



Dear CUPA-HR Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for the 2021 CUPA-HR Annual Conference and Expo on October 3-5, 2021 at the Gaylord National Resort & 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. 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.*

SEE BELOW FOR NAVIGATION TOOLS!

SHOW INFORMATION

[Contacts and Shipping Information](#)
[Important Dates & Booth Equipment](#)
[Show Site Work Rules](#)

PAYMENT TERMS & CONDITIONS

[Terms & Conditions](#)
[Payment Authorization Form](#)

THIRD PARTY PAYMENT / EXHIBITOR APPOINTED CONTRACTOR

[Third Party Payment Authorization](#)
[Notice of Intent to Use an Exhibitor Appointed Contractor](#)
[Conditions for EAC](#)

RENTAL ORDER FORMS (payment will be processed pre-show)

[General FAQs](#)
[Furniture Order Form](#)
[Accessory Order Form](#)
[Carpet Order Form](#)
[Plant & Floral Order Form](#)

DISPLAY ORDER FORMS (payment will be processed pre-show)

[Signage Terms & Conditions](#)
[Signage Order Form](#)
[Display Order Form](#)

[Audio/Visual Order Form](#)
[Custom Signage Order Form](#)

Browse Custom Display Options or our [Pinterest Page](#) for Ideas!

LABOR ORDER FORMS (these items are an estimate and payment will be processed at show site)

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

SHIPPING WITH STETSON LOGISTICS

[Shipping Quote Form](#)

MATERIAL HANDLING (these items are an estimate and payment will be processed at show site)

[Material Handling Guidelines](#)
[Material Handling FAQs](#)
[Material Handling Estimation—Advance](#)
[Warehouse Shipping Labels](#)
[Material Handling Estimation—Direct](#)
[Show Site Shipping Labels](#)

FACILITY PROVIDED SERVICES

[Electrical Order Form](#) [Internet Order Form](#) [Food & Beverage](#)

CUSTOM FURNITURE

Browse our [AFR Custom Furniture Catalogue](#).



OFFICIAL SERVICE CONTRACTOR:

STETSON CONVENTION SERVICES

2900 Stayton St.

Pittsburgh, PA 15212

Phone: 412-223-1090

Fax: 412-223-1094

Mobile: 412-339-8574

smcintyre@stetsonexpo.com

www.stetsonexpo.com

FACILITY:

GAYLORD NATIONAL RESORT & CONVENTION CENTER

201 Waterfront Street—Hall E

National Harbor, MD 20745

Phone: 301-965-4500

PREFERRED CARRIER:

STETSON LOGISTICS

2900 Stayton St.

Pittsburgh, PA 15212

Phone: 412-223-1090

Fax: 412-223-1094

shipping@stetsonexpo.com

SHIPPING EXHIBITION MATERIALS:

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

ADVANCE TO WAREHOUSE:

Excel Couriers

c/o Stetson / CUPA-HR

Exhibit Company Name, Booth #

405 Glenn Drive

Suite 1

Sterling, VA 20164

**We strongly suggest that all shipments
are sent to the Advance Warehouse.**

Receiving Dates:

August 23—September 17

M-F: 9:00am to 4:00pm

DIRECT TO SHOW SITE:

Gaylord National Resort & Convention Center, **Hall E**

c/o Stetson / CUPA-HR

Exhibit Company Name, Booth #

201 Waterfront Street

National Harbor, MD 20745

Receiving Dates:

Sunday, October 3

9:00am to 4:30pm

FACILITY PROVIDED SERVICES:

Electrical, Internet, Food & Beverage: Please submit these forms in the manner requested by each provider. *Order forms are located in the back of this service manual.*

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

- Online Ordering - username and password will be emailed
- By Credit Card - email or fax to your exhibitor services representative
- By Check - mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212
- By Wire - please contact us for information



Stetson Discount Deadline

Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.

Friday, September 10

***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, August 23 to
Friday, September 17**

M-F 9:00am to 4:00pm

Last Day to Arrive to Warehouse Before Transfer

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

Friday, October 1

Exhibitor Move-in / Show Site Receiving

All shipments must arrive during these times to avoid surcharges or possible shipment refusal.

Sunday, October 3

9:00am to 4:30pm

Show Hours

Sunday, October 3

6:15pm to 7:30pm
**Opening Reception*

Monday, October 4

8:00am to 5:00pm

Tuesday, October 5

8:00am to 1:00pm

Exhibitor Move-out

Tuesday, October 5

1:00pm 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.

Tuesday, October 5

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

The Exhibit Hall is carpeted. For those exhibitors who are interested in carpet rental, see [carpet order form](#). Carpet is a great way to improve the comfort of your space and enhance your branding.



Union jurisdictions apply for various unions working within the **Gaylord National Resort & 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**.

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

CARPENTERS: Displays: The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters' Union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor. Exhibitors are not permitted to use ladders or power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or Stetson Convention Services.

SHIPPING AND MATERIAL HANDLING:

The **Gaylord National Resort & 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 bring in materials that can be hand carried by one person in one trip, without the use of any carts or dollies through the main exhibit hall entrance. All other unloading and reloading of freight is under the jurisdiction of the Teamsters.

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by the teamsters. Rates are listed on the **MATERIAL HANDLING ORDER FORM**.

ELECTRICAL WORKERS UNION: All booth electrical work must be performed by the Electrical Workers Union. Please see enclosed [ELECTRICAL ORDER FORM](#).

PLUMBERS UNION: All air, water, and gas work must be performed by the Plumbers Union.

A/V: All displays that use sound, TV screens, lights, etc. will be will be subject to a labor charge at the exhibitors expense. Please see [A/V ORDER FORM](#).

MISCELLANEOUS:

- All carpet vacuuming must be performed by the Stetson personnel.
- 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.



MATERIAL HANDLING TERMS & CONDITIONS

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

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



PAYMENT AUTHORIZATION

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

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

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at 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.)	\$ _____
CLEANING	\$ _____
LABOR (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



EXHIBITOR AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITING COMPANY INFORMATION

Stetson will agree to third party payment arrangements provided the following are met:

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

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

- | | |
|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I&D Labor / Supervision | <input type="checkbox"/> Rental Furniture/Carpet/Accessory |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Display/Signage |
| <input type="checkbox"/> Stetson Logistics | <input type="checkbox"/> Other: _____ |

THIRD PARTY COMPANY NAME		
THIRD PARTY ADDRESS		
CITY/STATE/ZIP	EMAIL	
PHONE	EXT.	FAX
▶ THIRD PARTY SIGNATURE		PRINT NAME

METHOD OF PAYMENT: We use this authorization to charge your credit card for your advance order, show site orders placed by your on-site representative, or shipments received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file to confirm your order. Credit card will be run if check or wire is not received by Discount Deadline or 15 days post show.

☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account Number Exp. Date CVC

☐ Check ☐ Wire Transfer

CARDHOLDER NAME (PRINT)	▶ SIGNATURE	
CARDHOLDER BILLING ADDRESS		
CITY/STATE/ZIP		
PHONE	EXT.	EMAIL

*Signature denotes agreement that Third Party is subject to Terms & Conditions as outlined in the Exhibitor Service Manual.

THIRD PARTY PAYMENT AUTHORIZATION



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:

- | | |
|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I&D Labor / Supervision | <input type="checkbox"/> Rental Furniture/Carpet/Accessory |
| <input type="checkbox"/> Display/Signage | |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> 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.

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		DISCOUNT PRICE	STANDARD PRICE	COUNTER HIGH SKIRTED TABLES		DISCOUNT PRICE	STANDARD PRICE
All tables are 24" deep—skirted on 3 sides				All tables are 24" deep—skirted on 3 sides			
4' long x 30" high Table		\$152.25	\$198.00	4' long x 40" high Table		\$167.50	\$217.75
6' long x 30" high Table		\$167.50	\$217.75	6' long x 40" high Table		\$182.75	\$237.75
8' long x 30" high Table		\$182.75	\$237.75	8' long x 40" high Table		\$198.00	\$257.50
4th Side Skirt		\$45.75	\$59.50	4th Side Skirt		\$61.00	\$79.50

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

☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ GOLD ☐ RED ☐ SILVER ☐ TEAL ☐ WHITE

UNSKIRTED TABLES		DISCOUNT PRICE	STANDARD PRICE	PEDESTAL TABLES		DISCOUNT PRICE	STANDARD PRICE
All tables are 24" deep—topped				Formica Topped Cocktail Tables			
4' long x 30" high Table		\$122.00	\$158.75	30" round x 30" high Table		\$144.75	\$188.25
6' long x 30" high Table		\$137.25	\$178.50	30" round x 40" high Table		\$175.25	\$228.00
8' long x 30" high Table		\$152.25	\$198.00	Spandex Linen		\$91.50	\$119.00
COUNTER HIGH UNSKIRTED		DISCOUNT PRICE	STANDARD PRICE	Please select color—if none, color will be selected by Stetson. AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN			
All tables are 24" deep							
4' long x 40" high Table		\$137.25	\$178.50				
6' long x 40" high Table		\$152.25	\$198.00				
8' long x 40" high Table		\$167.50	\$217.75				
CHAIRS AND SEATING		DISCOUNT PRICE	STANDARD PRICE				
Folding Chair		\$36.25	\$47.25				
Plastic Contour Chair—Black		\$91.50	\$119.00				
Upholstered Arm Chair—Gray		\$137.25	\$178.50				
Upholstered Stool—Gray/Ct. Height		\$152.25	\$198.00				
Swivel Desk Chair—Black/Armless		\$225.50	\$293.25				
Swivel Desk Chair—Black/Arms		\$175.25	\$228.00				
				SPECIALTY DRAPE		DISCOUNT PRICE	STANDARD PRICE
				Select color below			
				3' Drape per In. ft.		\$15.25	\$20.00
				8' Drape per In. ft.		\$23.00	\$30.00
				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)		DISCOUNT PRICE	STANDARD PRICE
				Select color below			
				4' Skirted Table Top Riser		\$91.50	\$119.00
				6' Skirted Table Top Riser		\$106.75	\$139.00
				Please select color—if none, color will be selected by Stetson. BLACK BLUE RED WHITE			

TOTAL OF ALL ITEMS ORDERED SALES TAX: \$ _____

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

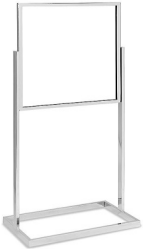
EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT
	FAX
► EXHIBITOR SIGNATURE	PRINT NAME

FURNITURE ORDER FORM



ACCESSORIES

SIGN HOLDER



LITERATURE RACK



GARMENT RACK



GRIDWALL



IPAD STAND



ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket		\$40.00	\$52.00	
Fish Bowl		\$61.00	\$79.50	
Easel <input type="checkbox"/> Add 22"x28" Sign <input type="checkbox"/> Add 28"x44" Sign		\$61.00 *add sign \$70.00 *add sign \$137.00	\$79.50 *add sign \$91.00 *add sign \$178.25	
22" x 28" Sign Holder <input type="checkbox"/> Add 22"x28" Sign		\$129.50 *add sign \$70.00	\$168.50 *add sign \$91.00	
Literature Rack		\$129.50	\$168.50	
Chrome Stanchion (rope not included)		\$76.25	\$99.25	
Rope—7 ft. Sections (stanchions not included)		\$30.50	\$39.75	
Black Tensa Barrier with 7 ft. Expandable Belt		\$106.75	\$139.00	
2 Armed Bag Holder—Waterfall or Straight (please circle)		\$152.25	\$198.00	
4 Armed Bag Holder—Waterfall or Straight (please circle)		\$167.50	\$217.75	
iPad Stand		\$144.75	\$188.25	
Grid Wall—3 Arms Per Grid Wall <input type="checkbox"/> Straight Arms _____Number of Feet <input type="checkbox"/> Waterfall Arms _____Number of Clamps		\$137.25	\$178.50	
Poster Board (91" x 44.5" usable space) *tacks not included		\$251.25	\$326.75	

TOTAL OF ALL ITEMS ORDERED SALES TAX: \$ _____

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

ACCESSORY ORDER FORM



CARPET & PADDING

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

QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 10' Booth Space	\$268.25	\$348.75	
	10' x 20' Booth Space	\$536.50	\$697.50	

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

CUSTOM CUT & LAY CARPET (PENINSULA BOOTHS):

Includes Seaming & Special Cutting *100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Booth Size _____ x _____ = _____	\$5.50 psf	\$7.25 psf	

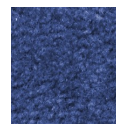
PLUSH CARPET (24 oz.):

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 _____ = _____	\$6.75 psf	\$9.00 psf	

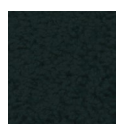
CARPET PADDING AND PLASTIC PROTECTION:

100 square feet minimum, 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft. Booth Size _____ x _____ = _____	\$2.75 psf	\$3.75 psf	
Visqueen Protection—per sq. ft. Booth Size _____ x _____ = _____	\$1.50 psf	\$2.00 psf	
Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll		

☐ BLUE



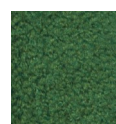
☐ BLACK



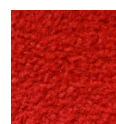
☐ GRAPHITE



☐ GREEN



☐ RED



TOTAL OF ALL ITEMS ORDERED 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	\$99.00	\$128.75	
	Green Plant: 1' - 2' Tall	\$99.00	\$128.75	
	Green Plant: 2' - 3' Tall	\$129.50	\$168.50	
	Green Plant: 3' - 5' Tall	\$160.00	\$208.00	
	Green Plant: 5' - 7' Tall	\$190.50	\$247.75	

BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Seasonal Blooming Plant	\$99.00	\$128.75	
	Table Flower Arrangement - Flat Backed	\$152.25	\$198.00	
	Table Flower Arrangement - Full Round	\$160.00	\$208.00	
	Large Floor Arrangement	\$213.25	\$277.25	

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 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



DISPLAY, STRUCTURE & SIGNAGE CONDITIONS

GENERAL TERMS

- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled after print ready artwork or approval has been submitted.
- Payment authorization is required with all orders. Payment and/or print ready artwork received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

DISPLAYS AND CHARGING STRUCTURES

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

COUNTERS

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

SIGNAGE SUBMISSION GUIDELINES

SIGNAGE SUBMISSION GUIDELINES

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



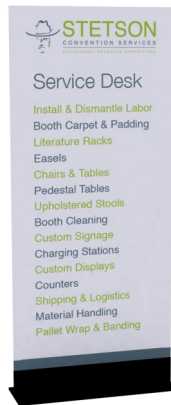
SIGNAGE

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

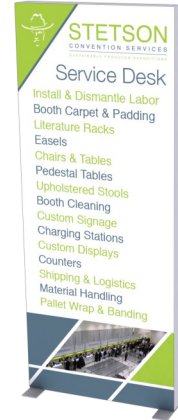
ROLL UP BANNER



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' wide x 6.5' high) *travel friendly, includes case	\$250.00	\$325.00	
	Meter Board Sign (37.5" x 86.5") with Base	\$380.50	\$494.75	
	Light Box Display (39.38" x 95.44") *Double Sided	\$1,306.50	\$1,698.50	
	Vinyl Banner with 3 Grommets (6' wide x 2' high)	\$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 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	<input type="checkbox"/> Stetson (\$50.00 per hour)
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 <input type="checkbox"/> Grommets <input type="checkbox"/> Pole Pocket --> \$15.00 each	\$15.00 psf	\$19.50 psf	<input type="checkbox"/> Print ready artwork will be submitted
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 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

	COUNTERS AND DISPLAY CASES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	COUNTER: 1 METER STRAIGHT X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$212.50		\$529.25	\$688.25	
	COUNTER: 1 METER CURVED X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$238.25		\$609.00	\$791.75	
	COUNTER: 2 METER STRAIGHT X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$431.00		\$761.25	\$989.75	
	COUNTER: 2 METER CURVED X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$482.50		\$833.75	\$1,084.00	
	DISPLAY CASE: FULL VIEW DISPLAY *Includes 4 shelves, Glass Top and Front		\$1,377.50	\$1,790.75	
	DISPLAY CASE: 1 METER GLASS DISPLAY CASE *Includes custom printed header, plexi glass front, plexi glass sides, and 4 shelves <input type="checkbox"/> Additional Shelving --> \$65.00 each		\$1,190.50	\$1,547.75	
	CHARGING DISPLAYS	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CHARGING COUNTER: 1/2 METER GEO CUBE Charging apparatuses included *4 panels of custom signage included		\$902.00	\$1,172.75	
	CHARGING STATION: 1 METER STRAIGHT 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter *Includes custom signage and back panel to cover cords *Charging apparatuses included		\$1,294.25	\$1,682.75	
	CHARGING KIOSK—BLACK WITH (2) 22"x28" SIGNAGE *Charging apparatuses included		\$1,496.50	\$1,945.50	

- [Click here for terms and conditions.](#)

TOTAL OF ALL ITEMS ORDERED 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



10' BOOTH DISPLAYS

	10' DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 1: 10' FLAT FABRIC POP UP 9' wide x 7' high <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$1,979.25	\$2,573.25	
	DISPLAY 2: 10' TURNKEY GRAPHIC HARD WALL 8' high back wall, signage in three panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$2,394.00	\$3,112.25	
	DISPLAY 3: 10' TRADESHOW BOOTH 8' high back wall, signage in three panels <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$3,025.50	\$3,933.25	
	DISPLAY 4: 10' HARD WALL WITH 2 METER COUNTER 8' high back wall, signage in three panels 24" deep counter <i>*AV mounting package available. See below.</i> <i>*Counter panels and side panels can be printed at an additional cost.</i>	\$3,607.75	\$4,690.25	
	DISPLAY 5: 10' INSET HARD WALL WITH 3' SIDE WALL 8' high back wall, signage in three panels <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$3,732.00	\$4,851.75	
	DISPLAY 6: 10' TURNKEY HARD WALL WITH COUNTERS 8' high back wall, signage in three panels Two 42" high counters with full custom signage, and custom header <i>*AV mounting package available. See below.</i> <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$4,483.50	\$5,828.75	
	DISPLAY 7: 10' OVERLAY HARD WALL 8' high back wall, signage in three panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$2,684.00	\$3,489.25	
	DISPLAY 8: 10' OVERLAY HARD WALL WITH RIGHT TOWER 8' high back wall with full overlay 1M wide x 1/2M deep tower <i>*AV mounting package available. See below.</i>	\$3,813.50	\$4,957.75	
ADDITIONAL ITEMS: <input type="checkbox"/> 32" monitor with mounting package --> \$500.00 <input type="checkbox"/> LED light(s) --> \$50.00 each QTY: _____ <input type="checkbox"/> Outer side panels printed --> \$360.00 <input type="checkbox"/> Overlay Option (10' Display) --> \$200.00				

• [Click here for terms and conditions.](#)

TOTAL OF ALL ITEMS ORDERED 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.

10' DISPLAY ORDER FORM



20' BOOTH DISPLAYS

	20' DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 9: 20' TENSION FABRIC STRAIGHT WALL 8' high back wall, total graphic area of 236.5" x 92". <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$7,177.50	\$9,330.75	
	DISPLAY 10: 20' INSET HARD WALL 8' high back wall, signage in six panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$4,693.75	\$6,102.00	
	DISPLAY 11: 20' OVERLAY HARD WALL 8' high back wall, 6 meter overlay signage for seamless look <i>*Side panels can be printed at an additional cost. See below.</i>	\$5,273.75	\$6,856.00	
	DISPLAY 12: 20' DELUXE HARD WALL WITH 2 COLUMNS 8' high back wall, 4 meter center overlay Two 1 meter x 1/2 meter deep columns <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$6,262.25	\$8,141.00	
	DISPLAY 13: 20' OVERLAY HARD WALL WITH CONTOUR CUT SIDES 8' high back wall, split overlay with contour cut sides <i>*AV mounting package available. See below.</i>	\$5,877.75	\$7,641.25	
	DISPLAY 14: 20' OVERLAY HARD WALL WITH OFFICE STORAGE 8' high back wall, overlay signage on back wall and office area <i>*Door with lock and key included.</i> <i>*AV mounting package available. See below.</i>	\$7,311.00	\$9,504.50	
ADDITIONAL ITEMS: <input type="checkbox"/> 32" monitor with mounting package --> \$500.00 <input type="checkbox"/> LED light(s) --> \$50.00 each QTY: _____ <input type="checkbox"/> Outer side panels printed --> \$360.00 <input type="checkbox"/> Overlay Option (20' Display) --> \$400.00				

- [Click here for terms and conditions.](#)

TOTAL OF ALL ITEMS ORDERED 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.

20' DISPLAY ORDER FORM



BOOTH CLEANING

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

VACUUMING:

		DISCOUNT PRICE	STANDARD PRICE
___	Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.)	\$0.45 sq. ft.	\$0.59 sq. ft.
___	Vacuuming Carpet—DAILY (min. 100 sq. ft.)	\$0.40 sq. ft.	\$0.52 sq. ft.

Booth size: ___ x ___ = ___ sq. ft. @ ___ \$0.40 sq. ft. x ___ # of event days = \$ ___ total

(Ex.) 20' x 20' = 400 sq. ft.

PORTER SERVICE:

Daily emptying of wastebaskets through show period as needed.

		DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
___	Exhibit Area 399 sq. ft. and below	\$99.00	\$128.75
___	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$114.25	\$148.75
___	Exhibit Area 800 sq. ft. and Above	\$129.50	\$168.50

Booth size: ___ x ___ = ___ sq. ft. @ ___ price per day x ___ # of event days = \$ ___ total

(Ex.) 20' x 20' = 400 sq. ft.

TOTAL OF ALL ITEMS ORDERED SALES TAX: \$ _____

- Exhibitors who leave garbage in aisles or have excessive giveaway discard boxes will be mandated daily cleaning.
- Labor charges will apply for removal of Visqueen on carpets not installed by or rented from Stetson.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CLEANING ORDER FORM



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		\$609.00	\$791.75	
43" Smart HD 1080p Monitor with Audio		\$761.25	\$989.75	
50" Smart HD 1080p Monitor with Audio		\$1,142.00	\$1,484.75	
HDMI Cable		\$15.00	\$19.50	
USB Cable		\$15.00	\$19.50	
LCD/Plasma Floor Stand With Monitor Order		\$152.25	\$198.00	
LCD/Plasma Floor Stand Without Monitor Order		\$319.75	\$415.75	
EQUIPMENT RENTAL SUBTOTAL SALES TAX: _____				

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					\$230.00	\$299.00
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am					\$345.00	\$448.50
DOUBLE TIME:	All day Sunday and holidays					\$460.00	\$598.00
	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Installation:							\$
Dismantle:							\$
LABOR SUBTOTAL: _____							

TOTAL OF ALL ITEMS ORDERED: \$ _____

- 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	\$230.00	\$299.00
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$345.00	\$448.50
DOUBLE TIME:	All day Sunday and holidays	\$460.00	\$598.00

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:							\$
<input type="checkbox"/> Option 1 - Supervised by Stetson* *next page to be completed and 30% added				TOTAL LABOR ORDERED:		\$	
<input type="checkbox"/> Option 2 - Supervised by Exhibitor *must check in to service desk to pick up labor				*30% (\$45.00 MINIMUM) STETSON SUPERVISION FEE:		\$	
				ADDITIONAL EQUIPMENT NEEDED (IE: CARPET TAPE):		\$	

TOTAL ESTIMATED I&D LABOR: \$ _____

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

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

I&D LABOR ORDER FORM



OPTION 1 - STETSON CONVENTION SERVICES SUPERVISED LABOR ORDER INSTRUCTIONS

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

SET-UP INFORMATION: PLEASE CIRCLE ONE OF EACH FOR THE FOLLOWING

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

INBOUND SHIPPING INFORMATION

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

OUTBOUND SHIPPING INFORMATION

SHIP TO:	
BILL TO:	

METHOD OF SHIPPING

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

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

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

LABOR ORDER INSTRUCTIONS

STETSON

SHIPPING & LOGISTICS

Why ship with Stetson Logistics?

Stetson Logistics has the capability and expertise to manage your trade show shipping economically, efficiently and without hassle.

Advantages of shipping Stetson Logistics!

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

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

Services:

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

Additional Value Added Service Options:

- Exhibit display storage
- Customized quotes
- Crating, packing and banding
- End of show outbound shipping
- Pickup reminders and arrival confirmation

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

Contact us to request a quote and schedule a pickup!

P | 412.223.1090

shipping@stetsonexpo.com



Stetson Convention Services

To learn more about our company,
please visit our website at
StetsonExpo.com

 Stetson Convention Services

 @StetsonConventionServices



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: _____	<input type="checkbox"/> SHOW SITE <input type="checkbox"/> OTHER ADDRESS: _____
DESTINATION INFO:	<input type="checkbox"/> ADVANCE WAREHOUSE <input type="checkbox"/> DIRECT TO SHOW SITE	<input type="checkbox"/> RETURN TO ORIGIN <input type="checkbox"/> OTHER ADDRESS: _____ IS THIS GOING TO ANOTHER SHOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SHIPPING:	<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> GROUND/DEFERRED	<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> GROUND/DEFERRED
SHIPMENT DETAILS:	ESTIMATED INBOUND PIECE COUNT _____ <small>*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES</small> #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____	ESTIMATED OUTBOUND PIECE COUNT _____ <small>*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES</small> #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____
ADDITIONAL SERVICES:		\$25.00 EACH: <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> BANDING <small>*DISCOUNTED FOR STETSON LOGISTICS CUSTOMERS ONLY</small>
FACILITY DETAILS:	PICK UP DATE: _____ FACILITY HOURS: _____	FACILITY HOURS: _____
DOCK AVAILABLE:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> 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.
- To receive a material handling discount, you must ship roundtrip with Stetson Logistics and book before the show opens. Not applicable on small packages.



MATERIAL HANDLING & DRAYAGE SERVICES

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

ADVANCE SHIPMENTS TO WAREHOUSE:

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

DIRECT SHIPMENTS TO SHOW SITE:

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

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

- Charges apply per piece; total weight of shipment must be 50 lbs. or less
- Cartons and packages received without documentation will be delivered without guarantee of piece count or condition; special handling fees will apply to anything over 50 lbs.
- Services provided same as advance and direct shipments

ACCESSIBLE STORAGE:

- Empty storage may or may not be accessible during show hours
- Accessible storage is based on the total surface square foot of the pallet, with a \$100.00 minimum per pallet
- Please visit the Stetson Service Desk for Accessible Storage stickers



EXPLANATION OF MATERIAL HANDLING TERMS

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

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

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

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

ADDITIONAL CHARGES

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

MONEY SAVING TIPS: SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

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

BENEFITS OF STETSON LOGISTICS

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

SHIP EARLY

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse accepts shipments at least 30 days prior to move in.



MATERIAL HANDLING FAQs

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND MATERIAL HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Material handling is the service provided by Stetson to handle your shipment(s) once it arrives to the advanced warehouse or at show site until it leaves the show facility. This includes the unloading of freight, storing at warehouse, delivery to show site (if sent advance) and to your booth, storage of empty containers, return of empty containers, handling to dock area, and reloading onto carrier.

CAN I CARRY MY OWN MATERIALS IN?

- You are only permitted to carry in what one person can hand carry in one trip without the use of hand trucks or dollies.
- You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

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

WHAT IS A BILL OF LADING?

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

HOW DO I LABEL MY PACKAGES?

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

WHAT DOES "NO DOCUMENTATION" MEAN?

- Shipments arriving without an individual Bill of Lading (with multiple tracking numbers) require additional time, labor, and equipment to process.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing policies. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

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

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute via Stetson Logistics at the exhibitor's expense. You will be notified by your Exhibitor Services Representative.



MATERIAL HANDLING—ADVANCE TO WAREHOUSE

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

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

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

ADVANCE TO WAREHOUSE	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED.....	\$175.25	\$350.00
SPECIAL HANDLING.....	\$219.06	\$438.12
SMALL PACKAGE.....	\$84.25 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$175.25 *Crated or Skidded Rate	\$876.25
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$219.06 *Special Handling Rate	\$657.18
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$84.25 *Small Package Rate	\$168.50

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	(ROUNDED UP TO NEAREST 100)		(CHOOSE APPROPRIATE RATE)	200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$84.25 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



Excel Couriers
c/o Stetson Convention Services
450 Glenn Drive
Suite 1
Sterling, VA 20164

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between **August 23—September 17** to avoid sur-charge

ADVANCE WAREHOUSE
CUPA-HR

RUSH—EXHIBITION FREIGHT



Excel Couriers
c/o Stetson Convention Services
450 Glenn Drive
Suite 1
Sterling, VA 20164

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between **August 23—September 17** to avoid sur-charge

ADVANCE WAREHOUSE
CUPA-HR

RUSH—EXHIBITION FREIGHT



Excel Couriers
c/o Stetson Convention Services
450 Glenn Drive
Suite 1
Sterling, VA 20164

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between **August 23—September 17** to avoid sur-charge

ADVANCE WAREHOUSE
CUPA-HR

RUSH—EXHIBITION FREIGHT



Excel Couriers
c/o Stetson Convention Services
450 Glenn Drive
Suite 1
Sterling, VA 20164

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between **August 23—September 17** to avoid sur-charge

ADVANCE WAREHOUSE
CUPA-HR



MATERIAL HANDLING—DIRECT TO SHOW SITE

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

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

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

<u>DIRECT TO SHOW SITE</u>	<u>PRICE PER CWT</u>	<u>200 LB. MINIMUM</u>
CRATED OR SKIDDED	\$210.00	\$420.00
SPECIAL HANDLING	\$262.50	\$525.00
SMALL PACKAGE	\$84.25 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	\$210.00 *Crated or Skidded Rate	\$1,050.00
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	\$262.50 *Special Handling Rate	\$787.50
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	\$84.25 *Small Package Rate	\$168.50

DESCRIPTION	WEIGHT CWT (ROUNDED UP TO NEAREST 100)	PRICE PER CWT (CHOOSE APPROPRIATE RATE)	ESTIMATED TOTAL 200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____	\$ _____	\$ _____
Shipment #2 (if applicable)	_____ ÷ 100 = _____	\$ _____	\$ _____
Small Package(s)	_____ pieces	\$84.25 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



Gaylord National Resort &
Convention Center—Hall E
c/o Stetson Convention Services
201 Waterfront Street
National Harbor, MD 20745

DIRECT TO SHOW SITE
CUPA-HR

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Sunday, October 3, 9:00am - 4:30pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT



Gaylord National Resort &
Convention Center—Hall E
c/o Stetson Convention Services
201 Waterfront Street
National Harbor, MD 20745

DIRECT TO SHOW SITE
CUPA-HR

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Sunday, October 3, 9:00am - 4:30pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT



Gaylord National Resort &
Convention Center—Hall E
c/o Stetson Convention Services
201 Waterfront Street
National Harbor, MD 20745

DIRECT TO SHOW SITE
CUPA-HR

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Sunday, October 3, 9:00am - 4:30pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT



Gaylord National Resort &
Convention Center—Hall E
c/o Stetson Convention Services
201 Waterfront Street
National Harbor, MD 20745

DIRECT TO SHOW SITE
CUPA-HR

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Sunday, October 3, 9:00am - 4:30pm
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 4 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:	SUNDAY, OCTOBER 3	9:00AM-4:30PM	
MOVE OUT:	TUESDAY, OCTOBER 5	12:00PM-4:00PM	

☐ **CARTLOAD RATE**

MAXIMUM WEIGHT FOR CARTLOAD IS 300 LBS.

ONE ROUNDTRIP CARTLOAD \$304.50
EACH ADDITIONAL CARTLOAD ON THE MOVE IN \$152.25

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



Exhibitor Rules and Regulations

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of Visa, Mastercard, American Express, Discover, and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brands are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the official contractor to remove all tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 1oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince George's County Health and Fire Department rules and

regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince George’s County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince George’s County Fire and Rescue Services.
- Freight Services: Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

Carpeted Areas

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with Visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting CUPA-HR Annual Conference & Expo

We're happy to provide access to online ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:

Monday, 10 May, 2021

Standard Price Applies:

Friday, 17 September, 2021

Exhibit Show Floor Manager:

John Mathis

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely no outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Exhibit Utility Pricing

Please submit all orders via: <https://gaylordnational.boomerecommerce.com>

Advanced Price is valid until (2) weeks prior to the move-in date					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$185.00	\$225.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$270.00	\$295.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
Each unit of power comes with (1) outlet.					
120	500	5	Single	\$150.00	\$190.00
120	2,000	20	Single	\$240.00	\$265.00
208	3,300	20	Single	\$315.00	\$365.00
208	5,700	20	Three	\$420.00	\$495.00
208	5,000	30	Single	\$425.00	\$505.00
208	8,600	30	Three	\$575.00	\$680.00
208	9,900	60	Single	\$735.00	\$875.00
208	17,000	60	Three	\$1,150.00	\$1,350.00
208	20,800	100	Single	\$1475.00	\$1775.00
208		100	Three	\$1995.00	\$2395.00
208		200	Three	\$3575.00	\$4175.00
208		400	Three	\$5460.00	\$6760.00
(1) Outlet Extension-cord (rental only)					\$20.00
(6) Outlet Multi-strip (rental only)					\$30.00
Transformer Rental					\$160.00
The following utilities require (2) week notice and are subject to limitations based on the location within the building					
Compressed Air Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM					\$395.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (not available in ballrooms)					\$420.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (not available in ballrooms)					\$475.00
One-time fill and drain (maximum of 300 gallons)					\$420.00

All prices are subject to a 16% installation/removal fee and 6% state sales tax.

Gaylord National Exhibit Internet Pricing

Please submit all orders via: <https://gaylordnational.boomerecommerce.com>

Advanced Price is valid until (2) weeks prior to the move-in date		
High-Speed Wireless Access	Advanced Rate	Standard Rate
First Device	\$800.00	\$1,100.00
Additional Connection(s)	\$250.00	\$300.00
High-Speed Wired Access	Advanced Rate	Standard Rate
First Device	\$1,300.00	\$1,500.00
Additional Connection(s)	\$300.00	\$350.00
Please note: any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation		
Dedicated Internet Access – Dedicated Private VLAN	Advanced Rate	Standard Rate
1.5 Mb/sec	\$2,500.00	\$3,900.00
3.0 Mb/sec	\$5,000.00	\$6,500.00
6.0 Mb/sec	\$10,000.00	\$11,000.00
Static Public IP (requires dedicated selection)	\$350.00	\$400.00
Telecommunications Services	Advanced Rate	Standard Rate
DID telephone line	\$325.00	\$350.00
Speakerphone	\$250.00	\$350.00
Standard Desk Telephone	\$100.00	\$150.00
Labor	Advanced Rate	Standard Rate
Troubleshooting/Move/Change	\$100.00	\$150.00

All prices are subject to at 25% service charge and 6% sales tax.

Gaylord National Exhibit

Food & Beverage Pricing

Please submit all orders via: <https://gaylordnational.boomerecommerce.com>

Elevated Experience	Cost	Unit
Espresso Bar	Starting at \$2,000.00	Each
Nitrogen Ice Cream	Starting at \$2,000.00	Each
Popcorn Cart	\$500.00	Each
Coffee & Cordials baileys + kahlua + amaretto whipped cream + chocolate shavings + candied orange	\$18.00	Each
Adult Milkshakes (select two) Mudslide, bananas foster, bourbon pecan pie	\$16.00	Each
Moscow Mule Cart stoli vodka, moscow mule cup available at additional charge	Starting at \$16.00	Each
(6) Tap Beverage Wall	Starting at \$3,500.00	Each
(2) Tap Cocktail Cart	Starting at \$885.00	Each
Specialty Batch Cocktails The Ole' Thyme stoli vodka, thyme syrup, plum bitters, prosecco	\$900	60 Servings
The Riverview tanqueray gin, elderflower liqueur, blackberry puree	\$900	60 Servings
Barrel-rested Old Fashioned gaylord's private select woodford, orange & cherry bitters	\$990	60 Servings

Let's Meeting Halfway	Cost	Unit
House Made Pop Tarts	\$70.00	Dozen
Cake Pops	\$76.00	Dozen
Cheesecake Pops	\$76.00	Dozen
Warm Cinnamon Buns	\$70.00	Dozen
Candy Jar Display (serves 100)	\$600.00	Each
Warm Soft Pretzel + Grain Mustard	\$82.00	Dozen
European Cheese Selection smoked gouda + french brie + english blue	\$29.00	Person
California Quivers Infused Water: Mango mint pineapple, lemon cucumber, strawberry basil, black raspberry acai jalapeno	\$225.00	Container
Deluxe Consumption Bar		
Liquor	\$14.00	Each
Wine	\$15.00	Each
Craft Beer	\$12.50	Each
Import/Domestic Beer	\$11.00	Each

All prices are subject to at 25% service charge and 6% sales tax. Alcoholic beverages are subject to 9% sales tax. Please be aware there may be additional charges or fees associated with your order. For a full quote please contact gnexhibits@gaylordhotels.com or call 301-965-3710.

Back to Basics	Cost	Unit
Cookies oatmeal raisin + chocolate chunk + snickerdoodle	\$72.00	Dozen
Brownies + Bars	\$70.00	Dozen
Assorted Mini Cupcakes	\$70.00	Dozen
Ice Cream Bars	\$8.00	Each
Chips + Pretzels + Popcorn Bags	\$6.00	Each
Muffins: blueberry + cranberry + oat	\$72.00	Dozen
Bagels & Cream Cheese	\$72.00	Dozen
Freshly Brewed Regular Coffee	\$120.00	Gallon
Freshly Brewed Decaffeinated Coffee	\$120.00	Gallon
White Lion Tea Selection	\$120.00	Gallon
Pepsi Soft Drinks	\$7.50	Each
Aquafina Bottled Water	\$7.50	Each

Attendant(s) + Fees	Cost	Unit
Attendant / Bartender <i>(first 2 hours)</i>	\$225.00	Each
Attendant / Bartender <i>(additional for each hour or fraction thereafter)</i>	\$75.00	Each
Delivery Fee(s)	\$50.00	Each
<i>(Ask your catering representative when these are applicable)</i>		

All prices are subject to at 25% service charge and 6% sales tax. Alcoholic beverages are subject to 9% sales tax. Please be aware there may be additional charges or fees associated with your order. For a full quote please contact gnexhibits@gaylordhotels.com or call 301-965-3710.