



Dear BizBash Exhibitor:

**STETSON CONVENTION SERVICES, INC.** is pleased to be your Official Service Contractor for BizBash Orlando at Connect 2020 on October 19-21, 2020 at the Orlando World Center Marriott. 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.

Maressa Delisio:

Exhibitor Services Representative

[mdelisio@stetsonexpo.com](mailto:mdelisio@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**

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

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

[Cleaning Order Forms](#) *\*See our new options for daily thorough cleaning!*

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

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**MISC. ORDER FORMS**

[Encore Exhibit Order Form—Audio Visual, Internet](#)

[Encore Rigging Order Form \(online\)](#)

[Electrical Order Form \(online\)](#)

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**CUSTOM FURNITURE**

[Custom Furniture Catalog](#)

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Options  
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**OFFICIAL SERVICE CONTRACTOR:**

**STETSON CONVENTION SERVICES**

2900 Stayton St.  
Pittsburgh, PA 15212

Phone: 412-223-1090

Fax: 412-223-1094

[www.stetsonexpo.com](http://www.stetsonexpo.com)

**EXHIBITOR SERVICES REPRESENTATIVE**

Maressa Delisio

Mobile: 412-737-8450

[mdelisio@stetsonexpo.com](mailto:mdelisio@stetsonexpo.com)

**PREFERRED CARRIER:**

**STETSON LOGISTICS**

2900 Stayton St.  
Pittsburgh, PA 15212  
Phone: 412-223-1090  
Fax: 412-223-1094

[shipping@stetsonexpo.com](mailto:shipping@stetsonexpo.com)

**FACILITY:**

**ORLANDO WORLD CENTER MARRIOTT**

8701 World Center Drive  
Orlando, FL 32821  
Phone: 407-239-4200

**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:

24/7 Specials  
c/o Stetson / Connect / BizBash  
Exhibit Company Name, Booth #  
10950 Palmbay Drive  
Orlando, FL 32824

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

**Receiving Dates:**

Monday, September 21 to Friday, October 9  
M-F, 9:00am to 4:00pm

DIRECT TO SHOW SITE:

Orlando World Center Marriott  
c/o Stetson / Connect / BizBash  
Exhibit Company Name, Booth #  
8701 World Center Drive  
Cypress Ballroom  
Orlando, FL 32821

**Receiving Dates:**

Monday, October 19  
8:00am to 12:00pm

**FACILITY PROVIDED SERVICES:**

**Electrical, Rigging, Internet:** Please submit these forms in the manner requested by each provider. Order forms are linked on the first page, as well as under "Forms" on the boomer online portal.

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

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



**Stetson Discount Deadline**

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

**Friday, October 2**

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

**Warehouse Receiving**

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

**Monday, September 21 to Friday, October 9**

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

**Last Day to Arrive to Warehouse Before Transfer**

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

**Friday, October 16**

**Exhibitor Move-in / Show Site Receiving**

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

**Monday, October 19**

**8:30am to 5:00pm**

**Show Hours**

**Tuesday, October 20**  
**\*Lunch in Trade Show**

**8:30am to 5:00pm**  
**12:00pm to 2:00pm**

**Wednesday, October 21**  
**\*Lunch in Trade Show**

**8:30am to 5:00pm**  
**12:00pm to 2:00pm**

**Exhibitor Move-out**

*Empty containers will be returned once aisle carpet is removed*

**Wednesday, October 21**

**5:30pm to 10:00pm**

**Carrier Check-in Deadline**

*To ensure all items are off the show floor by the end of exhibitor move-out, please have carriers check in by this time. All shipments left on the show floor will be forced onto Stetson Logistics at the exhibitor's expense.*

**Wednesday, October 21**

**8:00pm**

**BOOTH EQUIPMENT:**

Booth Drape

8' Back Drape  
3' Side Drape

Silver/White  
White

Items included in Empty Booth Package

Booth Drape and Booth ID Sign

**\*We have a variety of [BOOTH PACKAGE](#) and [TURNKEY PACKAGES](#) at a bundled rate!**

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



Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412-223-1090.

**INSTALLATION & DISMANTLING:**

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed [LABOR ORDER FORM](#).

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

<b>HOURS:</b>	<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

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

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

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

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

**SHIPPING AND FREIGHT HANDLING:**

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

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

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

**ELECTRICAL JURISDICTION:** All booth electrical work must be performed by the contracted electrical supplier. Please see enclosed [ELECTRICAL ORDER FORM](#).

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

**MISCELLANEOUS:**

- Exhibitors are allowed to do technical work on their personal machines, such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by the Stetson personnel.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Stetson at show site immediately. Please refrain from voicing complaints directly to craft personnel.





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

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

**DEFINITIONS:**

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

**PAYMENT TERMS**

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. Stetson will charge a processing fee of 5% on the total amount of any invoice requiring a change of payment after the original payment has been processed. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Stetson except where specifically identified as a sale. All Stetson rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, charges will be applied to all labor orders that are not cancelled in writing at least five days prior to the scheduled start time. If services have already been provided at the time of cancellation, no refund will be given. It is Exhibitor's responsibility to advise Stetson personnel of any problem with any orders, and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, Stetson requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is 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.



## RULES AND REGULATIONS A-Z

### **ACOUSTICAL REGULATIONS**

Exhibitors operating sound amplifying or audio-visual equipment must do so in a manner as to not disturb other exhibitors. Show management will be the sole arbiter of the acceptability of sound levels. Sound systems & speakers must be positioned pointing inwards so that sound can be contained within the perimeter of the booth. Please note that crowds must not form within the aisles when presentations/demonstrations are given

### **ANIMALS**

No exotic, wild or non-domesticated animals may be brought onto the premises. Permission for any domesticated animals (cats, dogs, etc.) to appear as part of a performance or exhibit booth must first be approved by the Exhibit Manager, Meeting Planner and then the Convention Services Manager and/or Production Services Director. Additional insurance may be required.

### **APPROVAL OF STAND AND BOOTH DESIGNS**

Show management approval is required for all booths 20'x20' or larger. Plans should be submitted for approval no later than October 2, 2020.

Please send plans and design specifications to:

BizBash Events Team

Email: [events@bizbash.com](mailto:events@bizbash.com)

### **BADGES AND PASSES**

For security reasons all persons working at or visiting BizBash Orlando/Connect 2020 will require a badge to enter the facility at all times.

#### **Exhibitor badges**

Set-Up: Exhibitors will be issued a temporary badge via email. Please bring a printed copy of your temporary badge on-site during set-up. All event badges will be mailed prior to the event to the home address provided. Exhibitor You will need to pick-up your badges that day, as security will no longer permit the temporary badges once the show is open.

### **BALLOONS**

The usage of balloons must be approved by the Convention Services Manager or Catering Sales Manager. The following guidelines must also be followed at all times:

- The use of helium balloons smaller than 18 inches are prohibited. Smaller air-filled balloons may be used for decoration and/or handouts.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored. No helium balloons or blimps may be flown around the ballrooms.
- The use of mylar balloons are prohibited.
- Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Overnight storage of helium or compressed air cylinders is prohibited in the building.
- Balloons must be removed from the property by the company who provided them. Marriott staff is not responsible for removing balloons. A labor charge of \$55.00 per hour will be assessed if balloon removal is required.
- Balloons will not be released outside due to airport flight patterns in the area.

### **BANNERS**

Suspended banners are only permitted above booths that are 400 sq ft or larger. Possible exceptions may be made for booths on the perimeter of the show, subject to written approval from Show Management. Banners must be suspended at least 2 ft inside the booth footprint. Rigging is permitted where possible at a max of 20ft from the floor to the top of the banner. Please check with show management to see if your booth location allows for banners to be suspended.

### **BOOTH DESIGN & DISPLAY GUIDELINES**

Pipe and drape is provided for 10'x10' or 10'x20' inline booths on this show as an 8ft backwall and 3ft sidewall. While pipe and drape is provided for inline/linear booths, the exhibitor should not rely on that as the backwall. The exhibitor is still expected to provide their own backwall. Samples of permitted backwalls include: hardwall booths, graphic walls, and pop-up walls.

Suitable, Back Wall Unit Packages are available from Stetson Convention Services should you require. Please refer to the Stetson Convention Services Order Forms located in this exhibitor manual to find additional information and pricing on booth packages available.

**Important note: These should be ordered in advance to avoid on-site surcharges.**

Note that pipe and drape is only provided for 10'x10' or 10'x20' inline booths. A suitable floor covering is a show requirement, so you must order carpet or provide your own floor covering. Remember if your booth is 20'x20' or larger, you are required to submit a diagram to Show Management for approval by October 2, 2020.

All booths, regardless of size, must be in keeping with the environment of BizBash/Connect Marketplace as a whole. Any display deemed unprofessional in appearance, at the sole discretion of show management, will not be permitted.

#### **Backwalls**

Maximum heights of walls will depend on the type of booth you have, see below.

#### **Inline/Linear booth (i.e. dimension front to back is 10 feet and adjoins other booths in line)**

Side walls may not exceed 8 feet in height for the rear half and 3 feet in height for the front half of the booth. A sight line to the neighbor is required in the front half of the booth.

Maximum height - Linear booths may not have a back wall more than 8 feet high unless on the perimeter of the hall and with written approval of Show management. Banners suspended from the ceiling are not permitted for any linear booth under 400 sq. ft. in size unless they are on the perimeter of the hall and with written approval of Show Management.



## RULES AND REGULATIONS A-Z

### Peninsula and Split Island booths (i.e. aisles on 2 or 3 sides)

Adjoining Walls - Maximum height for walls dividing Peninsula or Split Island booths is 12 ft.

Walls or displays items that are at least 2 ft inside the booth from the back wall may extend to a maximum of 15 ft.

There are no sight-line restrictions for this type of booth, unless they are adjoining an inline/linear booth. Any adjoining (shared) back or side walls will require a sight line to the neighbor's booth. This can be fulfilled by reducing wall height to 4ft the last 3ft (or 1M) to the end of the booth.

Adjoining walls must not interfere with their neighbor's display and must be finished on both sides.

No signs or logos are permitted on the back side of a wall overlooking another booth and the wall in this case must be finished in a light neutral color.

Island booth (i.e. aisles on all four sides)

Maximum wall height should be max. 15 feet. Rigging is permitted where possible at a max of 20ft from the floor to the top of the banner. Please check with show management to see if your booth location allows for banners to be suspended.

### Two Story booths

Please note: For any two-story booths planned, you must submit with the booth diagram the structural calculations and any other documentation that can be found to provide significant risk (i.e. stairs and their railings, fire safety and emergency information and ceiling specifications).

Any approvals for two-story booths, must be submitted to BizBash Events Team at [events@bizbash.com](mailto:events@bizbash.com).

Any plans for two-story booths must be submitted by October 2, 2020.

### CHILDREN

No persons under the age of sixteen (16) will be permitted into the exhibition halls.

### CONFETTI

Marriott does permit the use of confetti in the meeting/ballroom space, but the meeting group is required to pay an hourly fee associated with clean-up. The clean-up fee is \$55.00 per hour per service/staff member.

### COVID-19 PROCEDURES

**Masks will be required to be worn at all times and will be offered onsite if needed. Temperatures will be taken each day entering the tradeshow.**

### DAMAGE & DILAPIDATION

Exhibitors will be liable for the expense to repair any damage or dilapidation to the Marriott caused by their actions or those of their contractors or employees.

### FIRE SAFETY REGULATIONS

The exhibitor agrees to comply with local, city and state laws, ordinances, and regulations and the regulations of the owner covering fire, safety, health, and all other matters. No combustible materials shall be stored in or around the exhibit booths.

### FOOD AND BEVERAGE

The Marriott is the exclusive caterer to the facility. They must provide all food and beverages served in the facility. Refer to [BOOTH CATERING SERVICE INFORMATION](#), for menu selections and catering order form.

### HANGING SIGNS & BANNERS

Exhibitors with peninsula or island booths of 400 sq. ft. or more may suspend signs or banners from the ceiling structure.

Exhibitors in booths less than 400 sq. ft. may only suspend a banner with written approval of Show Management.

Exhibitors requiring signs to be hung from the ceiling must use the facility as exclusive provider of the service.

Suspended signs or banners should be positioned at least 2 ft inside the booth area so as not to encroach on other exhibitors' space.

Installation and removal times will be established according to the availability of the hall and access to the area under the sign.

### INDEPENDENT CONTRACTORS – GUIDELINES

If an exhibitor appoints a company other than Stetson Convention Services, Inc. to install and dismantle their exhibit they should read and complete the EAC Payment Authorization Form. Please also refer to [SHOW SITE WORK RULES](#).

It is advisable for independent contractors to read the exhibitor manual fully.



## RULES AND REGULATIONS A-Z

### **INSURANCE**

Exhibitors are required to have general liability insurance to cover risks incurred while exhibiting at BizBash Orlando/Connect 2020. Exhibitors are also required to provide a valid certificate of insurance to the organizer no later than 30 days prior to the expo. Please send proof of insurance to BizBash Events Team @ [events@bizbash.com](mailto:events@bizbash.com).

### **PRODUCT GIVEAWAYS & HANDOUTS**

Offering or giving out any handouts such as literature, product samples or specialty materials shall only take place within the confines of the exhibitors' own booth.

### **SECURITY**

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors and attendees are required to wear badges at all times during show hours as these will be checked upon entry to the facility.

However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind.

BizBash Orlando/Connect 2020 recommends the following measures exhibitors may wish to take to further safeguard their property:

- 1) Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
- 2) Be sure that boxes and cartons cannot be mistaken for trash. Place trash bags in the aisle at the close of each show day.
- 3) Hire the services of a guard to provide exclusive presence in their booth overnight. Contact show organizer for details of approved security services that are available.

### **SMOKING POLICY**

Smoking is not permitted in the exhibit halls or meeting rooms.

### **STAFFING POLICY**

At least one representative of the exhibitor should be on duty in the booth during show hours.

### **STORAGE**

No packing cases or crates may remain in the Marriott while the show is open to attendees. Any flammable containers must be removed from the hall. Stetson Convention Services Inc will, if required, arrange for the removal and return of such items. All containers should be clearly marked with the exhibitors' name and booth number.

### **UNION LABOR GUIDELINES**

Exhibitors are advised that union labor will be required for certain aspects of exhibit installation and handling. Please read the Labor Union Guidelines.

### **VIDEO-TAPING, PHOTOGRAPHING & BROADCASTING**

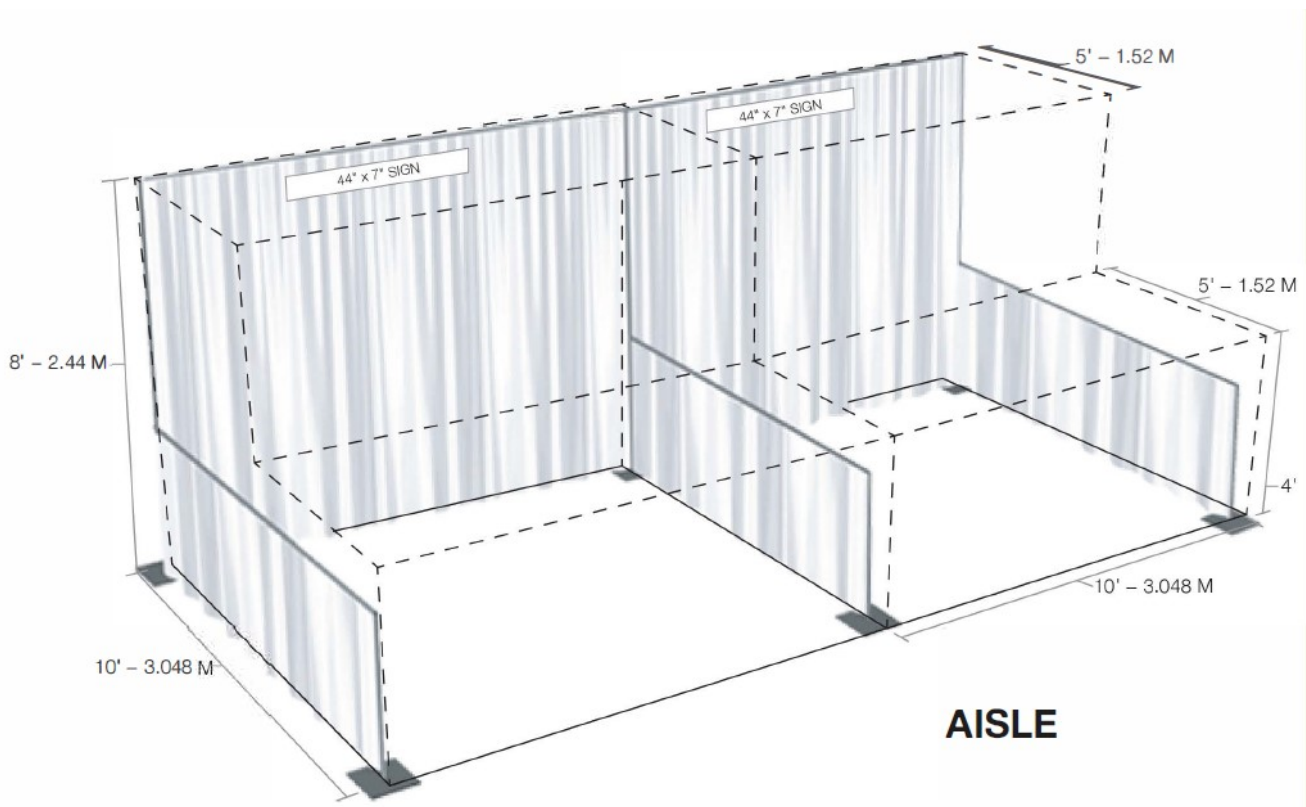
Video-taping or sound recording during BizBash Orlando/Connect Marketplace for the purpose of commercial use, broadcasting or distribution to the general media is prohibited without the prior written consent of the show manager. Permission should also be obtained from individual exhibitors prior to the filming or photographing of their exhibit.





### INLINE BOOTHS—INDUSTRY GUIDELINES

- The minimum exhibit space is 10' x 10' and rented in multiples (10' x 20', 10' x 30', etc.). The back 5' of the basic exhibit may be occupied up to a height of 8'.
- The front 5' of the rented space may be occupied from the floor up to a height of 4'.
- Equipment/product may exceed the 4' height limit but may not be higher than 8' and must be placed so as to not block the view or impede the sight lines of adjacent exhibits.
- Live or video demo stations must be confined to the back 5' of the rented space.





**PAYMENT AUTHORIZATION**

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

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

**PAYMENT POLICIES**

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to your exhibitor services representative: [mdelisio@stetsonexpo.com](mailto:mdelisio@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**

BOOTH PACKAGE	\$ _____
FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
FLORAL	\$ _____
DISPLAY	\$ _____
HANGING STRUCTURE	\$ _____
SIGNAGE	\$ _____
CLEANING	\$ _____
LABOR (EST.)	\$ _____
FORKLIFT (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.**

**Deadline to submit this form and Certificate of Insurance: Wednesday, September 16**

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

### ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

### WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- Stetson will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

### WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

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

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

### AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

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

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

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

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

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

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

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

### WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

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

### WHEN WILL MY CREDIT CARD BE CHARGED?

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



**BOOTH PACKAGE - 10% SAVINGS**

The booth packages below are provided at a discounted rate versus ordering items a la carte. If you wish to make any substitutions, you must order those separately from the furniture, accessory, and carpet order forms.

**BOOTH PACKAGE - OPTION A**

FURNITURE PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
6' long x 30" high skirted table - <b>White</b> 2 folding chairs Wastebasket with compostable liner	\$330.75	\$430.00	

**BOOTH PACKAGE - OPTION B**

FURNITURE PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
6' long x 30" high skirted table - <b>White</b> 2 folding chairs Wastebasket with compostable liner	\$620.50	\$806.75	
10' x 10' booth space carpet - <b>Graphite</b>			

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$** \_\_\_\_\_

- Booth packages are for a 10' x 10' booth space only. Only one (1) package per exhibitor.
- Colors are preselected. No substitutions may be made under the booth package. Please order a la cart if different colors or sizes are preferred.
- 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	

BOOTH PACKAGE ORDER FORM



## TURNKEY PACKAGE - 15% SAVINGS

The turnkey packages below are provided at a discounted rate versus ordering items a la carte. If you wish to make any substitutions, you must order those separately from the furniture, accessory, and carpet order forms. Please refer to [DISPLAY ORDER FORMS](#) for additional display options.

### TURNKEY PACKAGE - OPTION A



TURNKEY PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
10' x 10' booth space carpet - <b>Graphite</b> 8' high back wall, signage in three panels <input type="checkbox"/> Overlay for an additional \$150.00 1 meter x 1/2 meter x 42" high counter Custom counter graphic (front and sides) <input type="checkbox"/> Shelf <input type="checkbox"/> Lock --> \$25.00 each (1) white leather barbershop stool Wastebasket with compostable liner	\$4,610.00	\$5,993.00	

### TURNKEY PACKAGE - OPTION B



TURNKEY PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
10' x 10' booth space carpet - <b>Graphite</b> 8' high back wall, signage in three panels <input type="checkbox"/> Overlay for an additional \$150 2 meter wide x 24" deep x 42" high counter Custom lower counter graphics (QTY 4) (2) white leather barbershop stools 32" monitor with mounting package HDMI Cord Wastebasket with compostable liner	\$6,722.25	\$8,739.00	

### TURNKEY PACKAGE - OPTION C



TURNKEY PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
10' x 10' booth space carpet - <b>Graphite</b> 8'h x 6'w overlay backwall 1 meter wide x 1/2 meter deep column Full custom backwall graphics 30" round x 40" high pedestal table White spandex linen (2) white leather barbershop stools 32" monitor with mounting package HDMI Cord Wastebasket with compostable liner	\$5,988.50	\$7,785.25	

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$\_\_\_\_\_**

- Booth packages are for a 10' x 10' booth space only. Only one (1) package per exhibitor.
- Pricing above includes install and dismantle labor.
- Colors are preselected. No substitutions may be made under the booth package. Please order a la cart if different colors or sizes are preferred.
- 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.


TURNKEY PACKAGE ORDER FORM



## TURNKEY PACKAGE - 15% SAVINGS

The turnkey packages below are provided at a discounted rate versus ordering items a la carte. If you wish to make any substitutions, you must order those separately from the furniture, accessory, and carpet order forms. Please refer to [DISPLAY ORDER FORMS](#) for additional display options.

### TURNKEY PACKAGE - OPTION D

	TURNKEY PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 20' booth space carpet - <b>Graphite</b> 8' high back wall, signage in six panels <input type="checkbox"/> Overlay for an additional \$300.00 2 meter x 1/2 meter x 42" high counter Custom counter graphic (front and sides) (2) white leather barbershop stools (2) 30" round x 40" high pedestal table (2) White spandex linen Wastebasket with compostable liner	\$8,702.75	\$11,313.75	

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$** \_\_\_\_\_

- Booth packages are for a 10' x 20' booth space only. Only one (1) package per exhibitor.
- Pricing above includes install and dismantle labor.
- Colors are preselected. No substitutions may be made under the booth package. Please order a la carte if different colors or sizes are preferred.
- 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

TURNKEY PACKAGE ORDER FORM





**FURNITURE**

<b>SKIRTED TABLES</b>		<b>DISCOUNT PRICE</b>	<b>STANDARD PRICE</b>	<b>COUNTER HIGH SKIRTED TABLES</b>		<b>DISCOUNT PRICE</b>	<b>STANDARD PRICE</b>
All tables are 24" deep—skirted on 3 sides				All tables are 24" deep—skirted on 3 sides			
4' long x 30" high Table		\$183.75	\$239.00	4' long x 40" high Table		\$202.25	\$263.00
6' long x 30" high Table		\$202.25	\$263.00	6' long x 40" high Table		\$220.50	\$286.75
8' long x 30" high Table		\$220.50	\$286.75	8' long x 40" high Table		\$239.00	\$310.75
4th Side Skirt		\$55.25	\$72.00	4th Side Skirt		\$73.50	\$95.75

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

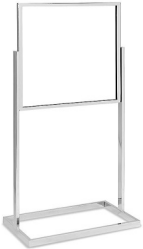
☐ **BLACK** ☐ **BLUE** ☐ **BURGUNDY** ☐ **GREEN** ☐ **GOLD** ☐ **RED** ☐ **SILVER** ☐ **TEAL** ☐ **WHITE**

UNSKIRTED TABLES		DISCOUNT PRICE	STANDARD PRICE	PEDESTAL TABLES		DISCOUNT PRICE	STANDARD PRICE
All tables are 24" deep—topped				Formica Topped Cocktail Tables			
	4' long x 30" high Table	\$147.00	\$191.25		30" round x 30" high Table	\$174.75	\$227.25
	6' long x 30" high Table	\$165.50	\$215.25		30" round x 40" high Table	\$211.50	\$275.00
	8' long x 30" high Table	\$183.75	\$239.00		Spandex Linen	\$110.25	\$143.50
COUNTER HIGH UNSKIRTED		DISCOUNT PRICE	STANDARD PRICE	Please select color—if none, color will be selected by Stetson. AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN			
All tables are 24" deep							
	4' long x 40" high Table	\$165.50	\$215.25	SPECIALTY DRAPE		DISCOUNT PRICE	STANDARD PRICE
	6' long x 40" high Table	\$183.75	\$239.00	Select color below			
	8' long x 40" high Table	\$202.25	\$263.00		3' Drape per ln. ft.	\$18.50	\$24.25
CHAIRS AND SEATING		DISCOUNT PRICE	STANDARD PRICE		8' Drape per ln. ft.	\$27.75	\$36.25
	Folding Chair			\$43.75	\$57.00	Please select color—if none, color will be selected by Stetson. BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE CHARCOAL GRAY FRENCH BLUE	
	Plastic Contour Chair—Black	\$110.25	\$143.50	TABLE RISERS (12" H—WOOD)		DISCOUNT PRICE	STANDARD PRICE
	Upholstered Arm Chair—Gray	\$165.50	\$215.25	Select color below			
	Upholstered Stool—Gray/Ct. Height	\$183.75	\$239.00		4' Skirted Table Top Riser	\$110.25	\$143.50
	Swivel Desk Chair—Black/Armless	\$272.25	\$354.00		6' Skirted Table Top Riser	\$128.75	\$167.50
	Swivel Desk Chair—Black/Arms	\$211.50	\$275.00	Please select color—if none, color will be selected by Stetson. BLACK BLUE RED WHITE			



## ACCESSORIES

SIGN HOLDER



LITERATURE RACK



GARMENT RACK



GRIDWALL



IPAD STAND



ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket		\$40.00	\$52.00	
Fish Bowl		\$73.50	\$95.75	
Easel <input type="checkbox"/> Add 22"x28" Sign <input type="checkbox"/> Add 28"x44" Sign		\$73.50 *add sign \$70.00 *add sign \$137.00	\$95.75 *add sign \$91.00 *add sign \$178.25	
22" x 28" Sign Holder <input type="checkbox"/> Add 22"x28" Sign		\$156.25 *add sign \$70.00	\$203.25 *add sign \$91.00	
Literature Rack		\$156.25	\$203.25	
Chrome Stanchion (rope not included)		\$92.00	\$119.75	
Rope—7 ft. Sections (stanchions not included)		\$36.75	\$48.00	
Black Tensa Barrier with 7 ft. Expandable Belt		\$128.75	\$167.50	
2 Armed Bag Holder—Waterfall or Straight (please circle)		\$183.75	\$239.00	
4 Armed Bag Holder—Waterfall or Straight (please circle)		\$202.25	\$263.00	
iPad Stand		\$174.75	\$227.25	
Grid Wall—3 Arms Per Grid Wall <input type="checkbox"/> Straight Arms _____Number of Feet <input type="checkbox"/> Waterfall Arms _____Number of Clamps		\$165.50	\$215.25	
Poster Board (91" x 44.5" usable space) *tacks not included		\$303.25	\$394.25	

**TOTAL OF ALL ITEMS ORDERED + 6.5% 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

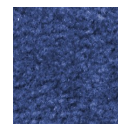
QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 10' Booth Space	\$323.75	\$421.00	
	10' x 20' Booth Space	\$647.50	\$841.75	
	10' x 30' Booth Space	\$971.25	\$1,262.75	
	10' x 40' Booth Space	\$1,295.00	\$1,683.50	

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

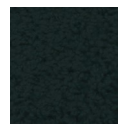
**CUSTOM CUT & LAY CARPET (ISLAND & PENINSULA BOOTHS):**

Includes Seaming & Special Cutting *100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Booth Size _____ x _____ = _____	\$6.75 psf	\$9.00 psf	

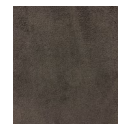
☐ BLUE



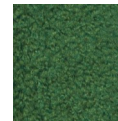
☐ BLACK



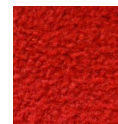
☐ GRAPHITE



☐ GREEN



☐ RED



### 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 _____ = _____	\$8.00 psf	\$10.50 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 _____ = _____	\$3.25 psf	\$4.25 psf	
Visqueen Protection—per sq. ft. Booth Size _____ x _____ = _____	\$1.75 psf	\$2.50 psf	
Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll		

**TOTAL OF ALL ITEMS ORDERED + 6.5% 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	\$119.50	\$155.50	
	Green Plant: 1' - 2' Tall	\$119.50	\$155.50	
	Green Plant: 2' - 3' Tall	\$156.25	\$203.25	
	Green Plant: 3' - 5' Tall	\$193.00	\$251.00	
	Green Plant: 5' - 7' Tall	\$229.75	\$298.75	

### BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Seasonal Blooming Plant	\$119.50	\$155.50	
	Table Flower Arrangement - Flat Backed	\$183.75	\$239.00	
	Table Flower Arrangement - Full Round	\$193.00	\$251.00	
	Large Floor Arrangement	\$257.25	\$334.50	

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 + 6.5% SALES TAX: \$\_\_\_\_\_**

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

PLANT & FLORAL ORDER FORM



## DISPLAY, STRUCTURE & SIGNAGE CONDITIONS

### GENERAL TERMS

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

### DISPLAYS AND CHARGING STRUCTURES

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

### COUNTERS

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

### HANGING STRUCTURES

- Price includes metal, graphic, and banner build.
- **Rigging labor is required and must be ordered separately and is exclusive at the Wynn. Please contact the exclusive vendor on this [online order form](#).**
- Damaged frames and missing materials will be charged full replacement cost.
- Need something custom? Reach out to your exhibitor services representative for assistance.

## SIGNAGE SUBMISSION GUIDELINES

### SIGNAGE SUBMISSION GUIDELINES

- Please contact your Stetson Exhibitor Services Representative for signage deadlines, spec sheets, and a link to dropbox for file sharing.
- When submitting files, provide the print ready PDF file (editable) as well as any downloaded fonts. Any font files not supplied may be substituted and subject to additional graphic design charges.
- All PDF files must be saved to the size listed on the signage spec sheet (do not include any crop marks or bleeds on artwork).
- All logos submitted must be either an .eps, .ai, or high resolution file.
- All files must be saved as CMYK.
- All files must be clearly saved as Signage Product\_Live Area Size of the file (ex: Welcome Showcard\_22x28).
- When submitting files at half size (50%), please include in the file name followed by the final print ready size. (ex: Welcome Banner\_Half Size\_240x48)
- All meter board files must be saved with content 6 inches from the bottom.
- Any in-house work needed to prepare non-digital art for production or to correct digital files to a production ready state will be billed in half hour increments (\$50.00 per hour).



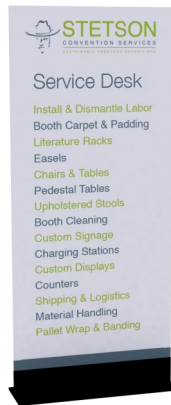
## SIGNAGE

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

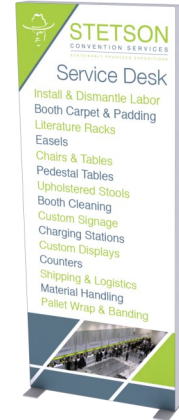
ROLL UP BANNER



METER BOARD  
WITH BASE



LIGHT BOX DISPLAY



BANNER



LOGO TABLE CLOTH



FLOOR DECAL



## ADDITIONAL ITEMS

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

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

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$** \_\_\_\_\_

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

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

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

### ADDITIONAL ITEMS

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

Description of signage application:

### GRAPHIC DESIGN LABOR

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

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

TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$ \_\_\_\_\_

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





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CUSTOM SIGNAGE ORDER FORM





## COUNTERS, DISPLAY CASES & CHARGING STATIONS

	COUNTERS AND DISPLAY CASES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>COUNTER: 1 METER STRAIGHT X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$212.50		\$638.75	\$830.50	
	<b>COUNTER: 1 METER CURVED X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$238.25		\$735.00	\$955.50	
	<b>COUNTER: 2 METER STRAIGHT X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$431.00		\$918.75	\$1,194.50	
	<b>COUNTER: 2 METER CURVED X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$482.50		\$1,006.25	\$1,308.25	
	<b>DISPLAY CASE: FULL VIEW DISPLAY</b> *Includes 4 shelves, Glass Top and Front		\$1,662.50	\$2,161.25	
	<b>DISPLAY CASE: 1 METER GLASS DISPLAY CASE</b> *Includes custom printed header, plexi glass front, plexi glass sides, and 4 shelves <input type="checkbox"/> Additional Shelving --> \$65.00 each		\$1,436.75	\$1,868.00	
	CHARGING DISPLAYS	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>CHARGING COUNTER: 1/2 METER GEO CUBE</b> Charging apparatuses included *4 panels of custom signage included		\$1,088.50	\$1,415.25	
	<b>CHARGING STATION: 1 METER STRAIGHT</b> 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter *Includes custom signage and back panel to cover cords *Charging apparatuses included		\$1,562.00	\$2,030.75	
	<b>CHARGING KIOSK—BLACK WITH (2) 22"x28" SIGNAGE</b> *Charging apparatuses included		\$1,806.00	\$2,348.00	

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

TOTAL OF ALL ITEMS ORDERED + 6.5% 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
	<b>DISPLAY 1: 10' FLAT FABRIC POP UP</b> 9' wide x 7' high <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$2,388.75	\$3,105.50	
	<b>DISPLAY 2: 10' TURNKEY GRAPHIC HARD WALL</b> 8' high back wall, signage in three panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$2,889.25	\$3,756.25	
	<b>DISPLAY 3: 10' TRADESHOW BOOTH</b> 8' high back wall, signage in three panels <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$3,651.50	\$4,747.00	
	<b>DISPLAY 4: 10' HARD WALL WITH 2 METER COUNTER</b> 8' high back wall, signage in three panels 24" deep counter <i>*AV mounting package available. See below.</i> <i>*Counter panels and side panels can be printed at an additional cost.</i>	\$4,354.00	\$5,660.25	
	<b>DISPLAY 5: 10' INSET HARD WALL WITH 3' SIDE WALL</b> 8' high back wall, signage in three panels <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$4,504.25	\$5,855.75	
	<b>DISPLAY 6: 10' TURNKEY HARD WALL WITH COUNTERS</b> 8' high back wall, signage in three panels Two 42" high counters with full custom signage, and custom header <i>*AV mounting package available. See below.</i> <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$5,411.00	\$7,034.50	
	<b>DISPLAY 7: 10' OVERLAY HARD WALL</b> 8' high back wall, signage in three panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$3,239.25	\$4,211.25	
	<b>DISPLAY 8: 10' OVERLAY HARD WALL WITH RIGHT TOWER</b> 8' high back wall with full overlay 1M wide x 1/2M deep tower <i>*AV mounting package available. See below.</i>	\$4,602.50	\$5,983.25	
<b>ADDITIONAL ITEMS:</b> <input type="checkbox"/> 32" monitor with mounting package --> \$500.00 <input type="checkbox"/> LED light(s) --> \$50.00 each QTY: _____ <input type="checkbox"/> Outer side panels printed --> \$360.00 <input type="checkbox"/> Overlay Option (10' Display) --> \$200.00				

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**TOTAL OF ALL ITEMS ORDERED + 6.5% 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
	<b>DISPLAY 9: 20' TENSION FABRIC STRAIGHT WALL</b> 8' high back wall, total graphic area of 236.5" x 92". <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$8,662.50	\$11,261.25	
	<b>DISPLAY 10: 20' INSET HARD WALL</b> 8' high back wall, signage in six panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$5,664.75	\$7,364.25	
	<b>DISPLAY 11: 20' OVERLAY HARD WALL</b> 8' high back wall, 6 meter overlay signage for seamless look <i>*Side panels can be printed at an additional cost. See below.</i>	\$6,364.75	\$8,274.25	
	<b>DISPLAY 12: 20' DELUXE HARD WALL WITH 2 COLUMNS</b> 8' high back wall, 4 meter center overlay Two 1 meter x 1/2 meter deep columns <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$7,558.00	\$9,825.50	
	<b>DISPLAY 13: 20' OVERLAY HARD WALL WITH CONTOUR CUT SIDES</b> 8' high back wall, split overlay with contour cut sides <i>*AV mounting package available. See below.</i>	\$7,093.75	\$9,222.00	
	<b>DISPLAY 14: 20' OVERLAY HARD WALL WITH OFFICE STORAGE</b> 8' high back wall, overlay signage on back wall and office area <i>*Door with lock and key included.</i> <i>*AV mounting package available. See below.</i>	\$8,823.50	\$11,470.75	
<b>ADDITIONAL ITEMS:</b> <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				

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**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$** \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITOR ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ EXT \_\_\_\_\_ FAX \_\_\_\_\_







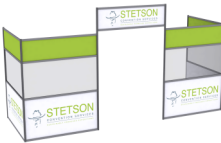
► EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

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20' DISPLAY ORDER FORM



## SHIELD PROTECTION DISPLAYS

	PLEXI GLASS DISPLAYS	DISCOUNT PRICE	STANDARD	TOTAL
	<b>DISPLAY 15: FRAMED METER BOARD_PLEXI SHIELD</b> 8' high x 1M wide framed plexi shield	\$630.00	\$819.00	
	<b>DISPLAY 16: 1M CHARGING KIOSK_PLEXI SHIELD</b> 8' high kiosk with plexi shield Custom front kick panel, white sides, and plexi glass included. <i>*Side panels can be printed at an additional cost.</i> <i>*Charging apparatuses can be rented at an additional cost.</i>	\$1,254.75	\$1,631.25	
	<b>DISPLAY 17: 1M STRAIGHT COUNTER_PLEXI SHIELD</b> 1M counter with plexi shield Custom front kick panel, white sides, and plexi glass included. <i>*Side panels can be printed at an additional cost.</i>	\$1,098.25	\$1,427.75	
	<b>DISPLAY 18: 2M STANDARD REGISTRATION COUNTER_PLEXI SHIELD</b> 2M registration style counter with plexi shield Custom front kick panel and header, white sides, plexi glass and work counter included. <i>*Side panels can be printed at an additional cost.</i>	\$1,641.50	\$2,134.00	
	<b>DISPLAY 19: (2) 2M COUNTER WORK STATION_PLEXI SHIELD</b> Work space design with 2M counters and plexi shields (2) 2M counters with custom top headers (2) and kick panels (2), white sides, and plexi glass (1) included. <i>*Side panels can be printed at an additional cost.</i> <i>*Charging apparatuses can be rented at an additional cost.</i>	\$3,792.25	\$4,930.00	
	<b>DISPLAY 20: 2M STRAIGHT COUNTER_PLEXI SHIELD</b> 2M counter with plexi shield Custom front kick panel, white sides, and plexi glass included. <i>*Side panels can be printed at an additional cost.</i>	\$1,848.00	\$2,402.50	
	<b>DISPLAY 21: 20' STORE FRONT_PLEXI SHIELD</b> 8' high storefront display with plexi shields Full custom signage and plexi shields included.	\$3,754.75	\$4,881.25	

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

TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$ \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITOR ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ EXT \_\_\_\_\_ FAX \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

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

SHIELD PROTECTION DISPLAY ORDER FORM



## ISLAND & PENINSULA CUSTOM DISPLAYS

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



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






CUSTOM DISPLAY OPTIONS





## HANGING STRUCTURES

	HANGING STRUCTURES	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>HANGING STRUCTURE 1: SMALL CUBE BANNER</b> 36" square x 34" high *4 single-sided, foam core graphic panels *Rigging cables included <input type="checkbox"/> Light(s) --> \$50.00 each <input type="checkbox"/> Double-sided graphics --> \$200.00	\$1,566.25	\$2,036.25	
	<b>HANGING STRUCTURE 2: LARGE CUBE BANNER</b> 96" square x 34" high *4 single-sided, foam core graphic panels *Rigging cables included <input type="checkbox"/> Light(s) --> \$50.00 each <input type="checkbox"/> Double-sided graphics --> \$500.00	\$3,403.75	\$4,425.00	
	<b>HANGING STRUCTURE 3:</b> *Single-sided frame with pillowcase slip cover *Rigging cables included  <b>SMALL CIRCLE BANNER</b> 10' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$500.00  <b>MEDIUM CIRCLE BANNER</b> 12' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$1,265.00  <b>LARGE CIRCLE BANNER</b> 15' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$2,207.50	\$3,298.75   \$3,578.75   \$6,020.00	\$4,288.50   \$4,652.50   \$7,826.00	
	<b>HANGING STRUCTURE 4: TAPERED CIRCLE BANNER</b> 12' diameter x 4' high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: <input type="checkbox"/> White backing <input type="checkbox"/> Black backing <input type="checkbox"/> Double-sided graphics --> \$1,095.00 (additional cost)	\$3,982.25	\$5,177.00	
	<b>HANGING STRUCTURE 5: SQUARE BANNER</b> 12' square x 24" high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: <input type="checkbox"/> White backing <input type="checkbox"/> Black backing <input type="checkbox"/> Double-sided graphics --> \$950.00 (additional cost)	\$5,289.50	\$6,876.50	

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

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$** \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITOR ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ EXT \_\_\_\_\_ FAX \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

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

HANGING STRUCTURE ORDER FORM



## BOOTH CLEANING

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

### VACUUMING:

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

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

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

### PORTER SERVICE:

Daily emptying of wastebaskets through show period as needed.

		DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
___	Exhibit Area 399 sq. ft. and below	\$119.50	\$155.50
___	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$138.00	\$179.50
___	Exhibit Area 800 sq. ft. and Above	\$156.25	\$203.25

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

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

Check back with us for more ways to keep your booth healthy!

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$** \_\_\_\_\_

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CLEANING ORDER FORM





Stetson Convention Services is ready to support our clients, partners, exhibitors, and attendees impacted by COVID-19. The health and safety of all involved within the trade show industry is our top priority. We are committed to producing safe and healthy events. Stetson has created best practices, company wide for safe and healthy event production.



- ✓ Disinfect all equipment & rental items
- ✓ Repeated sanitizing of show floor high touch, high traffic areas
- ✓ Verify show site staff & labor crews are in good health
- ✓ Increase hand sanitizer stations on show floor

Want to add a daily thorough disinfectant cleaning to your booth?

		DISCOUNT PRICE (PER DAY)	STANDARD PRICE (PER DAY)
_____	Booth Thorough Clean—ONCE a DAY OPENING ONLY (per 100 per sq. ft.)	\$1.25	\$1.95
_____	Booth Thorough Clean—3 TIMES a DAY (per 100 per sq. ft.)	\$2.50	\$3.25

Booth size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Ex.) 20' x 20' = 400 sq. ft. price # of a days total

Each Booth Disinfectant Clean Includes:

- Wiping with disinfectant of all hard surface and high touch areas (ie. tables, chairs, counters, displays, etc.)
- Complete disinfectant spray of all surfaces that cannot be wiped (ie, drapes, carpeting,, etc)
- Hand Sanitizer Pump at booth
- Vacuum or wet mop of flooring (disinfectant would be done after vacuuming)
- Porter Service
- Exhibitors who leave garbage in aisles or have excessive giveaway discard boxes will be mandated daily cleaning.
- Labor charges will apply for removal of Visqueen on carpets not installed by or rented from Stetson.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

**TOTAL OF ALL ITEMS ORDERED + 6.5% SALES TAX: \$ \_\_\_\_\_**

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



## 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	\$121.00	\$157.50
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$181.50	\$236.00
DOUBLE TIME:	All day Sunday and holidays	\$242.00	\$314.75

**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

<b>SET-UP PLANS / PHOTOS:</b> *Please send copies to Stetson in addition to sending with exhibit	Attached	Sent with Exhibit	In Crate # _____
<b>CARPET / FLOORING:</b>	Ordered from Stetson	Sent with Exhibit	No Flooring
<b>ELECTRICAL PLACEMENT:</b>	Attached	Sent with Exhibit	Placed under Carpet

#### \*COMMENTS:

<b>GRAPHICS:</b>	Sent with Exhibit	Shipped Separately
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#### \*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

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

### OUTBOUND SHIPPING INFORMATION

<b>SHIP TO:</b>	
<b>BILL TO:</b>	

### 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



### FORKLIFT INFORMATION AND RATES

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

FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	\$224.00	\$291.25
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$336.00	\$437.00
DOUBLE TIME:	All day Sunday and holidays	\$448.00	\$582.50

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

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF FORKS	HOURS PER FORK	HOURLY RATE	ESTIMATED WEIGHT	TOTAL
Installation:								\$
Dismantle:								\$
Please Indicate Service:				TOTAL LABOR ORDERED:				\$
<input type="checkbox"/> Uncrating <input type="checkbox"/> Re-crating				30% STETSON SUPERVISION FEE: (IF APPLICABLE):				\$
<input type="checkbox"/> Leveling <input type="checkbox"/> Positioning				ESTIMATED TOTAL:				\$
<input type="checkbox"/> Un-skidding <input type="checkbox"/> Re-skidding								

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

FORKLIFT ORDER FORM

# 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:	<b>ESTIMATED INBOUND PIECE COUNT</b> _____ <small>*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES</small>  #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____  #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____  #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____	<b>ESTIMATED OUTBOUND PIECE COUNT</b> _____ <small>*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES</small>  #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____  #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____  #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____
ADDITIONAL SERVICES:		\$25.00 EACH: <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> BANDING <small>*DISCOUNTED FOR STETSON LOGISTICS CUSTOMERS ONLY</small>
FACILITY DETAILS:	PICK UP DATE: _____ FACILITY HOURS: _____	FACILITY HOURS: _____
DOCK AVAILABLE:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

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





## MATERIAL HANDLING & DRAYAGE SERVICES

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

### ADVANCE SHIPMENTS TO WAREHOUSE:

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

### DIRECT SHIPMENTS TO SHOW SITE:

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

### SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

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

### ACCESSIBLE STORAGE:

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



## EXPLANATION OF MATERIAL HANDLING TERMS

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

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

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

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

### ADDITIONAL CHARGES

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

### MONEY SAVING TIPS: SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

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

### BENEFITS OF STETSON LOGISTICS

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

### SHIP EARLY

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



## MATERIAL HANDLING FAQs

### WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND MATERIAL HANDLING?

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

### CAN I CARRY MY OWN MATERIALS IN?

- You are 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](http://www.exhibitorinsurance.com) for more information.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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



## MATERIAL HANDLING—ADVANCE TO WAREHOUSE

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

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

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

ADVANCE TO WAREHOUSE	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED .....	\$211.50 .....	\$423.00
SPECIAL HANDLING .....	\$264.25 .....	\$528.50
SMALL PACKAGE .....	\$101.50 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
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$211.50 *Crated or Skidded Rate	\$1,057.50
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$264.25 *Special Handling Rate	\$762.75
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$101.50 *Small Package Rate	\$203.00

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	(ROUNDED UP TO NEAREST 100)		(CHOOSE APPROPRIATE RATE)	200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$101.50 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____			

**TOTAL ESTIMATED MATERIAL HANDLING: \$ \_\_\_\_\_**

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

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

# RUSH—EXHIBITION FREIGHT



24/7 Specials  
c/o Stetson Convention Services  
10950 Palmbay Drive  
Orlando, FL 32824

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive between September 21 to October 9 to avoid  
surcharge

ADVANCE WAREHOUSE  
CONNECT / BIZBASH

# RUSH—EXHIBITION FREIGHT



24/7 Specials  
c/o Stetson Convention Services  
10950 Palmbay Drive  
Orlando, FL 32824

Exhibitor \_\_\_\_\_  
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Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive between September 21 to October 9 to avoid  
surcharge

ADVANCE WAREHOUSE  
CONNECT / BIZBASH



## MATERIAL HANDLING—DIRECT TO SHOW SITE

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

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

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

#### **DIRECT TO SHOW SITE**

#### **PRICE PER CWT**

#### **200 LB. MINIMUM**

CRATED OR SKIDDED .....	\$253.75 .....	\$420.00
SPECIAL HANDLING .....	\$317.25 .....	\$526.00
SMALL PACKAGE .....	\$101.50 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
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5	\$253.75 *Crated or Skidded Rate	\$1,268.75
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	\$317.25 *Special Handling Rate	\$951.75
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	\$101.50 *Small Package Rate	\$203.00

DESCRIPTION	WEIGHT CWT (ROUNDED UP TO NEAREST 100)	PRICE PER CWT (CHOOSE APPROPRIATE RATE)	ESTIMATED TOTAL 200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____	\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____	\$	\$
Small Package(s)	_____ pieces	\$101.50 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



Orlando World Center Marriott  
c/o Stetson Convention Services  
8701 World Center Dr.  
Cypress Ballroom  
Orlando, FL 32821

DIRECT TO SHOW SITE  
CONNECT / BIZBASH

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive during move in, October 19, 8:30am –5:00pm to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



Orlando World Center Marriott  
c/o Stetson Convention Services  
8701 World Center Dr.  
Cypress Ballroom  
Orlando, FL 32821

DIRECT TO SHOW SITE  
CONNECT / BIZBASH

Exhibitor \_\_\_\_\_  
Booth # \_\_\_\_\_  
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Pieces \_\_\_\_\_ of \_\_\_\_\_

Must arrive during move in, October 19, 8:30am –5:00pm to avoid surcharge or shipment refusal



### CARTLOAD SERVICES

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

To qualify for this service:

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

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

#### ACCEPTABLE (Sedan, Pickup, Van, SUV):



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



### DOCK ACCESS

	DOCK OPEN	TIME	YOUR ESTIMATED ARRIVAL TIME
<b>MOVE IN:</b>	MONDAY, OCTOBER 19	8:30AM—5:00PM	
<b>MOVE OUT :</b>	WEDNESDAY, OCTOBER 21	5:30PM—10:00PM	

☐ **CARTLOAD RATE**

**MAXIMUM WEIGHT FOR CARTLOAD IS 300 LBS.**

ONE ROUNDTRIP CARTLOAD ..... \$367.50

EACH ADDITIONAL CARTLOAD ON THE MOVE IN ..... \$183.75

**TOTAL OF ALL ITEMS ORDERED: \$ \_\_\_\_\_**

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

EXHIBIT COMPANY NAME

BOOTH #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

► EXHIBITOR SIGNATURE

PRINT NAME

CARTLOAD SERVICE ORDER FORM



## SPOTTING SERVICES

### SPOTTING SERVICE:

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

To qualify for this service:

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

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

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

### DOCK ACCESS

	DOCK OPEN	TIME	YOUR ESTIMATED ARRIVAL TIME
<b>MOVE IN:</b>	MONDAY, OCTOBER 19	8:30AM—5:00PM	
<b>MOVE OUT :</b>	WEDNESDAY, OCTOBER 21	5:30PM—10:00PM	

☐ **SPOTTING FEE**

ONE ROUNDTRIP SPOTTING FEE ..... \$341.25

EACH ADDITIONAL SPOTTING RUN ..... \$183.75

**TOTAL OF ALL ITEMS ORDERED: \$** \_\_\_\_\_

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

EXHIBIT COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

EXHIBITOR ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_ EXT \_\_\_\_\_ FAX \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

SPOTTING SERVICE ORDER FORM