with Stand (2.75'W x 6.5'H) *travel friendly, includes case	$500.00	$650.00	
	Meter Board Sign (37.5"W x 86.5"H) with Base	$380.50	$494.75	
	Light Box Display (39.38"W x 95.44"H) *Double Sided	$1,306.50	$1698.50	
	Vinyl Banner with 3 Grommets (6'W x 2' H)	$225.00	$292.50	
	Logo Table Cloth—for 6' x 30" Table *1 side custom print only, sides and back will be white. *Call Stetson for other customization options!	$265.00	$344.50	
	Floor Decal (2' x 2')	$100.00	$130.00	

- Click here for terms and conditions.

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

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.

SIGNAGE ORDER FORM

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.

	MATERIAL OPTIONS	DISCOUNT PRICE	STANDARD PRICE	DESIGN
	Bio Board - easel signs, meter boards	$16.00 psf	$21.00 psf	☐ Stetson ($50.00 per hour) ☐ Print ready artwork will be submitted
	Foam Core - easel signs, meter boards	$16.00 psf	$21.00 psf	
	Coroplast - easel signs, meter boards	$16.00 psf	$21.00 psf	
	Vinyl - banners ☐ Grommets ☐ Pole Pocket --> $15.00 each	$15.00 psf	$19.50 psf	
	Decals—floor, carpet, display, logos	$25.00 psf	$32.50 psf	

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

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

ADDITIONAL ITEMS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Special Cut Graphic (not standard square)	$55.00 per cut	$71.50 per cut	

Description of signage application:

GRAPHIC DESIGN LABOR

PROJECT NAME	TOTAL HOURS (ESTIMATE)	LABOR RATE (BILLED IN HALF HOUR INCREMENTS)	TOTAL
Ex: 1M Counter, Display #1, etc:		$25.00	$
Ex: 1M Counter, Display #2, etc:		$25.00	$
		LABOR SUBTOTAL:	_____

- Click here for terms and conditions.

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

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.

CUSTOM SIGNAGE ORDER FORM

COUNTERS, DISPLAY CASES & CHARGING STATIONS

QTY.		COUNTERS AND DISPLAY CASES	DISCOUNT PRICE	STANDARD PRICE	TOTAL
		☐ **STRAIGHT: 1 METER X 1/2 METER X 42" HIGH** ☐ **CURVED: 1 METER X 1/2 METER X 42" HIGH** ☐ Shelf ☐ Lock ☐ Drilled Hole --> $25.00 each ☐ Front Panel Signage with White Sides --> $238.25 ☐ Printed Side Panels	$419.75 $483.00	$545.75 $628.00	
		☐ **STRAIGHT: 2 METER X 1/2 METER X 42" HIGH** ☐ **CURVED: 2 METER X 1/2 METER X 42" HIGH** ☐ Shelf ☐ Lock ☐ Drilled Hole --> $25.00 each ☐ Front Panel Signage with White Sides --> $238.25 ☐ Printed Side Panels	$603.75 $661.25	$785.00 $859.75	
		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	
QTY.		**CHARGING DISPLAYS**	**DISCOUNT PRICE**	**STANDARD PRICE**	**TOTAL**
		CHARGING COUNTER: 1/2 METER GEO CUBE 8'H cube structure 4 panels of custom signage *Charging apparatuses included*	$715.50	$930.25	
		CHARGING STATION: 1 METER STRAIGHT 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter Custom signage and back panel to cover cords *Charging apparatuses included*	$1,026.50	$1,334.50	
		CHARGING KIOSK—BLACK WITH (2) 22" X 28" SIGNAGE *Charging apparatuses included*	$1,187.00	$1,543.25	

- Click here for terms and conditions.

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

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.

DISPLAY ORDER FORM

ISLAND & PENINSULA CUSTOM DISPLAYS

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

Browse our Pinterest Page for Ideas!

CUSTOM DISPLAY OPTIONS

HANGING STRUCTURES

	HANGING STRUCTURES	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	HANGING STRUCTURE 1: 1M H x 1M W CUBE RIGGING STRUCTURE 36" square x 34" high *4 single-sided, foam core graphic panels *Rigging cables included ☐ Light(s) --> $50.00 each ☐ Double-sided graphics --> $200.00	$1,029.25	$1,338.25	
	HANGING STRUCTURE 2: 1M H x 2M W SQUARE RIGGING STRUCTURE 96" square x 34" high *4 single-sided, foam core graphic panels *Rigging cables included ☐ Light(s) --> $50.00 each ☐ Double-sided graphics --> $200.00	$2,236.75	$2,908.00	
	HANGING STRUCTURE 3: CIRCLE FABRIC *Single-sided frame with pillowcase slip cover *Rigging cables included **SMALL CIRCLE BANNER** 10' diameter x 5' high ☐ Double-sided graphics --> $500.00 **MEDIUM CIRCLE BANNER** 12' diameter x 5' high ☐ Double-sided graphics --> $1,265.00 **LARGE CIRCLE BANNER** 15' diameter x 5' high ☐ Double-sided graphics --> $2,207.50	 $2,167.75 $2,351.75 $3,956.00	 $2,818.25 $3,057.50 $5,143.00	
	HANGING STRUCTURE 4: TAPERED CIRCLE FABRIC 12' diameter x 4' high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: ☐ White backing ☐ Black backing ☐ Double-sided graphics --> $1,095.00 (additional cost)	$2,617.00	$3,042.25	
	HANGING STRUCTURE 5: SQUARE BANNER 12' square x 24" high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: ☐ White backing ☐ Black backing ☐ Double-sided graphics --> $950.00 (additional cost)	$3,476.00	$4,519.00	

- Click here for terms and conditions.

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

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.

HANGING STRUCTURE ORDER FORM

AUDIO & VISUAL

Audio and visual elements can enhance the marketing and outreach of your booth space. Please see below ordering options, which include the basics. Please contact us with any needs that are not listed below, and we would be more than happy to assist. Please note that labor charges will apply for the installation and dismantle of your A/V components. You must communicate what cables you will need versus what you will bring so we can ensure all items are present.

VIDEO EQUIPMENT:	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
32" Smart HD 1080p Monitor with Audio		$483.00	$628.00	
43" Smart HD 1080p Monitor with Audio		$603.75	$785.00	
50" Smart HD 1080p Monitor with Audio		$902.75	$1,173.75	
HDMI Cable		$15.00	$19.50	
USB Cable		$15.00	$19.50	
LCD/Plasma Floor Stand With Monitor Order		$120.75	$157.00	
LCD/Plasma Floor Stand Without Monitor Order		$253.00	$329.00	

How will you display video on your monitor?

____ Laptop

____ USB

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

- Lost, stolen, or damaged items including but not limited to monitors, cables, peg stands, remotes will be subject to replacement fees.
- A/V orders placed after Discount Deadline will be filled as inventory allows.
- Internet and Wifi are not included. Exhibitors must contact the supplier of those services to order directly.
- 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

AUDIO / VISUAL 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

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

	SCHEDULE DATE(S)	**SCHEDULE START TIME**	**SCHEDULE END TIME**	**TOTAL # OF WORKERS**	**HOURS PER WORKER**	**LABOR RATE**	**TOTAL**
Installation:							$
Dismantle:							$

☐ Option 1 - Supervised by Stetson* *next page to be completed and 30% added ☐ Option 2 - Supervised by Exhibitor *must check in to service desk to pick up labor	TOTAL LABOR ORDERED:	$
	*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

☐ STETSON LOGISTICS ☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT CARRIER NAME_____

☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED/GROUND

☐ PREPAID ☐ COLLECT

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.

LABOR ORDER INSTRUCTIONS

FORKLIFT INFORMATION AND RATES

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

FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	$203.50	$264.50
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	$305.25	$397.00
DOUBLE TIME:	All day Sunday and holidays	$407.00	$529.00

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

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF FORKS	HOURS PER FORK	HOURLY RATE	ESTIMATED WEIGHT	TOTAL
Installation:								$
Dismantle:								$

Please Indicate Service:

☐ Uncrating ☐ Re-crating
☐ Leveling ☐ Positioning
☐ Un-skidding ☐ Re-skidding

TOTAL LABOR ORDERED:	$
30% STETSON SUPERVISION FEE: (IF APPLICABLE):	$
ESTIMATED TOTAL:	$

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

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

FORKLIFT ORDER FORM

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

LABOR AND EQUIPMENT RATES

STRAIGHT TIME: Weekdays 8:00am to 4:30pm

OVERTIME: Saturdays and weekdays 4:31pm to 7:59am

DOUBLE TIME: All day Sundays and holidays

MATERIALS: (please circle)
1/8" Galvanized Cable --> $2.50 per linear foot
**used for rigged signs in need of bridals 55 lbs.+*
16 Gauge Baling Wire --> $1.00 per linear foot
**used on aisle signs, banners up to 50 lbs.*
3/4" Metal Conduit --> $5.00 per linear foot
**used to connect wire to banner*

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
RIGGING ONLY (PER CREW)	$577.50	$866.25	$1,155.00
ASSEMBLY LABOR (PER MAN)	$110.00	$165.00	$220.00

	SCHEDULE DATE(S)	SCHEDULE START TIME	TOTAL # OF HOURS	HOURLY RATE	TOTAL
Assembly Labor					
Installation					
Dismantle					
Materials:					

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.

EXHIBIT COMPANY NAME BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP EMAIL

PHONE EXT FAX

▶EXHIBITOR SIGNATURE PRINT NAME

RIGGING ORDER FORM

STETSON
SHIPPING & LOGISTICS

WE MAKE IT SIMPLE TO SHIP

Benefit from all of the advantages of shipping with Stetson Logistics

- √ Stetson Provides One Convenient Invoice That Includes All Stetson Show Services
- √ Material Handling Discounts Applied On Roundtrip Shipping Services
- √ Avoid Warehouse & Show Site Arrival Deadlines And Surcharges
- √ Pre-Printed Shipping Labels And Outbound Paperwork
- √ Personalized Customer Service
- √ No Carrier Waiting Fees
- √ Fast & Easy Quotes

AVAILABLE SERVICES

- √ Ground
- √ Air Freight
- √ Expedited
- √ LTL Service
- √ Hot Shots
- √ Large & Small Package Shipments
- √ Green Trucking
- √ Designated Truck Load
- √ International Shipments
- √ Crating, Packing and Banding

Contact us to request a quote and schedule your pickup!
P I 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 #: _____

SHIPPING CONTACT:
NAME: _____ EMAIL: _____ PHONE: _____

BILLING CONTACT:
NAME: _____ EMAIL: _____ PHONE: _____

	INBOUND SHIPPING INFORMATION	OUTBOUND SHIPPING INFORMATION
ORIGIN INFO:	ADDRESS:	☐ SHOW SITE ☐ OTHER ADDRESS:
DESTINATION INFO:	☐ ADVANCE WAREHOUSE ☐ DIRECT TO SHOW SITE	☐ RETURN TO ORIGIN ☐ OTHER ADDRESS: IS THIS GOING TO ANOTHER SHOW? ☐ YES ☐ NO
METHOD OF SHIPPING:	☐ NEXT DAY ☐ 2ND DAY ☐ GROUND/DEFERRED	☐ NEXT DAY ☐ 2ND DAY ☐ GROUND/DEFERRED
SHIPMENT DETAILS:	**ESTIMATED INBOUND PIECE COUNT** _____ *PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES #1 H:_____L:_____D:_____ WEIGHT:_____DESCRIPTION:_____ #2 H:_____L:_____D:_____ WEIGHT:_____DESCRIPTION:_____ #3 H:_____L:_____D:_____ WEIGHT:_____DESCRIPTION:_____	**ESTIMATED OUTBOUND PIECE COUNT** _____ *PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES #1 H:_____L:_____D:_____ WEIGHT:_____DESCRIPTION:_____ #2 H:_____L:_____D:_____ WEIGHT:_____DESCRIPTION:_____ #3 H:_____L:_____D:_____ WEIGHT:_____DESCRIPTION:_____
ADDITIONAL SERVICES:		$25.00 EACH: ☐ SHRINK WRAP ☐ BANDING *DISCOUNTED FOR STETSON LOGISTICS CUSTOMERS ONLY
FACILITY DETAILS:	PICK UP DATE: FACILITY HOURS:	FACILITY HOURS:
DOCK AVAILABLE:	☐ YES ☐ NO	☐ YES ☐ NO

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

STETSON LOGISTICS

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.

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.

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 June 13 or after July 15 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 to the delivering carrier.

CAN I CARRY MY OWN MATERIALS IN?

- You are permitted to carry in materials with the use of 2 & 4 wheeled carts with no trip restrictions.
- You are permitted to self-unload/load privately operated vehicles (POVs) in designated areas within the loading dock using non-motorized lift or material handling equipment. Carts may not be borrowed from the facility or Stetson. Please see page 8 for more details.

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.

ADVANCE TO WAREHOUSE	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	$132.25	$264.50
SPECIAL HANDLING	$165.31	$330.63
COLD STORAGE	$198.38	$396.75
SMALL PACKAGE	$65.00 PER PIECE	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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	$132.25 *Crated or Skidded Rate*	$661.25
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	$165.31 *Special Handling Rate*	$495.93
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	$65.00 *Small Package Rate*	$130.00

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	$65.00 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

MATERIAL HANDLING ESTIMATION—ADVANCE TO WAREHOUSE

RUSH—EXHIBITION FREIGHT

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

ADVANCE WAREHOUSE
RCI
DRY STORAGE

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between June 13—July 15 to avoid surcharge

RUSH—EXHIBITION FREIGHT

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

ADVANCE WAREHOUSE
RCI
DRY STORAGE

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between June 13—July 15 to avoid surcharge

RUSH—EXHIBITION FREIGHT

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

ADVANCE WAREHOUSE
RCI
DRY STORAGE

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between June 13—July 15 to avoid surcharge

RUSH—EXHIBITION FREIGHT

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

ADVANCE WAREHOUSE
RCI
DRY STORAGE

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive between June 13—July 15 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	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	$158.70	$317.40
SPECIAL HANDLING	$198.38	$396.75
SMALL PACKAGE	$65.00 PER PIECE	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5	$158.70 *Crated or Skidded Rate*	$793.50
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	$198.38 *Special Handling Rate*	$595.14
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	$65.00 *Small Package Rate*	$130.00

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	$65.00 per piece	$
Carrier Name: _____		Estimated Time 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

MATERIAL HANDLING ESTIMATION—DIRECT TO SHOW SITE

RUSH—EXHIBITION FREIGHT

David L. Lawrence Convention Center
Ballroom A &C
c/o Stetson Convention Services
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
RCI

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during move in, July 25, 1:00pm—8:00pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

David L. Lawrence Convention Center
Ballroom A &C
c/o Stetson Convention Services
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
RCI

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during move in, July 25, 1:00pm—8:00pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

David L. Lawrence Convention Center
Ballroom A &C
c/o Stetson Convention Services
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
RCI

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during move in, July 25, 1:00pm—8:00pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT

David L. Lawrence Convention Center
Ballroom A &C
c/o Stetson Convention Services
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222

DIRECT TO SHOW SITE
RCI

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive during move in, July 25, 1:00pm—8:00pm
to avoid surcharge or shipment refusal

CARTLOAD SERVICES

Stetson personnel will unload your Privately Owned Vehicle (POV), place your equipment on a flat bed cart, and deliver to your booth. Your company name will be placed on a Cartload Service List that Stetson's dock master will have on site during move in to give you accessibility to the dock area. At move out, once your items are packed up and ready to load, please see the Stetson Service Desk to receive your Dock Pass. You are not permitted to access the dock area until your booth materials are packed.

To qualify for this service:

- You must arrive in a privately owned vehicle; no trailers, box trucks, or bobtails
- No more than one cartload of items, not to exceed 300 lbs. (over this amount will be billed at the material handling rates)

All services must arrive within exhibitor move-in times to avoid 25% surcharge or service refusal. Roundtrip rates include: unloading of freight, delivery to your booth, reloading into your POV at the end of the show. These services do not include storage of your empty containers. Standard material handling fees apply for empty container storage.

If you would like to bring your own items onto the show floor, please see page 8 for rules and regulations on the loading dock.

ACCEPTABLE (Sedan, Pickup, Van, SUV):

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

DOCK ACCESS

	DOCK OPEN	TIME	YOUR ESTIMATED ARRIVAL TIME
MOVE IN:	MONDAY, JULY 25	1:00PM—8:00PM	
MOVE OUT:	WEDNESDAY, JULY 27	2:00PM—5:00PM	

☐ **CARTLOAD RATE** — **MAXIMUM WEIGHT FOR CARTLOAD IS 300 LBS.**

ONE ROUNDTRIP CARTLOAD $241.00
EACH ADDITIONAL CARTLOAD ON THE MOVE IN $120.00

TOTAL OF ALL ITEMS ORDERED: $_____

- 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

CARTLOAD SERVICE ORDER FORM

SPOTTING SERVICES

SPOTTING SERVICE:
If you require to use your own labor and equipment to unload, you will be charged a spotting fee to provide guidance to the booth space and ensure the safety of the exhibit displays and containers, as well as the people on the show floor.

To qualify for this service:

- You must use your own equipment and labor to transport your items
- You must check in with Stetson's dock master upon arrival so that labor is assigned to your team.

All services must arrive within exhibitor move-in times to avoid 25% surcharge or service refusal. Roundtrip rates include: unloading of freight, delivery to your booth, reloading into your POV at the end of the show.

These services do not include storage of your empty containers. Standard material handling fees apply for empty container storage.

DOCK ACCESS			
	DOCK OPEN	**TIME**	**YOUR ESTIMATED ARRIVAL TIME**
MOVE IN:	MONDAY, JULY 25	1:00PM—8:00PM	
MOVE OUT:	WEDNESDAY, JULY 27	2:00PM—5:00PM	

☐ **SPOTTING FEE**

ONE ROUNDTRIP SPOTTING FEE $224.25
EACH ADDITIONAL SPOTTING RUN $120.75

TOTAL OF ALL ITEMS ORDERED: $_____

- 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

SPOTTING SERVICE ORDER FORM

RETAIL Confectioners INTERNATIONAL

REFRIGERATED STORAGE

Refrigerated storage is available at the convention center on a LIMITED BASIS

Please complete and return the second page to Caroline Mays at cmays@pittsburghcc.com no later than **July 11th** to confirm space availability **BEFORE** shipping your boxes.

Approved boxes may be received on July 22, July 25 and July 26.
Any boxes received earlier than July 22, 2022 may be refused upon delivery.
Packages are subject to fees. Unpaid fees may result in package refusal.

Label all boxes for refrigerated/frozen storage as follows:

ATTN: Barry Leckemby, Director of Purchasing
c/o Levy Convention Centers
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

(RCI Expo – Booth #_____ / On-Site Contact: _____)

Box: _____ of _____.

ATTN: REFRIGERATION REQUIRED AT _____ TEMP

or **ATTN: PRODUCT MUST BE FROZEN AT _____ TEMP**

Package handling services per package

Packages will be charged in advance.
Refrigeration/freezer storage must be arranged in advance prior to shipping.
Boxes must be clearly labeled as to storage temperature needs (*e.g. refrigerated or frozen*).

0-5 Pounds	$15.00	**51+ Pounds**	$55.00
6-20 Pounds	$20.00	**Pallets & Crates**	$110.00
21-50 Pounds	$25.00	**Outgoing Packages**	$20.00

Please complete second page for order placement.

Levy CONVENTION CENTERS

DLCC PITTSBURGH

REFRIGERATED STORAGE ORDER FORM

Please complete and return this form to Caroline Mays at cmays@pittsburghcc.com no later than **July 11th** *to confirm space availability* **BEFORE** *shipping your boxes.*

EXHIBITOR INFORMATION	
Event Name:	**RCI Annual Convention & Industry Expo**
Company Name: (Include booth name if different)	
Billing Address:	
City, State, Zip Code:	Country:
Main Contact:	
Main Telephone Number:	
Email Address:	

Package Weight Ranges	
WEIGHT RANGE (LBS.)	**PRICE (USD)**
0-5	$15
6-20	$20
21-50	$25
51+	$55
Pallets & Crates	$110
Outgoing Packages	$20

PACKAGE HANDLING ORDER

Box Number	Delivery Date	Booth Number	Package Weight Range (e.g. 0-5, 6-20 etc.)	Price
			ESTIMATED TOTAL	
			+ 7% Sales Tax	

Method of Payment:

☐ **Online Credit Card Payment:** Secure link sent via email

EMAIL: _____

☐ **Credit Card Over the Phone:**

TELEPHONE #: _____

DIRECT TO SHOW SITE (REFRIGERATION STORAGE)

*ALL REFRIGERATION STORAGE IS TO BE COORDINATED THOUGH **LEVY CONVENTION CENTERS.**

REFRIGERATION STORAGE

ATTN: Barry Leckemby, Director of Purchasing
c/o Levy Convention Centers
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

RCI

DIRECT TO SHOW SITE

RCI EXPO—BOOTH # _____

ONSITE CONTACT _____

PIECE: _____of _____

ATTN: REFRIGERATION REQUIRED

REFRIGERATION STORAGE

ATTN: Barry Leckemby, Director of Purchasing
c/o Levy Convention Centers
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

RCI

DIRECT TO SHOW SITE

RCI EXPO—BOOTH # _____

ONSITE CONTACT _____

PIECE: _____of _____

ATTN: REFRIGERATION REQUIRED

DIRECT TO SHOW SITE (FREEZER STORAGE)

*ALL FREEZER STORAGE IS TO BE COORDINATED THOUGH **LEVY CONVENTION CENTERS.**

FREEZER STORAGE

ATTN: Barry Leckemby, Director of Purchasing
c/o Levy Convention Centers
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

RCI

DIRECT TO SHOW SITE

RCI EXPO—BOOTH # _____

ONSITE CONTACT _____

PIECE: _____of _____

ATTN: PRODUCT MUST FROZEN

FREEZER STORAGE

ATTN: Barry Leckemby, Director of Purchasing
c/o Levy Convention Centers
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222

RCI

DIRECT TO SHOW SITE

RCI EXPO—BOOTH # _____

ONSITE CONTACT _____

PIECE: _____of _____

ATTN: PRODUCT MUST FROZEN

Retail Confectioners International
2022 Vendor Form

For additional information, please contact
Caroline Mays
Catering Sales Manager
cmays@pittsburghcc.com
412.325.6162

Levy does not allow Clients to bring outside food to an event at the Location for a variety of health, sanitation and liability concerns; Levy has made an exception for Retail Confectioners International provided that each Vendor complete this form and provide a copy of their Certificate of Insurance.

Please complete this form and return with a copy of your Certificate of Insurance (sample page 2) to Caroline Mays, Catering Sales Manager

Name of Show/Event: Retail Confectioners International (RCI) Annual Convention & Industry Expo

Event Date: July 25-29, 2022

Vendor Name: _____

Contact Name:_____ Phone Number: _____

Email Address:_____

Address: _____

City: _____ State: _____ Zip Code: _____

Product sampling details:

_____

_____

_____

_____

_____

Additional Comments: _____

Vendor Signature: _____ Date: _____

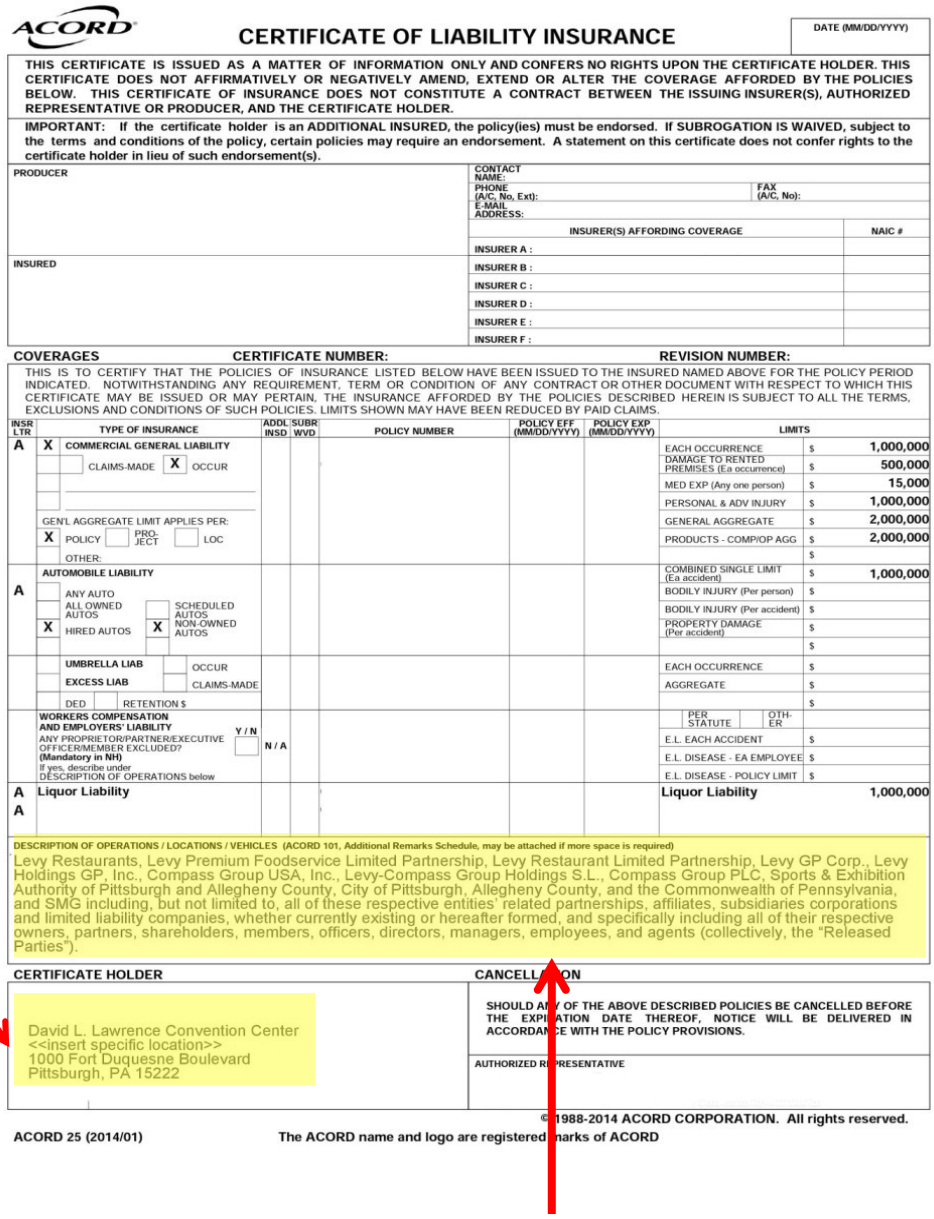
(Your signature identifies that you have read and understand the terms and conditions of this policy)

Please return form to Levy catering department thirty (30) days prior to the start of the show with certificate of insurance.

Approved:_____ Date: _____
Levy Representative

Sample - Certificate of Insurance

URGENT NOTE:
Must make sure the Certificate Holder is as shown.



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Liquor Liability						Liquor Liability	1,000,000
A								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").

CERTIFICATE HOLDER

David L. Lawrence Convention Center
<<insert specific location>>
1000 Fort Duquesne Boulevard
Pittsburgh, PA 15222

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD

Additionally Insured Must Include:

Levy Restaurants, Levy Premium Foodservice Limited Partnership, Levy Restaurant Limited Partnership, Levy GP Corp., Levy Holdings GP, Inc., Compass Group USA, Inc., Levy-Compass Group Holdings S.L., Compass Group PLC, Sports & Exhibition Authority of Pittsburgh and Allegheny County, City of Pittsburgh, Allegheny County, and the Commonwealth of Pennsylvania, and SMG including, but not limited to, all of these respective entities' related partnerships, affiliates, subsidiaries corporations and limited liability companies, whether currently existing or hereafter formed, and specifically including all of their respective owners, partners, shareholders, members, officers, directors, managers, employees, and agents (collectively, the "Released Parties").

ORDERING EXHIBITOR SERVICES

In order to make your service ordering experience quick and efficient, we invite you to order all services provided by the David L. Lawrence Convention Center, through our website (*see below*).

The following are services provided by the convention center:

- Electric
- Custom Cleaning and Porter Service
- Plumbing and Compressed Air
- Security
- Steel Plate for heavy equipment displays
- Internet Services
- Booth Catering

Please click on the link to place your order now:
http://www.pittsburghcc.com/exhibitors/exhibitor-services/

If you require assistance, please contact the David L. Lawrence Convention Center Exhibitor Services Department at 412-325-6102 or exhibitorservices@pittsburghcc.com.

2022 REQUEST FOR CUSTOM CLEANING SERVICES

DAVID L. LAWRENCE CONVENTION CENTER PITTSBURGH

Online ordering services available at *www.pittsburghcc.com

(PLEASE PRINT)

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Company Address | City/State | Zip Code

Email Address

Authorized By | Signature | Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)
Daily Vacuum		$0.25 / sq. ft.	$0.30 / sq. ft.	$
Service needed (check box): ☐ Prior to show opening ☐ Day 2 ☐ Day 3 ☐ Day 4 ☐ Day 5				
			Total Days Needed	
			Subtotal	$
			Tax (7%)	$
			Total (Total Days x Daily Vacuum Cost + 7%)	**$**

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					$57.15 / hr	$
					$57.15 / hr	$
					$57.15 / hr	$
					$57.15 / hr	$
					Subtotal	$
					Tax (7%)	$
					Total	**$**

Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.

Total for all Custom Cleaning Services: $

PLEASE NOTE

- There will be a $30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted online
- Prices effective January 1–December 31, 2022
- A receipt for services is available upon request.

* *In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first move-in day*

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for Services with a Credit Card, please visit www.pittsburghcc.com/exhibitors/exhibitor-services and order online.

To pay by check, please mail this form with payment to:

Exhibitor Services Department, David L. Lawrence Convention Center

1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2022 REQUEST FOR ELECTRICAL SERVICES

DAVID L. LAWRENCE CONVENTION CENTER PITTSBURGH

Online ordering services available at *www.pittsburghcc.com

(PLEASE PRINT)

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

Company Address | City/State | Zip Code

Email Address

Authorized By | Signature | Date

Electrical Service (Electrical outlets approximately 120/208 A.C. 60 Cycle)	**Connection Type**	**Quantity**	***Advance Rate**	**Standard Rate**	**Total**
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		$139.52	$169.00	$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		$288.00	$368.25	$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		$515.15	$684.90	$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		$678.00	$862.75	$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		$531.60	$539.50	$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		$958.40	$1,293.60	$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		$1,337.25	$1,781.60	$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		$1,040.50	$1,196.00	$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		$1,300.00	$1,494.00	$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		$1,842.00	$2,118.50	$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		$2,202.50	$2,533.00	$ $
Cable Service: Digital service with digital converter box (does not include monitor)			$350.00	$350.00	$
				Total	0.00

Advanced Rate pricing:
In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.

Electrical Labor (1/2 hour minimum)	**Date Needed**	**# of Hours**	**Rate per hour**	**Total**
Straight time			$87.50	$ 0.00
			Total	**$** 0.00

Additional Services	**Quantity**	***Advance Rate**	**Standard Rate**	**Total**
Electrical Equipment: • Extension Cord: 3 wire, multi plug, does not include power		$35.50	$39.60	$
• Clip on Spotlight: 100 watt, includes installation and labor		$91.50	$91.50	$
			Subtotal	$ 0.00
			Tax (7%)	$ 0.00
			Total	**$** 0.00

Total for all Electrical Services: $ 0.00

2022 REQUEST FOR ELECTRICAL SERVICES

DAVID L. LAWRENCE CONVENTION CENTER PITTSBURGH

(PLEASE PRINT)

Name of Event | Event Dates | Booth #

Company Name | Phone # | Fax #

TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the propery of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Requests for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show close.
14. All exhibitors' cords must be of the 3-wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal ports of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
17. A receipt for services is available upon request .
18. Utility will be installed at the back of the booth and/or in the most convenient manner.

    If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

PLEASE NOTE

- There will be a $30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted online
- Prices effective January 1–December 31, 2022

* *In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in*

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for services with a Credit Card, please visit www.pittsburghcc.com/exhibitors/exhibitor-services and order online

To pay by check, please mail this form with payment to:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009,
exhibitorservices@pittsburghcc.com

DAVID L. LAWRENCE CONVENTION CENTER PITTSBURGH

showNets Custom Internet Solutions

INTERNET ORDER FORM: www.shownets.net

Phone: 800-310-4454 | Email:

orders@shownets.net

Company Name:	Booth/ Room #:		
Billing Address:	City:	State:	Zip:
Event Name:	Event Run Dates:		
On-Site Contact:	Phone:		
Email Address:	Fax:		

Exhibit Area Network / Voice Services (Advanced pricing is greater than 14 days prior to event start with full payment)

A. SHARED BANDWIDTH WIRED INTERNET SERVICES - bandwidth shared with any client ordering this product

Shared Services - Does NOT Support Routers or Switches	Qty	Advanced	Standard	Total
Tier 1 - Single Drop/Device up to 3 Mbps (email, browsing)		$695	$1074	
Tier 2 - Single Drop/Device up to 5 Mbps (online presentations)		$895	$1374	
Tier 3 - Single Drop/Device up to 12 Mbps (streaming video, gaming)		$1095	$1674	

B. PRIVATE BANDWIDTH WIRED INTERNET SERVICES - private bandwidth specific to your location

Private Services	Qty	Advanced	Standard	Total
Tier 1 - Single Drop up to 3 Mbps - approximately 8 connections		$3495	$5244	
Tier 2 - Single Drop up to 6 Mbps - approximately 15 connections		$5900	$8850	
Tier 3 - Single Drop up to 15 Mbps - approximately 30 connections		$7850	$11772	
For Public Routed Addresses please contact us at the number below				

C. ADDITIONAL PRODUCTS AND SERVICES - for more options please contact us at the number below

Products or Services	Qty	Advanced	Standard	Total
Additional Wired Connections (section A)		$100	$125	
Switch Rental - managed or unmanaged up to 23 host ports		$185	$225	
Patch Cable Rental		$50	$62	
Distance Fee of $500 Internet / $100 Telephone for each line extended outside the venue				
For extension of 3rd party data circuits please contact us at the number below				

D. VOICE / PBX SERVICES - US long distance included, International long distance charged by individual usage

Products or Services	Qty	Advanced	Standard	Total
Single Line		$275	$345	
Multi-line option (1 main with 1 roll over line) - includes device rental		$415	$620	
Speaker Phone line - includes device rental		$465	$575	
To disable "DIAL 9" access as default circle "Yes"		Yes		
To enable International Long Distance, circle "Yes"		Yes		

All Orders placed on-site or after the published event start date are subject to the expedite Fee	$500	

GRAND TOTAL

To avoid additional charges, your order is not complete until you include a diagram of your booth indicating your drop location(s).

➡ **Custom solutions tailored to your requirements as well as additional bandwidth and hardware options are available by calling the number below** ⬅

DAVID L. LAWRENCE CONVENTION CENTER PITTSBURGH

showNets Custom Internet Solutions

INTERNET ORDER FORM

DO NOT EMAIL OR FAX YOUR CREDIT CARD INFORMATION TO SHOWNETS.

The preferred method of payment is to order via www.shownets.net or call 800-310-4454.

Information and Conditions

showNets (Supplier) is the exclusive provider for wired and wireless network services at the David L. Lawrence Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service. DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTIBILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES. Customers/exhibitors accept responsibility to ensure that all of their files are adequately duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control. Services Order Request and Payment THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION TWO WEEKS PRIOR THE START OF SHOW TO QUALIFY FOR THE ADVANCED RATE. Orders received inside of the two week period will be charged the standard rate. Both wireless access and on-site orders will go through our automated system and will require a credit card for payment. For a wired connection, booth location and location of the Network Connection must be identified to process your order. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit can not be given for service installed and not used. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems. A $50.00 service fee will be charged for all returned checks. Services Installation And Equipment Use For a wireless connection, the process is automated. Open a browser and enter the information requested, choose a service level and enter your credit card information. There is a $10.00 Service fee for all Manual Wire transactions. For a private wired connection, you will receive access to the Internet via a user id and password for one device. If you order prior to the event, connect your machine to the Cat5 cable that is installed at your location. Open a browser and enter your user id and password to access the Internet. If you order on-site, connect your machine to the Cat5 cable installed in your location. Open a browser and enter the information requested, choose a service level and enter your credit card information. For a public IP wired connection, a printed copy of the full TCP/IP address information will be provided to you prior to the event to facilitate your configuration of the demonstration machine. To connect additional devices to the network you will need to order additional network connections. Please see the Order Form. Enter your IP information into your machine and then connect your machine to the Cat5 cable that is installed at your location. Keep in mind; the Internet is a public domain. We do not guarantee the performance of any connection outside of the facility. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the David L. Lawrence Convention Center network and is received by the ISP's POP router and beyond.. REMEMBER, ONE (1) PUBLIC OR PRIVATE TCP/IP ADDRESS MUST BE ORDERED FOR EACH MACHINE TO BE CONNECTED TO THE INTERNET. NO ROUTERS, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, STREAMING APPLICATIONS OR VOIP ARE ALLOWED WITH ANY OF OUR SERVICES. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION. NO WIRELESS DEVICES ARE ALLOWED ON THE NETWORK WITHOUT SHOWNETS PRIOR WRITTEN CONSENT. IF YOU REQUIRE YOUR OWN WIRELESS NETWORK WITHIN YOUR LOCATION, WE WILL REVIEW YOUR REQUEST AND FOLLOW UP WITH A WRITTEN QUOTATION IF APPROPRIATE. Cancellation Policy showNets must be notified in writing two (2) weeks prior to show date to cancel an Internet Access Order. The cancellation fee is $200.00. Orders placed inside 2 weeks of the show cannot be canceled and are non-refundable.

Customer Acceptance of Information and Conditions (see above).

Customer - Print Authorized Name	Customer - Authorized Signature	Date

EXHIBITOR PARKING INFORMATION

Convention Center Parking Information:

Over 12,000 parking spaces are available within a 15-minute walk of the David L. Lawrence Convention Center (DLCC). There is a 700-space parking garage located at the convention center (10th St and Penn Ave), managed by Alco Parking Corporation. Ceiling height is 7'8" for first level and 6'6" for second level. Real-time parking availability and rates can be viewed on **www.parkpgh.org**.

Convention Center Parking Garage

139 10th Street
Pittsburgh, PA 15222
Phone: 412-323-4455

Parking Hours and Rates

Monday-Friday: 5 AM - 11 PM
Closed weekends

Regular Rates: $30 / 15-24 hours

Night Rates: $5 / night (4 PM - 4 AM)

Hotel Parking Information:

The Westin Pittsburgh

1000 Penn Ave
Pittsburgh, PA 15222
Phone: 412-281-3700

Self-parking is available to overnight guests in an attached parking garage under the hotel.
Rates vary based on hours needed.

12-24 hours: $24

After 5 PM - 4 AM the following day: $8

Other Nearby Parking

Grant Street Transportation Center (*55 11th St*)

Monday-Friday: 4 PM - 4:59 AM: $5 / night

All day Saturday and Sunday: $5 / night

11th & Smallman (*2 blocks from convention center*)

(subject to availability)

Daily flat rate: $12

After 9:45 AM: $5

**All parking rates above are subject to change.*