



Dear Clean Waterways Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for the Clean Waterways 2022 on April 5-7, 2022 at the David L. Lawrence Convention Center. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. 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

[General Show Information](#)
[Contacts & 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 & Display Guidelines](#)
[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)

[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](#)
[Cartload Services](#)

FACILITY PROVIDED SERVICES

[Electrical Order Form](#)
[Internet Order Form](#)
[Cleaning Order Form](#)
[AV Order Form](#)

CUSTOM FURNITURE

Browse our [Custom Furniture Catalogue](#).



GENERAL SHOW INFORMATION

Event Dates:	April 5-7, 2022
Conference & Exhibition Venue:	David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh, PA 15222
Exhibit Hall Location:	Spirit of Pittsburgh Ballroom, level 3
Official Hotel:	The Westin Pittsburgh 1000 Penn Ave Pittsburgh, PA 15222
Event Goals:	The goal of this event is to serve the spill response industry by hosting a forum that facilitates an open exchange of ideas, case studies and best practices for stakeholders from industry, government, environmental, emergency planning and response industries throughout maritime, facilities, rail and pipeline. Further, to improve working relationships between industry and agencies prior to an incident occurring
Who Should Attend:	Anyone involved in spill prevention and response along inland river systems will benefit from attending CLEAN WATERWAYS. The conference content will cover all spill prevention and response issues along inland rivers and extended to facilities, pipeline, rail and barges/tankers.
Show Management:	Access Intelligence, LLC. 11000 Richmond Ave, Ste. 690 Houston, TX, 77042
Website:	www.cleanwaterwaysevent.org
Conference Dress Code:	Business Casual
Show Colors:	Hunter Green and Black
General Service Contractor:	Stetson Convention Services
Stetson Discount Deadline:	Friday, March 18, 2022
Show Management Contacts:	Kayla Sparks, Show Director ksparks@accessintel.com Renie Mayfield, Sales Manager rmayfield@accessintel.com Ashlyn Geoffrey, Operations Manager ageoffrey@accessintel.com Carey Buchholtz, Marketing Director cbuchholtz@accessintel.com Cassie Davie, Sr. Conference Manager cdavie@accessintel.com Jill Dean, Group Attendance Sales Manager jdean@accessintel.com Customer Service register@cleanwaterwaysevent.org



EXHIBITOR INFORMATION

Booth Equipment Info:

Each 8' x 10' Booth Includes:

- 8' High Background Hunter Green Drapery
- 3' High Side Division Hunter Green Drapery
- Two (2) Folding Chairs
- One (1) 6' Draped Black Table
- One (1) Wastebasket
- One (1) ID Sign

Move In:

Tuesday, April 5, 2022

1:00 PM – 6:00 PM

Key Networking Hours:

Tuesday, April 5, 2022

5:30 PM – 7:00 PM

Welcome Reception

Wednesday, April 6, 2022

8:00 AM – 9:00 AM

Welcome Breakfast in the Exhibit Hall

10:30 AM – 11:00 AM

Networking Break in the Exhibit Hall

12:30 PM – 1:30 PM

Networking Lunch in the Exhibit Hall

3:00 PM – 3:30 PM

Networking Break in the Exhibit Hall

5:00 PM – 6:30 PM

Reception in the Exhibit Hall

Thursday, April 7, 2022

8:00 AM – 8:30 AM

Breakfast in the Exhibit Hall

10:00 AM – 10:30 AM

Networking Break in the Exhibit Hall

12:00 PM – 12:30 PM

Grab-n-Go Sendoff Break

Move Out:

Thursday, April 7, 2022

12:00 PM – 6:00 PM

Shipping:

Exhibitors are encouraged to send materials to the Stetson Warehouse and will be responsible for covering their own shipping/receiving fees. CLEAN WATERWAYS will not be responsible for any materials delivered directly to the Convention Center.

Advanced Shipping Deadline:

Monday March 7 – Friday March 25

Stetson will not refuse late shipments but any materials arriving after **3/25** will be subject to a late fee.

Shipping Labels:

Advanced Warehouse:

TO: Stetson Convention Services

C/O: Stetson / CLEAN WATERWAYS 2022

Exhibit Company Name, Booth #

2866 McDowell St.

Pittsburgh, PA 15212

Safety & Hygiene Protocols:

In an effort to maintain the health and well-being of all at our events, we are committed to following the state and local guidelines as well as those put in place by the [CDC](#) and the [U.S. Travel Association](#). To find the most up to date safety & hygiene protocols that will be implemented at the event, please visit our [website](#).



DEADLINES

Deadline	Action Item
ASAP – March 11	Upload your company information, logo and 50-word description to the exhibitor resource center in order to be included in the printed CLEAN WATERWAYS show guide onsite. Upload your description to www.cleanwaterwaysevent.org/exhibitor-resource-center by selecting your company name from the drop down menu and using the password provided to you via email with the subject line: “CLEAN WATERWAYS 2022 Services Manual and Deadlines” Please email Ashlyn Geoffrey at ageoffrey@accessintel.com with any questions
March 7- March 25 Receiving Hours: M-F, 9:00 AM – 4:00 PM	Ship your exhibit materials to the Stetson warehouse TO: Stetson Convention Services C/O: Stetson / Clean Waterways Exhibit Company Name, Booth # 2866 McDowell St. Pittsburgh, PA 15212 Exhibitors are encouraged to send materials to the Stetson Warehouse and will be responsible for covering their own shipping/receiving fees. Official rates for material handling can be found in the exhibitor manual. Stetson will not refuse early/late shipments but any materials arriving outside of 3/7-3/25 will incur a 25% surcharge.
March 7	Deadline to submit Exhibitor Appointed Contractor Form with Certificate of Insurance Please send forms to Ashlyn Geoffrey at ageoffrey@accessintel.com
March 11	Reserve your room at The Westin Pittsburgh at the exclusive discounted rate of \$187 per night
March 18	Place Advanced Orders with Stetson Convention Services Standard rates will apply to all orders received after this date
March 21	Place orders for internet, electrical or other utilities with the Exhibitor Services team at the David L. Lawrence Convention Center to receive advanced pricing by: <ol style="list-style-type: none">1. Go to the website www.pittsburghcc.com/exhibitors/exhibitor-services/2. Scroll down to the “2022 Online Orders” and select “click here” for the calendar of events3. Select “CLEAN WATERWAYS 2022”4. Create an account and enter your booth number If you have any questions or need any additional information contact us at exhibitorservices@pittsburghcc.com or 412-325-6102
March 21	Place orders for audio visual equipment to avoid additional charges onsite Complete the Three Rivers Entertainment & Production order form or contact Steven Sinagra with any questions at ssinagra@3riversentertainment.com or 412-325-6115
March 29	Register for your (1) complimentary all-access pass and any other additional discounted passes Find your custom discount code in your email with subject line: Welcome CLEAN WATERWAYS 2022 Exhibitors! If you need assistance registering, please contact (301) 354-2101 or register@cleanwaterwaysevent.org
April 5 Receiving Hours: 1:00 PM – 6:00 PM	Ship your exhibit materials direct to the David L. Lawrence Convention Center TO: David L. Lawrence Convention Center C/O: Stetson / Clean Waterways Exhibit Company Name, Booth # 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222 CLEAN WATERWAYS and Stetson Convention Services will not be responsible for any materials delivered directly to the Convention Center. Official rates for materials delivered direct to show site can be found in the exhibitor manual. All shipments must arrive on April 5 between 1:00 PM – 6:00 PM to avoid surcharges or possible refusal.



HOTEL & TRAVEL INFORMATION



The Westin Pittsburgh

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

Cut-off Date:

Friday, March 11, 2022 or until the hotel sells out!

Hotel Accommodations:

A block of rooms has been secured for CLEAN WATERWAYS attendees at The Westin Pittsburgh. As the official conference hotel and only property connected directly to the event venue, the David L. Lawrence Convention Center, via skywalk this property will be the most convenient place to stay for our 2022 event.

Room Rate:

Standard Room Rate: \$187/night
Government Room Rate: \$124/night

Parking:

At the Westin Pittsburgh

Hourly: \$8.00
Overnight: \$24.00

At the David L. Lawrence Convention Center

A 700-space parking garage is located in the DLCC (10th & Penn Ave.) which is managed by [Alco Parking Corporation](#). Approximately 12,000 parking spaces are available within a 15-minute walk of the DLCC. A real time parking availability app is available and can be viewed on www.parkpgh.org.

0 – 2 Hours: \$8.00
2 – 6 Hours: \$12.00
6-8 Hours: \$14.00
8 – 15 Hours: \$16.00
15 – 24 Hours: \$30.00



You can also pay at parking meters by phone. The [Go Mobile PGH](#) mobile app allows you to easily pay for parking at on and off-street parking meters throughout the City of Pittsburgh.

Transportation:

Downtown Pittsburgh is a compact 50-acre area bordered by Grant Street to the east, Penn Avenue to the north and the Boulevard of the Allies to the south. You're never more than a few blocks to your destination, and downtown is easy to walk.

[Uber](#) and [Lyft](#) are popular options for an affordable ride in minutes. Both rideshares are available throughout the city, as well as the Pittsburgh International Airport. Just be sure to download the apps. All major hotels in the Downtown area have taxis waiting outside their front doors. In other areas of the city, look for "taxi stands." You can also call for a cab by dialing 412-777-7777 for zTrip taxi services. [Port Authority of Allegheny County](#) is the public transit agency for the greater Pittsburgh area, providing bus, light rail, incline and paratransit service to about 230,000 riders daily.

You can transfer between the 28X (from the [Pittsburgh International Airport](#)) and most other Port Authority bus or "T" routes in downtown Pittsburgh.

Airport Information:

If you are flying into town you'll land at the [Pittsburgh International Airport \(PIT\)](#) which has launched its authority-wide initiative titled "Safe Travels." The initiative, in accordance with guidelines from the Centers for Disease Control and Prevention, boosts health and safety measures already in place throughout the facilities and will help increase confidence in air travel through enhanced protocols that outline best practices for reducing the spread of germs. Pittsburgh is within 500 miles of more than half the U.S. population and less than a 90-minute flight from 50% of North America's population. When you land at Pittsburgh International Airport, make the [VisitPITTSBURGH welcome center](#) in Baggage Claim your first stop. From maps to coupons, you'll find everything you need to enjoy the city.

Airline Discounts:

United Airlines

We are pleased to partner with United Airlines for air travel to our upcoming event. To make flight reservations online please click on discount code [ZKKK611061](#). MileagePlus members earn Premier Qualifying Dollars and miles for their travel.

You may also call United Meeting Reservation Desk at (800) 426 – 1122

Monday – Friday 8:00 a.m. – 10:00 p.m. Eastern Time

Saturday – Sunday 8:00 a.m. – 6:00 p.m. Eastern Time

Booking fees are waived for Meeting reservations. International customers may contact their local United Reservation Desk.

Delta Air Lines

Delta Air Lines is pleased to offer special discounts for ACCESS INTELLIGENCE 2022. Please [click here](#) to book your flights!

You may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 7:00 a.m. – 7:30 p.m. (CT) and refer to Meeting Event Code **NMV9L**

**Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.*



Restaurants:

Pittsburgh's fantastic food scene is continually getting recognized in national and international media. Recently, [BBC Good Food](#) named Pittsburgh one of the top 10 destinations for foodies – the only U.S. city to make the list. You'll find everything from James Beard-nominated chefs and restaurants to the inventive Federal Galley, where you'll enjoy delectable bites from aspiring chefs. Choose from casual family spots, upscale eateries, late-night bites or convenient take-out.

Onsite Dining:

Bill's Bar & Burger

Bill's Bar and Burger began in New York City in 2009 and has been delighting burger aficionados and casual diners ever since. Stop by our restaurant in downtown Pittsburgh to savor classic American comfort food in a welcoming atmosphere.

Starbucks

Sip on a coffee beverage or nibble on a light bite at our lobby Starbucks® before heading out to explore downtown Pittsburgh. Our coffee Bar is open 7AM to 11AM Daily. Hours are subject to change based on occupancy.

NRSH

Visit the market pantry located next to the front desk in the lobby. The Pantry features snacks, candy bars, breakfast cereals, sandwiches, bottled water and soda, beer, wine and chips. Open 24/7 for your convenience.

Attractions:

Learn about the culture of Pittsburgh through food, [shopping](#), and exploring the [90+ neighborhoods](#) that make up the city. If you're a history buff, you can step back into the past at one of the region's many [history museums](#). If your passion is [visual](#) or [performing arts](#) (or both!) you will be astounded by the amount of theaters, galleries, museums and public art installations in our city. And you can't forget [The Andy Warhol Museum](#), home to the largest collection of Warhol art and archives in the world.

Weather in Louisville:

Be prepared for the [weather forecast](#) during your stay.

Local COVID-19 Information

Like all US destinations, Pennsylvania is continually monitoring the COVID-19 situation. As of this time, there are no travel restrictions issued for the city of Pittsburgh. Hotels, attractions and restaurants remain open for business. We encourage attendees to seek information through credible resources, including at the national level with the CDC; internationally through the World Health Organization; and at the state and local level. Visit Pittsburgh's Global Health & Safety Guidelines [webpage](#) to keep-up-to-date.



REGISTRATION INSTRUCTIONS

Signing up for an exhibit space **DOES NOT AUTOMATICALLY REGISTER** your personnel for the conference. With your exhibit space reservation, you will receive **ONE** complimentary pass for exhibitor staff to attend the event. This pass includes access to all of the conference sessions as well as food and beverage functions. Any additional passes will need to be purchased at the deeply discounted rate of \$399.

You can access the online registration portal [here](#).

To register for your complimentary pass:

1. Enter the email address of the person that will be using the free pass
 - a. Note: there will be a cc email field on the next page if you would like to be copied on the registration confirmation
2. Enter your VIP code provided in your Exhibitor Welcome email, subject: Welcome CLEAN WATERWAYS 2022 Exhibitors!
3. Select the **"Exhibitor Conference Pass"** category, and enter password: **CWEXH22**
4. Click continue to complete the registration contact information and demographic questions

Once you have utilized your allotted complimentary pass, you can **register for additional discounted passes** for the rest of your team:

1. Enter the email address of the registrant
 - a. Note: there will be a cc email field on the next page if you would like to be copied on the registration confirmation
2. Select the **"Exhibitor Conference Pass"** category, and enter password: **CWEXH22**
 - b. Note: you do not need to enter a VIP code
3. Click continue to complete the registration contact information and demographic questions

If you need assistance registering, please contact (301) 354-2101 or register@cleanwaterwaysevent.org

Registration includes:

- Access to all conference sessions
- Entrance to the exhibit hall
- Access to all food functions and networking activities
- Online access to the conference archives

PAYMENT INFORMATION: Full payment must be received prior to CLEAN WATERWAYS. If you have any questions please email register@cleanwaterwaysevent.org or call (301) 354-2101.

CANCELLATIONS: All sales for CLEAN WATERWAYS are final. Non-payment or failure to show up onsite or access online materials does not constitute cancellation and said registrants are not entitled to a credit or refund of any kind.

SUBSTITUTIONS: Substitutions can be made. Notice of substitution must be made in writing and sent to: register@cleanwaterwaysevent.org.



CLEAN WATERWAYS 2022 SPONSOR & EXHIBITOR RULES AND REGULATIONS

Clean Waterways • April 5-7, 2022

Clean Waterways 2022 is produced and presented by Access Intelligence.

Access Intelligence and the presenting association are hereinafter referred to as "Show Management"

TERMS AND CONDITIONS

1. Contract for Space: The contract for space, the formal notification of space assignment and full payment of fees together constitute a contract between the exhibiting organization, hereinafter known as the Exhibitor, and Access Intelligence, hereinafter known as Show Management, for the right to use space for the Show. The contract is based upon the plan of exhibit rates shown thereon and general information contained in the exposition prospectus and sales kit, all of which are to be considered along with details on all pages of this form as part of the contract. All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.

2. Minors and Children: Persons under 18 years of age will not be permitted in the conference area.

3. Sharing/Subletting Space: No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space. Show Management policy prohibits subcontracting of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.

4. Contractors Services: Exhibition services of shipping, electric, and internet will be provided by the Galt House hotel and affiliated providers. Order forms can be found within this manual. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges. Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by show management, show management is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor.

5. Character of Literature Tables: It is the desire of Show Management that each sponsor design and create a table-top display of an attractive nature which will enhance the overall appearance of the conference and be a credit to the industry. Table-top Displays must be in good taste as determined by Show Management. It is the Sponsor's responsibility to create an attractive display area. Show Management reserves the unilateral right to correct any unsightly literature table and the Sponsor agrees to pay Show Management for expenses incurred in making the necessary alterations.

6. Gadgets, Gimmicks, Demonstrations, Music and Sound: Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Sponsors are asked to observe the "good neighbor" policy at all times. Table-top Displays should be conducted in a manner not to be objectionable or offensive to neighboring tables. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are not permitted. Show Management reserves the right to determine when such items become objectionable. Balloons, horns, and odors are not permitted. Give-away, demonstrations and/or entertaining the attendees at Table-top Displays is permitted, so long as neighboring tables are not blocked. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30) days prior to the first day of the show. Exhibitors may take photos or videos of their table, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed. Sponsors must respect the privacy of other sponsors and not intrude or disrupt another sponsor while they are conducting business.

7. Other Exhibits: The Sponsor agrees that not they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to exhibitor's regular place of business or show room. Violation of this provision by a Sponsor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and sponsor will remove their display and any equipment contained in the Sponsor Foyer and forfeit all payments to Access Intelligence pursuant to this contract.

8. Soliciting – Access to Lists, Samples & Prizes: No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to engage in direct selling in the Sponsor Foyer area. No soliciting of registrants shall be permitted. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only at their own table. No sponsor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of it must not be displayed. Access Intelligence reserves the right to limit access to attendee, sponsor and any other list or information gathered by Access Intelligence, or its contractors. Sponsors that publish industry publications may distribute their publications outside their booths only to the other sponsors and only during show hours. Show sponsors that produce industry publications may distribute their publications to other sponsors at times designated by show management.

9. Flammable Materials: Flammable fluids, substances, or material of any nature are prohibited in the Sponsor Table Foyer and in the storage area behind the table. All decorative materials must be flame proofed before being taken into the Foyer, and must comply with local fire regulations. Transferring of flammable liquids while in the Sponsor Foyer is expressly prohibited. There will be no electrical equipment and wiring permitted.

10. Beverages and Foods: Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages may not be served in the Sponsor Foyer. Note: Corkage fees to the Facility may be required.

11. Liability: Show Management will not be responsible for the safety or property of exhibitors from theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions with the Hotel to protect Sponsor Tables from such loss. All property of the Sponsor is understood to remain in the sponsor's custody and control in transit to or from or within the confines of the Sponsor Foyer and subject to the rules and regulations for the conference. Note: Sponsors are advised to carry insurance to cover sponsor materials if the feel necessary against damage and loss and public liability insurance against injury to the person and property of others. Sponsor must comply with all federal, state, local and exposition facilities' safety regulations. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications. Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management, its officers, employees, and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, arise from, or grow out of the negligent acts or omissions of the Sponsor, its agents, officers, employees, representatives, servants, invitees, patrons, or guests. The sponsor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting his participation in the conference. Compliance with such laws is mandatory for all sponsors and is the sole responsibility of the sponsor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations. Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each Sponsor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.

12. Damage: Sponsors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the hotel and for any damage to equipment furnished by Show Management or service suppliers designated by them.

13. Violation: The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the sponsor of any of the terms or conditions herein shall subject exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof. Upon written notice of such cancellation, Show Management shall have the right to take possession of the sponsor's space, remove all persons and properties of the exhibitor and hold the sponsor accountable for all risks and expenses incurred in such removal.

14. Social Functions/Special Events: Any social function or special event during the Show in the host city is reserved for sponsoring companies and must be approved by Show Management.

15. Show Rules: In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made known promptly to each exhibitor. Show rules are promulgated separately and are tailored to the individual exhibit hall.

16. Good Standing with Sponsor Publications: If exhibitor is also an advertiser with Access Intelligence, the presenting publication of the show, their advertising account balance must be current or within 30 days of billing date to retain their space.



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:

DAVID L. LAWRENCE CONVENTION CENTER

1000 Fort Duquesne Blvd.

Spirit of Pittsburgh Ballroom

Pittsburgh, PA 15222

Phone: 412-565-6000

PREFERRED CARRIER:

STETSON LOGISTICS

2866 McDowell

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:

Stetson Convention Services

c/o Stetson / Clean Waterways

Exhibit Company Name, Booth #

2866 McDowell St.

Pittsburgh, PA 15212

DIRECT TO SHOW SITE:

David L. Lawrence Convention Center

c/o Stetson / Clean Waterways

Exhibit Company Name, Booth #

1000 Fort Duquesne Blvd.

Pittsburgh, PA 15222

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

Receiving Dates:

Monday, March 7—Friday, March 25

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

Receiving Dates:

Tuesday, April 5, 2022

1:00pm to 6:00pm

FREIGHT RESTRICTIONS:

Each piece of your shipment must be under 4,500 lbs. A forklift will not be available at show site.

FACILITY PROVIDED SERVICES:

Electrical, Internet, Cleaning: 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



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

INSTALLATION & DISMANTLING:

The **Carpenters Union** handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services may complete the enclosed [LABOR ORDER FORM](#).

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

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

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

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

SHIPPING AND MATERIAL HANDLING:

The David L. Lawrence Convention Center **does not** receive or store exhibitor freight. All exhibitor materials entering the facility must be handled through Stetson Convention Services and must arrive during advance warehouse receiving dates or direct to show site during exhibitor move-in hours.

TEAMSTERS: Hand-Carry Items: Access to the dock is based upon secured teamster labor specific to the event. Exhibitors may unload/load their POV using their own non-mechanized carts in the designated POV area. Vehicles may not be larger than a cargo van and/or requires the use of a forklift, pallet jack or bay space, material handling fees will be charged at the exhibitor's expense. Carts and/or dollies may not be borrowed from the facility or Stetson. Dock access is during move-in and move-out times only.

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](#).

OTHER JURISDICTIONS: All air, water, and gas work must be performed by Union Personnel.

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

CLEANING: All carpet vacuuming must be performed by the **David L. Lawrence Convention Center**.

*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	

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

PAYMENT POLICIES

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

SUMMARY OF ORDER

FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
FLORAL	\$ _____
DISPLAY	\$ _____
HANGING STRUCTURE	\$ _____
SIGNAGE	\$ _____
A/V (EST.)	\$ _____
LABOR (EST.)	\$ _____
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.

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

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

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

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

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

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

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

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

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

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

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

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

WHEN WILL MY CREDIT CARD BE CHARGED?

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



FURNITURE

SKIRTED TABLES		DISCOUNT PRICE	STANDARD PRICE
All tables are 24" deep—skirted on 3 sides			
	4' L x 30" H Table	\$120.75	\$157.00
	6' L x 30" H Table	\$133.00	\$173.00
	8' L x 30" H Table	\$145.00	\$188.50
	4th Side Skirt	\$36.25	\$47.25

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

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

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

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

PEDESTAL TABLES		DISCOUNT PRICE	STANDARD PRICE
Formica Topped Cocktail Tables			
	30" Round x 30" H Table	\$114.75	\$149.25
	30" Round x 40" H Table	\$139.00	\$180.75
	Spandex Linen	\$72.50	\$94.25
Please select color—if none, color will be selected by Stetson.			
AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN			
SPECIALTY DRAPE		DISCOUNT PRICE	STANDARD PRICE
Select color below			
	3' Drape (per linear foot)	\$12.25	\$16.00
	8' Drape (per linear foot)	\$18.25	\$23.75
Please select color—if none, color will be selected by Stetson.			
BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE CHARCOAL GRAY FRENCH BLUE			
TABLE RISERS (12" H—WOOD)		DISCOUNT PRICE	STANDARD PRICE
Select color below			
	4' Skirted Table Top Riser	\$72.50	\$94.25
	6' Skirted Table Top Riser	\$84.75	\$110.25
Please select color—if none, color will be selected by Stetson.			
BLACK BLUE RED WHITE			

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

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

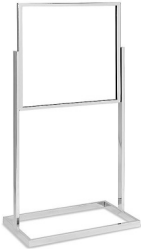
EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT
	FAX
► EXHIBITOR SIGNATURE	PRINT NAME

FURNITURE ORDER FORM



ACCESSORIES

SIGN HOLDER



LITERATURE RACK



GARMENT RACK



GRIDWALL



IPAD STAND



ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket with Liner		\$40.00	\$52.00	
Fish Bowl		\$48.50	\$63.25	
Easel <input type="checkbox"/> Add 22" x 28" Sign <input type="checkbox"/> Add 28" x 44" Sign		\$48.50 *add sign \$70.00 *add sign \$137.00	\$63.25 *add sign \$91.00 *add sign \$178.25	
22" x 28" Sign Holder <input type="checkbox"/> Add 22" x 28" Sign		\$102.75 *add sign \$70.00	\$133.75 *add sign \$91.00	
Literature Rack		\$102.75	\$133.75	
Chrome Stanchion (rope not included)		\$60.50	\$78.75	
Rope—7 ft. Sections (stanchions not included)		\$24.25	\$31.75	
Black Tensa Barrier with 7 ft. Expandable Belt		\$84.75	\$110.25	
2 Armed Garment Rack—Waterfall or Straight (circle one)		\$120.75	\$157.00	
4 Armed Garment Rack—Waterfall or Straight (circle one)		\$133.00	\$173.00	
iPad Stand		\$114.75	\$149.25	
Grid Wall—3 Arms Per Grid Wall <input type="checkbox"/> Straight Arms _____Number of Feet <input type="checkbox"/> Waterfall Arms _____Number of Clamps		\$108.75	\$141.50	
Poster Board (91" x 44.5" usable space) *tacks not included		\$199.25	\$259.25	

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

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

ACCESSORY ORDER FORM



CARPET & PADDING

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

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

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

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

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

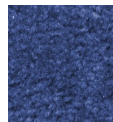
PLUSH CARPET (24 oz.):

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

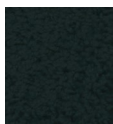
 **CARPET PADDING AND PLASTIC PROTECTION:**

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

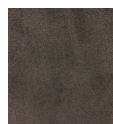
☐ BLUE



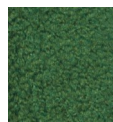
☐ BLACK



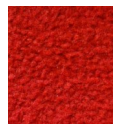
☐ GRAPHITE



☐ GREEN



☐ RED



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

- Exhibitor provided flooring may be subject to forced installation labor and carpet tape (\$25.00 per roll) for safety regulations.
- Utilities must be ordered in advance to ensure installation before carpet. All cuts for electrical will be subject to a \$40.00 fee per cut.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site. No refunds on any special cut or plush orders.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CARPET ORDER FORM



PLANT & FLORAL

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

GREEN PLANTS—RENTAL ONLY

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

BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS

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

Please list your preferred flower colors: _____

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

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

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

- All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.
- If no color specified, Stetson will choose the best available arrangement.
- No refunds will be granted to any floral and plant orders that are cancelled after Discount Deadline.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

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

PLANT & FLORAL ORDER FORM



SIGNAGE, DISPLAY, AND STRUCTURE GUIDELINES & CONDITIONS

GENERAL TERMS

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

DISPLAYS AND CHARGING STRUCTURES

- Price includes exhibitor created graphics, labor and structure.
 - Stetson Graphic Design is available and is billed in half hour increments (\$50.00 per hour).
 - Display structures can be customized to fit your needs. Reach out to your Exhibitor Services Representative for assistance.
 - See furniture, accessory, signage, and A/V forms for additional items to enhance your custom display.
 - Please return all keys provided with lock rental to the Stetson Service Desk at the end of the show. If a key is not returned, there will be \$25.00 replacement fee.
- Graphic designers of client submitted graphics are fully responsible for the creation of, laying out of, and proofing of all Content. Stetson is NOT LIABLE for errors in a final product caused by any of the following reasons: misspellings, graphics, bleeds, grammar, fonts, punctuation, die lines, crop marks, transparency, overprint, content lining up, and finished product size. Stetson DOES NOT make any changes to client files unless requested. Client will be charged with a graphic design fee if changes need to be made. Client submitted graphics will not receive a proof unless requested. Graphics received from client will be proofed by Stetson ONLY for correct sizing and pixilation of any logos of content.

COUNTERS

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

SIGNAGE SUBMISSION GUIDELINES

SIGNAGE SUBMISSION GUIDELINES

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



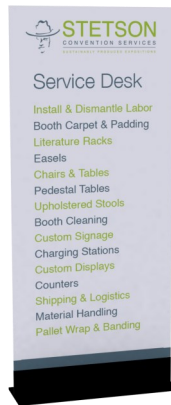
SIGNAGE

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

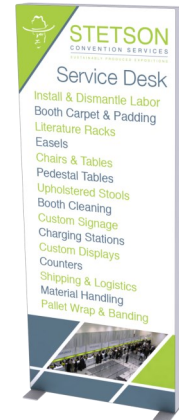
ROLL UP BANNER



METER BOARD
WITH BASE



LIGHT BOX DISPLAY



BANNER



LOGO TABLE CLOTH



FLOOR DECAL



ADDITIONAL ITEMS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Roll Up Banner with Stand (2.75'W x 6.5'H) *travel friendly, includes case	\$250.00	\$325.00	
	Meter Board Sign (37.5"W x 86.5"H) with Base	\$380.50	\$494.75	
	Light Box Display (39.38"W x 95.44"H) *Double Sided	\$1,306.50	\$1698.50	
	Vinyl Banner with 3 Grommets (6'W x 2' H)	\$225.00	\$292.50	
	Logo Table Cloth—for 6' x 30" Table *1 side custom print only, sides and back will be white. *Call Stetson for other customization options!	\$265.00	\$344.50	
	Floor Decal (2' x 2')	\$100.00	\$130.00	

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

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

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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) <input type="checkbox"/> Print ready artwork will be submitted
Foam Core - easel signs, meter boards	\$16.00 psf	\$21.00 psf	
Coroplast - easel signs, meter boards 	\$16.00 psf	\$21.00 psf	
Vinyl - banners <input type="checkbox"/> Grommets <input type="checkbox"/> Pole Pocket --> \$15.00 each	\$15.00 psf	\$19.50 psf	
Decals—floor, carpet, display, logos	\$25.00 psf	\$32.50 psf	

Size in inches: _____ x _____ = _____ / 144 = _____ x _____ = \$ _____
width height sq. inches square feet price per square foot total

ADDITIONAL ITEMS

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

Description of signage application:

GRAPHIC DESIGN LABOR

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

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

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

EXHIBIT COMPANY NAME

BOOTH #

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CUSTOM SIGNAGE ORDER FORM



COUNTERS, DISPLAY CASES & CHARGING STATIONS

QTY.		COUNTERS AND DISPLAY CASES	DISCOUNT PRICE	STANDARD PRICE	TOTAL
		<input type="checkbox"/> STRAIGHT: 1 METER X 1/2 METER X 42" HIGH <input type="checkbox"/> CURVED: 1 METER 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 with White Sides --> \$238.25 <input type="checkbox"/> Printed Side Panels --> \$238.25	\$365.00 \$420.00	\$474.50 \$546.00	
		<input type="checkbox"/> STRAIGHT: 2 METER X 1/2 METER X 42" HIGH <input type="checkbox"/> CURVED: 2 METER 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 with White Sides --> \$238.25 <input type="checkbox"/> Printed Side Panels --> \$238.25	\$525.00 \$575.00	\$682.50 \$747.50	
		DISPLAY CASE: FULL VIEW DISPLAY *Includes 4 shelves, Glass Top and Front	\$950.00	\$1,235.00	
		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	\$821.00	\$1,067.30	
QTY.		CHARGING DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
		CHARGING COUNTER: 1/2 METER GEO CUBE 8'H cube structure 4 panels of custom signage *Charging apparatuses included	\$622.00	\$808.75	
		CHARGING STATION: 1 METER STRAIGHT 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter Custom signage and back panel to cover cords *Charging apparatuses included	\$892.50	\$1,160.25	
		CHARGING KIOSK—BLACK WITH (2) 22" X 28" SIGNAGE *Charging apparatuses included	\$1,032.00	\$1,341.75	

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

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

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____







► EXHIBITOR SIGNATURE _____ PRINT NAME _____

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DISPLAY ORDER FORM



10' BOOTH DISPLAYS

	10' DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 1: PREMIUM 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> <i>*Side panels can be printed at an additional cost.</i>	\$1,596.75	\$2,040.75	
	DISPLAY 2: 8'H x 3M INSET HARDWALL 8' high x 10' wide back wall, signage in three panels, white sides <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$1,898.75	\$2,468.50	
	DISPLAY 3: 8'H x 3M OVERLAY FRONT / SIDES HARDWALL 8' high back wall, 10' wide overlay signage for seamless look, custom printed sides <i>*AV mounting package available. See below.</i>	\$2,399.50	\$3,119.50	
	DISPLAY 4: 10' SHELVING DISPLAY, 2 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>	\$3,556.00	\$4,623.00	
	DISPLAY 5: 8'H x 3M INSET, TV, 2 METER COUNTER 8' high x 10' wide back wall, signage in three panels, white sides, 24" deep counter <i>*Side panels can be printed at an additional cost. See below.</i>	\$3,024.50	\$3,932.00	
	DISPLAY 6: 8'H x 2M OVERLAY, 1M RIGHT INSET COLUMN, TV 8' high back wall with full overlay (Full Display 10' wide) 1M wide x 1/2M deep tower	\$3,024.50	3,932.00	

ADDITIONAL ITEMS:

- ☐ 32" monitor with mounting package --> \$500.00
☐ LED light(s) --> \$50.00 each QTY: _____

- ☐ Outer side panels printed --> \$360.00
☐ Overlay Option (10' Display) --> \$200.00

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

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

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____





► EXHIBITOR SIGNATURE _____ PRINT NAME _____

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10' DISPLAY ORDER FORM



20' BOOTH DISPLAYS

	20' DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 7: 20'W HOP TENSION FABRIC STRAIGHT WALL 8' high back wall, total graphic area of 235" x 89.5" <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$5,692.50	\$7,400.25	
	DISPLAY 8: 8'H x 6M INSET HARDWALL 8' high x 20' wide back wall, signage in six panels, white sides <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$3,722.75	\$4,839.75	
	DISPLAY 9: 8'H x 6M OVERLAY FRONT AND SIDES HARDWALL 8' high back wall, 20' wide overlay signage for seamless look, printed sides <i>*AV mounting package available. See below.</i>	\$4,182.75	\$5,437.75	
	DISPLAY 10: 8'H x 6M_SPLIT OVERLAY, TV, CONTOUR CUT SIDES 8' high back wall, split seamless overlay with contour cut sides (Full Display 20' wide) 32" monitor with mounting package included	\$4,661.75	\$6,060.50	
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 + 7% SALES TAX: \$ _____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____

► EXHIBITOR SIGNATURE _____ PRINT NAME _____

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20' DISPLAY ORDER FORM



ISLAND & PENINSULA CUSTOM DISPLAYS

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



Browse our [Pinterest Page](#)
for Ideas!



CUSTOM DISPLAY OPTIONS



AUDIO & VISUAL

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

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

How will you display video on your monitor?

____ Laptop

____ USB

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

- Lost, stolen, or damaged items including but not limited to monitors, cables, peg stands, remotes will be subject to replacement fees.
- A/V orders placed after Discount Deadline will be filled as inventory allows.
- Internet and Wifi are not included. Exhibitors must contact the supplier of those services to order directly.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

AUDIO / VISUAL ORDER FORM



INSTALLATION & DISMANTLE LABOR

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

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

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

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

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

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

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Installation:							\$
Dismantle:							\$
<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 _____ *PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____	ESTIMATED OUTBOUND PIECE COUNT _____ *PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____
ADDITIONAL SERVICES:		\$25.00 EACH: <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> BANDING *DISCOUNTED FOR STETSON LOGISTICS CUSTOMERS ONLY
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.

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

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

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

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

TOTAL ESTIMATED MATERIAL HANDLING: \$ _____

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

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

MATERIAL HANDLING ESTIMATION—ADVANCE TO WAREHOUSE

RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE
CLEAN WATERWAYS

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between March 7-25 to avoid surcharge

RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE
CLEAN WATERWAYS

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between March 7-25 to avoid surcharge

RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE
CLEAN WATERWAYS

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between March 7-25 to avoid surcharge

RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE
CLEAN WATERWAYS

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between March 7-25 to avoid surcharge



MATERIAL HANDLING—DIRECT TO SHOW SITE

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

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

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

<u>DIRECT TO SHOW SITE</u>	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED.....	\$166.75	\$333.50
SPECIAL HANDLING.....	\$208.50	\$417.00
SMALL PACKAGE.....	\$66.75 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5	\$166.75 *Crated or Skidded Rate	\$833.75
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	\$208.50 *Special Handling Rate	\$625.50
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	\$66.75 *Small Package Rate	\$133.50

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

TOTAL ESTIMATED MATERIAL HANDLING: \$ _____

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

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

MATERIAL HANDLING ESTIMATION—DIRECT TO SHOW SITE

RUSH—EXHIBITION FREIGHT



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

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Tuesday, April 5, 1:00pm—6:00pm,
to avoid surcharge or shipment refusal

DIRECT TO SHOW SITE
CLEAN WATERWAYS

RUSH—EXHIBITION FREIGHT



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

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Tuesday, April 5, 1:00pm—6:00pm,
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DIRECT TO SHOW SITE
CLEAN WATERWAYS

RUSH—EXHIBITION FREIGHT



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DIRECT TO SHOW SITE
CLEAN WATERWAYS

RUSH—EXHIBITION FREIGHT



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

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, Tuesday, April 5, 1:00pm—6:00pm,
to avoid surcharge or shipment refusal

DIRECT TO SHOW SITE
CLEAN WATERWAYS



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:	TUESDAY, APRIL 5	1:00PM—6:00PM	
MOVE OUT:	THURSDAY, APRIL 7	12:00PM—4:00PM	

☐ **CARTLOAD RATE**

MAXIMUM WEIGHT FOR CARTLOAD IS 300 LBS.

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

- Payment authorization is required with all orders. A credit card is required for all material handling orders.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CARTLOAD SERVICE ORDER FORM

2022 REQUEST FOR ELECTRICAL SERVICES

***Online ordering services available at www.pittsburghcc.com**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

Electrical Service (Electrical outlets approximately 120/208 A.C. 60 Cycle)	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$139.52	\$169.00	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$288.00	\$368.25	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$515.15	\$684.90	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$678.00	\$862.75	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$531.60	\$539.50	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$958.40	\$1,293.60	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,337.25	\$1,781.60	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,040.50	\$1,196.00	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,300.00	\$1,494.00	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,842.00	\$2,118.50	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,202.50	\$2,533.00	\$
Cable Service: Digital service with digital converter box (does not include monitor)			\$350.00	\$350.00	\$
Advanced Rate pricing: In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.				Total	

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

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

Total for all Electrical Services: \$

2022 REQUEST FOR ELECTRICAL SERVICES



(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #

TERMS AND CONDITIONS

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

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

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted online
- Prices effective January 1–December 31, 2022
- * *In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in*

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

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

To pay by check, please mail this form with payment to:
Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009,
exhibitorservices@pittsburghcc.com



ORDER ONLINE: www.shownets.net

Phone: 800-310-4454 | Email: orders@shownets.net

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

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

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

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

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

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

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

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

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

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

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

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

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

DO NOT EMAIL OR FAX YOUR CREDIT CARD INFORMATION TO SHOWNETS.
The preferred method of payment is to order via www.shownets.net or call 800-310-4454.

Information and Conditions

showNets (Supplier) is the exclusive provider for wired and wireless network services at the David L. Lawrence Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service.

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

Customer Acceptance of Information and Conditions (see above).

Customer - Print Authorized Name	Customer - Authorized Signature	Date

2022 REQUEST FOR CUSTOM CLEANING SERVICES

***Online ordering services available at www.pittsburghcc.com**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

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

Periodic Porter Service	Dates Service Needed	Begin Service AM / PM	End Service AM / PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$57.15 / hr	\$
					\$57.15 / hr	\$
					\$57.15 / hr	\$
					\$57.15 / hr	\$
<i>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</i>					Subtotal	\$
					Tax (7%)	\$
					Total	\$

Total for all Custom Cleaning Services: \$

PLEASE NOTE

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

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

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

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

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

Exhibitor Services Department, David L. Lawrence Convention Center

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



In-House Services Provider

David L Lawrence Convention Center

OFFICIAL : Audio-Video-Data Order Form

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information
DVD Player		\$55	\$65		PLEASE PRINT
Blu Ray Player		\$85	\$95		Exhibitor Name:
34" Cart with Skirt		\$45	\$55		Address:
54" Cart with Skirt		\$60	\$70		
Safelock Stand		\$55	\$65		City:
USB Media Player - MP4 Video (no powerpoint)		\$50	\$60		State: Zip Code:
HDMI Splitter 1in/4Out		\$125	\$150		Ordered By:
Windows Laptop		\$250	\$275		Telephone:
Other Equipment Please Call					email:
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens)		\$550	\$605		Show/Event Name:
22" Computer Monitor - Table Stand		\$225	\$305		Exhibit Booth #:
40 - 43" Flat Panel - Includes Stand		\$450	\$495		
50-52" Flat Panel - Includes Stand		\$550	\$605		Preferred Delivery Date:
55-60" Flat Panel - Includes Stand		\$700	\$770		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
75-80" Flat Panel - Includes Stand - Limited Stock		\$1,500	\$1,650		On Site Contact:
Shelf for Monitor Stand		\$50	\$60		Cell #:
Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads.					Signature:
					Terms and Conditions
Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	<p>1. Representative MUST BE on-site at for Delivery.</p> <p>2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.</p> <p>See Attached Form for Terms and Conditions</p>
6' Tripod Screen with Skirt		\$80	\$90		
8' Tripod Screen with Skirt		\$90	\$100		
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Handheld Microphone		\$70	\$80		
Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1		\$300	\$350		
Powered Speaker System (2 Speakers w/ Stands)		\$250	\$275		
Additional Sound Systems Available - Please Call					
4 Channel Mono Audio Mixer		\$70	\$80		
1/8" Mini - Headphone jack adapter (Laptops/Cell/Tablet)		\$50	\$55		
Miscellaneous Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	<p>Audio Visual Service</p> <p>Three Rivers Entertainment & Production is the In - House Service Provider for David L. Lawrence Convention Center 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222</p>
LED Uplights - Battery Powered (8 Hours per charge)		\$75	\$85		
Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates					<p>Ordering Process</p> <p>Email Form To: AV@3riversentertainment.com</p>
Please Call for Pricing					
Totals	PAYMENT IS DUE WHEN ORDER IS PLACED				<p>Fax Form To: 412-224-4408 (please unblock number)</p> <p>Question about your Order call 412-429-4000</p>
EQUIPMENT TOTAL:	1				
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum)	2				
DRAYAGE: Union Required (20% of line 1)	3				
SUBTOTAL:	4				
STATE SALES TAX: (7% of Line 1)	5				
TOTAL DUE:	6				
Method of Payment					<p>Payment Processing</p> <p>Please Mail Checks to:</p> <p>Three Rivers Entertainment and Production 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220</p> <p>For billing inquiries please email events@3riversentertainment.com</p>
PLEASE CHECK ONE					
Card Number:	MasterCard <input type="checkbox"/>		Visa <input type="checkbox"/>		
Fill out Authorization Form	Exp Date _____		American Express <input type="checkbox"/>		
Exhibitor/Cardholder's Name (as appears on card):			Check (US Only) <input type="checkbox"/>		
Exhibitor/Cardholders Signature:			Wire Transfer (US) <input type="checkbox"/>		



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
412-429-4000

CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below as per the terms and conditions in your contract.

Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the cash/check payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I agree to waive any and all rights to dispute any charges, with my credit Card company or provider, that are charged on my card from Three Rivers Entertainment & Production. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc. I waive all of my rights to any credit card disputes.



CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below per the terms and conditions in your contract. Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the "cash/check" payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____ Phone# _____
City, State, Zip _____ Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc.