



Dear VARTECH US/LA & UnSUMMIT Convention Exhibitor:

**STETSON CONVENTION SERVICES, INC. (SCS)** is pleased to be your Official Service Contractor for the 2014 Vartech Conference on Thursday, September 18th—Saturday September, 20 at the Hyatt Regency New Orleans. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact SCS Exhibitor Services. We look forward to working with you.

Evie Thompson  
Exhibitor Services Representative  
[ethompson@stetsonexpo.com](mailto:ethompson@stetsonexpo.com)

 *Looking to “green” your booth? Follow the SEED to find environmental products throughout the SCS manual.*

#### SHOW INFORMATION

[Show Contact List](#)  
[Important Dates & Booth Equipment](#)  
[Show Site Work Rules](#)

#### PAYMENT TERMS & CONDITIONS

[Terms & Conditions](#)                      [Conditions for EAC](#)  
[Payment Authorization Form](#)            [3rd Party Authorization Form](#)

#### RENTAL ORDER FORMS (these items will be processed pre-show)

[General FAQs](#)  
[Furniture Order Form](#)  
[Accessory Order Form](#)  
[Carpet Order Form](#)  
[Cleaning Order Form](#)  
[Floral Order Form](#)  
[Display Order Form](#)

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

[Signage Order Form](#)  
[Labor Order Form](#)  
[Forklift Order Form](#)  
[Banner Hanging Order Form](#)

#### FREIGHT HANDLING (these items are an estimate and will be processed at show site)

[Drayage Services & Guidelines](#)            [Warehouse Shipping Labels](#)  
[Freight Handling Terms](#)                      [Show Site Shipping Labels](#)  
[Freight Handling FAQs](#)                      [\*\*Shipping with ADCOM Worldwide\*\*](#)  
[Freight Handling Estimation](#)  
[Outbound Shipping / Bill of Lading](#)

#### FACILITY PROVIDED SERVICES

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

#### OTHER FORMS

Custom Furnishings - please call our office for ordering information



2900 Stayton St.  
Pittsburgh, PA 15212  
P | 412.223.1090  
F | 412.223.1094  
www.stetsonexpo.com

SHOW DATES:  
**SEPTEMBER 18—20, 2014**

**OFFICIAL SERVICE CONTRACTOR:**

**Stetson Convention Services**  
2900 Stayton Street  
Pittsburgh, PA 15212  
Phone: (412) 223-1090  
Fax: (412) 223-1094  
[exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)  
[www.stetsonexpo.com](http://www.stetsonexpo.com)

**FACILITY:**

**Hyatt Regency New Orleans**  
601 Loyola Avenue  
Elite Hall I & II  
New Orleans, LA 70113  
Phone: (504) 561-1234

**PREFERRED CARRIER:**

**ADCOM Worldwide**  
(800) 486-7447  
[exhibitors@adcomworldwide.com](mailto:exhibitors@adcomworldwide.com)  
[www.adcomworldwide.com](http://www.adcomworldwide.com)

**We strongly suggests that all shipments are sent to the Advance Warehouse to ensure a smooth installation.**

**SHIPPING EXHIBITION MATERIALS:**

ADVANCE TO WAREHOUSE:  
Exhibit Company Name, Booth #  
Stetson Convention Services  
c/o ADCOM / Forward Air – MSY  
200 Crofton Rd Building 7-A, STE #500  
Kenner, LA 70062

DIRECT TO SHOW SITE:  
Exhibit Company Name, Booth #  
Stetson Convention Services  
c/o Hyatt Regency New Orleans, Elite Hall I & II  
601 Loyola Avenue  
New Orleans, LA 70113

**UTILITIES:**

**Electrical, AV, Internet & Telephone:** Please mail or fax these forms directly to the address listed on the form. Order forms are located in the back of this service manual.

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

**Online Ordering!**

\*Password will be emailed

*By Credit Card*  
Fax: 412.223.1094  
[exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)

*By Check*  
Stetson Convention Services  
2900 Stayton Street  
Pittsburgh, PA 15212





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**IMPORTANT DATES:**

<b>Stetson Discount Deadline</b> <i>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged the standard rate. Please refer to Facility Order Forms for their deadlines.</i>	Friday, August 29	<b>By 5:00pm EST</b> <b>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate</b>
<b>Warehouse Receiving</b> <i>Any materials received outside of these dates will incur a 25% surcharge per CWT.</i>	Monday, August 11— Friday, September 5	M-F 9:00am - 4:00pm
<b>Late Transfer to Show Site</b> <i>If freight arrives to the warehouse after the freight transfers to show site, a fee will be applied along with the 25% late to warehouse surcharge.</i>	Monday, September 16	<i>Items arriving on or after this date will be surcharged in addition to the penalty fee for being late to the warehouse, and may be subject to refusal</i>
<b>Exhibitor Move-in/Show Site Receiving</b> <i>All shipments must arrive during these times to avoid surcharges or possible shipment refusal.</i>	Wednesday, September 17 Thursday, September 18	<b>6:00pm—9:00pm</b> <b>8:00am—12:00pm</b> <b>*Must be set by 12:00pm!</b> <b>*Vartech activities start at 12:00pm</b>
<b>Show Hours</b>	Friday, September 19 Saturday, September 20	12:00noon—4:30pm TBD—12:00pm
<b>Exhibitor Move-out</b>	Saturday, September 20	12:00pm—4:00pm
<b>Carrier Check-in Deadline</b> <i>All shipments left on the floor will be forced onto SCS' onsite carrier.</i>	Saturday, September 20	3:30pm <b>(FedEx, UPS, and DHL do not pick up on Saturdays and Sundays)</b>

**BOOTH EQUIPMENT:**

<u>Show Colors</u>		<u>Booth Furnishings</u>
8' Back drape	White & Mardi Gras Colors	6' x 30" Skirted Table - White
3' Side drape	White	2 Folding Chairs
		Wastebasket
		Booth ID Sign

Each booth are will be equipped with one standard 5 amp electrical drop to the back of your booth area. Please contact service provider in back of kit with any special/additional requirements.

The Exhibit Hall is carpeted, however for those exhibitors who are interested in carpet rental see page 13. Carpet is a great way to improve the comfort of your space and enhance your branding.





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Union jurisdictions apply for various unions working within the **Hyatt Regency**. Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412.223.1090.

**INSTALLATION & DISMANTLING:**

The **Carpenters Union** handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services 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	8:00 am to 4:30 pm
	<u>Overtime:</u>	Monday through Friday	4:31 pm to 7:59 am
		Saturday	12:00 am to 11:59 pm
	<u>Double time:</u>	Sunday and Holidays	12:00 am to 11:59 pm

**CARPENTERS:** Carpeting: Exhibitor owned carpet must be installed by the Stetson Carpenter Personnel.

Displays (without tools): Exhibitors may install and dismantle their own displays that do not require the use of any battery and/or electric tools. Pop up displays may be installed by exhibitors, provided they do not exceed a 10'x 10' booth or work does not exceed 30 minutes. Only full-time exhibiting personnel may be used to install and remove displays.

Displays (with tools): Any exhibits that require the use of battery and/or electric tools, ladders or staple guns in the assembly must be performed by Stetson Carpenters. Rates are indicated on the [LABOR ORDER FORM](#).

**SHIPPING AND FREIGHT HANDLING:**

The **HYATT REGENCY** **does not** receive or store Exhibitor freight. All exhibitor materials entering the **HYATT REGENCY** must be handled through Stetson Convention Services. SCS will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. Exhibitors are permitted to bring in material that can be hand carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. 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 that can be hand carried by one person in one trip, without the use of any carts or dollies from the parking garage or entrance to the exhibit hall. Any deliveries to the dock area must be handled by Stetson Convention Services.

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 [FREIGHT HANDLING ORDER FORM](#).

**ELECTRICAL :** All booth electrical work must be performed by the Facility's Service Provider. Please see enclosed [ELECTRICAL ORDER FORM](#).

**MISCELLANEOUS:**

- Exhibitors are allowed to do technical work on their machines such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by **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 SCS 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. (SCS) 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 SCS or
- Work is performed on behalf of Exhibitor by labor secured through SCS

**DEFINITIONS:**

The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. (SCS), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SCS 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. 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 SCS except where specifically identified as a sale. All SCS rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, a one hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all SCS rental items. It is Exhibitor's responsibility to advise SCS 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, SCS 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, SCS 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 1.5% per month, which is an Annual Percentage Rate of 18% and future orders will be on a pre-paid basis only. 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 SCS 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 SCS 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 SCS for its services as an offset against the amount of any alleged loss or damage. Any claim against SCS shall be considered a separate transaction and shall be resolved on its own merits. SCS 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 SCS 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, SCS hereby provides notice that it reserves the right, and Exhibitor authorized SCS, 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:**

SCS will be responsible for the performance of labor provided under this option. SCS does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under SCS' direct supervision and control. In no event shall SCS 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. SCS shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond SCS' reasonable control. SCS 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 SCS' employees, or property damage arising out of work performed by labor provided and supervised by SCS, 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 SCS 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 SCS' 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 SCS 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 SCS 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 SCS employees, and/or property damage arising out of work performed by labor provided by SCS but supervised by Exhibitor. Further, the Exhibitor's indemnification of SCS 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 SCS to work in a manner that violates any of the above rules, regulations and/or ordinances.



**FREIGHT HANDLING TERMS & CONDITIONS**

1. SCS 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 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 SCS 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 SCS 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 SCS 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 SCS or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. SCS 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 SCS in time to obtain the proper equipment.
4. SCS 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. SCS and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that SCS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by SCS 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 SCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that SCS 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 SCS, 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. SCS 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 SCS 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 SCS 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 SCS and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of SCS or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that SCS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. SCS 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 SCS 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. SCS assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without SCS labels or improper information on labels. SCS 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, SCS shall have 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. SCS assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with SCS 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 SCS for freight handling services or any other services provided by SCS or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay SCS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SCS 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 SCS in its sole discretion. Upon SCS' written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once SCS has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to SCS or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.**







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EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

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

▶ ORDERED BY PRINT NAME \_\_\_\_\_ 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 SCS at [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com).
- **PAYMENT FOR SERVICES:** SCS requires payment in full at the time services are ordered. A credit card is required at time of initial order for freight handling and labor orders. A \$25 administrative fee will be added to overpayments by check or switching credit cards on file.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before 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 Third Party Billing Request 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 TRANSFER:** Call to set up.
- **ORDER CONFIRMATION:** Email will be sent.

**SUMMARY OF ORDER**

FURNITURE	\$ _____
ACCESSORIES	\$ _____
CARPET	\$ _____
CLEANING	\$ _____
FLORAL	\$ _____
DISPLAY/SIGNAGE/AV	\$ _____
<b>PRE-SHOW TOTAL</b>	<b>\$ _____</b>
LABOR (ESTIMATE)	\$ _____
FORK LIFT (ESTIMATE)	\$ _____
BANNER HANG (ESTIMATE)	\$ _____
FREIGHT HANDLING (EST.)	\$ _____
<b>EST. TOTAL DUE</b>	<b>\$ _____</b>
<b>GRAND TOTAL DUE</b>	<b>\$ _____</b>

**METHOD OF PAYMENT:** We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight 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.

MasterCard   
  Visa   
  American Express   
  Discover

Account Number     Exp. Date

Personal Credit Card   
  Company Credit Card   
  Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT) \_\_\_\_\_

CARDHOLDER BILLING ADDRESS \_\_\_\_\_

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

EMAIL ADDRESS FOR INVOICE NOTIFICATION \_\_\_\_\_

▶ CARDHOLDER SIGNATURE \_\_\_\_\_

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

PAYMENT AUTHORIZATION





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### OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

#### OFFICIAL SERVICE CONTRACTORS:

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed SCS to perform and provide necessary services and equipment, SCS 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 SCS 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 SCS at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the SCS office 10 days prior to the show will be automatically assessed a \$200 fee, which will be charged against their security deposit.
- 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 SCS 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 SCS 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 SCS 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, SCS. The Exhibitor Appointed Contractor must coordinate all of its activities with SCS. 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.







2900 Stayton St.  
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www.stetsonexpo.com

SHOW DATES:  
**SEPTEMBER 18—20, 2014**

**FOR USE OF AN 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 (display and installation, florist, photography, audio visual and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordination all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed on previous page) and supply Stetson Convention Services with all necessary information by the discount price deadline date indicated above.

This form will only be accepted if filled out by an authorized representative of the exhibiting company and the authorized 3rd party. Listed on previous page of this form are the rules and regulations regarding non-official contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

**NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR**

"We understand and agree that we, the exhibiting firm, are ultimately responsible for 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 \_\_\_\_\_

EXHIBIT ADDRESS \_\_\_\_\_

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

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

▶ EXHIBITOR SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION:** SCS 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 price 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 SCS services will be invoiced to the third party unless otherwise indicated by 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 |
| <input type="checkbox"/> Freight Handling/In & Out | <input type="checkbox"/> Signage/Graphics        |

**METHOD OF PAYMENT:** We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight 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.

- MasterCard     Visa     American Express     Discover

Account Number     Exp. Date

- Personal Credit Card     Company Credit Card     Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT) \_\_\_\_\_ ▶ CARDHOLDER SIGNATURE \_\_\_\_\_

CARDHOLDER BILLING ADDRESS \_\_\_\_\_

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

THIRD PARTY COMPANY NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

THIRD PARTY ADDRESS \_\_\_\_\_

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

SIGNATURE DENOTES AGREEMENT THAT 3RD PARTY IS SUBJECT TO TERMS & CONDITIONS AS OUTLINED IN THE EXHIBITOR SERVICE MANUAL.

\*This portion to be filled out by exhibiting company

\*This portion to be filled out by third party company

CONDITIONS FOR EAC / EAC PAYMENT





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## GENERAL FAQs

### CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

### SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?

- Once at show site, you can place the unwanted furnishings into the aisle and someone will come by to pick them up for you.

### ARE RENTAL PRICES PER DAY?

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

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

- SCS 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.

### WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

### CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. For an island booth, you must order special cut and lay carpet.

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

- Yes this is allowed. Please be aware though that freight handling 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 SCS 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 see the SCS 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 SCS service desk. Please leave all dismantle and outbound shipping information 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 3 charges: pre-show, show, and post-show. Pre-show charges will include all tangible items ordered (tables, chairs, carpet, etc.). Show charges include show site orders, installation labor and freight handling. Post-show charges will include dismantle labor and any charges incurred from the move-out of the show.





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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

SKIRTED TABLES All tables are 24" wide—skirted on 3 sides		DISCOUNT PRICE	STANDARD PRICE	COUNTER HEIGHT SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	
4' L x 30" H TABLE		\$103.00	\$123.00	4' L x 40" H TABLE	
6' L x 30" H TABLE		\$115.00	\$135.00	6' L x 40" H TABLE	
8' L x 30" H TABLE		\$125.00	\$145.00	8' L x 40" H TABLE	
4th side skirt OR change pkg color		\$55.00	\$65.00	4th side skirt OR change pkg color	

Table top covered in compostable vinyl alternative. Please select skirt color—If no color is indicated, show color will be selected by SCS

BLACK  BLUE  BURGUNDY  GREEN  GOLD  RED  SILVER  TEAL  WHITE

UNSKIRTED TABLES All tables are 24" wide		DISCOUNT PRICE	STANDARD PRICE	COUNTER HEIGHT UNSKIRTED All tables are 24" wide	
4' L x 30" H TABLE		\$75.00	\$95.00	4' L x 40" H TABLE	
6' L x 30" H TABLE		\$85.00	\$105.00	6' L x 40" H TABLE	
8' L x 30" H TABLE		\$98.00	\$118.00	8' L x 40" H TABLE	

PEDESTAL TABLES Formica Topped Cocktail Tables		DISCOUNT PRICE	STANDARD PRICE	SPECIALTY DRAPE Select color below	
30" ROUND—30" H		\$103.00	\$123.00	3' SPECIALTY SIDE DRAPE PER LN. FT.	
30" ROUND—40" H		\$120.00	\$140.00	8' SPECIALTY BACK DRAPE PER LN. FT.	
CHAIRS AND SEATING		DISCOUNT PRICE	STANDARD PRICE	Indicate drape preference: If no color is indicated, show color will be selected by SCS BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE	
FOLDING CHAIR		\$57.00	\$77.00	TABLE RISERS—WOOD	
UPHOLSTERED ARM CHAIR—GRAY		\$75.00	\$95.00	4' TABLE TOP RISER	
UPHOLSTERED STOOL/CT. HEIGHT		\$86.00	\$96.00	6' TABLE TOP RISER	
SWIVEL DESK CHAIR—ARMLESS		\$92.00	\$102.00	8' TABLE TOP RISER	
SWIVEL DESK CHAIR—WITH ARMS		\$103.00	\$123.00	DRAPE FOR RISERS (select color above)	

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FURNITURE ORDER FORM

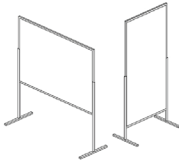




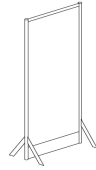
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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**POSTER BOARD**



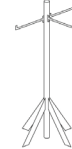
**METER BOARD**



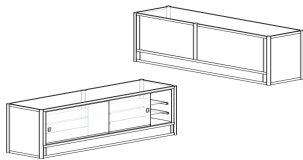
**SIGN HOLDER**



**BAG HOLDER**

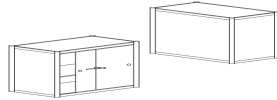


**LIGHTED DISPLAY CASE**



**COUNTERS**

LOCKS AVAILABLE  
AVAILABLE IN WHITE



1. COUNTER: 1 METER X 1/2 M X 36" H	\$320.00	\$420.00
2. COUNTER: 1 METER X 1/2 M X 42" H	\$340.00	\$440.00
3. COUNTER: 2 METER X 1/2 M X 36" H	\$440.00	\$540.00
4. COUNTER: 2 METER X 1/2 M X 40" H	\$480.00	\$580.00

ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
COUNTERS (SEE ABOVE) 1. 2. 3. 4.		See above	See above	
WASTEBASKET		\$23.00	\$33.00	
EASEL		\$50.00	\$60.00	
LITERATURE RACK		\$85.00	\$100.00	
FISH BOWL		\$25.00	\$35.00	
ROPE—7 FT. SECTIONS		\$37.00	\$47.00	
STANCHION		\$37.00	\$47.00	
GARMENT RACK		\$90.00	\$110.00	
BAG HOLDER		\$93.00	\$110.00	
IPAD STAND		\$90.00	\$110.00	
22" X 28" SIGN HOLDER		\$70.00	\$95.00	
METER BOARD: 1 METER X 8' H (86" x 37.5" usable space)		\$180.00	\$280.00	
*PEG BOARD (91" x 44.5" usable space)	H V	\$150.00	\$175.00	
*POSTER BOARD (91" x 44.5" usable space)	H V	\$150.00	\$175.00	
DISPLAY CASE: 48" L X 18" W X 38" H		\$350.00	\$500.00	
*PLEASE CIRCLE FOR HORIZONTAL OR VERTICAL		<b>TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____</b>		

*\*All items are RENTAL ONLY. Full price will be charged for items not returned.*

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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**ACCESSORY ORDER FORM**





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DISCOUNT DEADLINE:  
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**ENVIRONMENTAL BOOTH CARPET:** Constructed of 100% EcoSolution Q® type 6 solution dyed yarn fully recyclable into more fiber and backing -13 oz.

QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
	9' x 10' BOOTH CARPET	\$160.00	\$205.00		<input type="checkbox"/> BLUE
	9' x 20' BOOTH CARPET	\$287.00	\$317.00		<input type="checkbox"/> BLACK
	9' x 30' BOOTH CARPET	\$390.00	\$420.00		<input type="checkbox"/> GRAY
	9' x 40' BOOTH CARPET	\$506.00	\$530.00		<input type="checkbox"/> GREEN
					<input type="checkbox"/> RED

**SPECIAL CUT CARPETING/COMPLETE EXHIBIT AREA CARPET**—100 square feet minimum, per square foot

SPECIAL CUT & LAY: INCLUDES SEAMING & SPECIAL CUTTING (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS)	DISCOUNT PRICE	STANDARD PRICE	TOTAL	*Select Color Above
BOOTH SIZE _____ X _____ = _____	\$3.20 psf	\$4.20 psf		

**PLUSH CARPET**—100 square feet minimum, per square foot—28 oz.

PLUSH CARPET: ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO MOVE IN TO GUARANTEE AVAILABILITY. NO REFUNDS.	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
BOOTH SIZE _____ X _____ = _____	\$3.20 psf	\$4.20 psf		<input type="checkbox"/> BLUE
				<input type="checkbox"/> EBONY
				<input type="checkbox"/> MIST GRAY
				<input type="checkbox"/> FOREST GREEN
				<input type="checkbox"/> CHERRY RED

**PADDING AND VISQUEEN PROTECTION**

100 square feet minimum, Felt used for padding is 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	\$1.25 psf	\$1.40 psf	
VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	\$0.70 psf	\$0.90 psf	

- If no carpet color is selected, show color will be selected by SCS.
- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

**TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ \_\_\_\_\_**

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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CARPET ORDER FORM





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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

Vacuuming of rugs, washing and/or mopping of floor tile, sweeping of booths and emptying of wastebaskets are not included in your space rental for this convention. 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 the following cleaning services listed below.

Reminder: Carpets rented and/or installed by Stetson Convention Services include removal of Visqueen prior to show opening. Display Labor charges will apply for removal of Visqueen on carpets not installed by or rented from SCS.

**VACUUMING (Please Check)**

		DISCOUNT PRICE	STANDARD PRICE
___	Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.)	\$0.60 sq. ft.	\$0.70 sq. ft.

Booth size: \_\_\_ x \_\_\_ = \_\_\_ sq. ft. @ \_\_\_ \$0.60 sq. ft. x 1 # of Event Days = \$ \_\_\_ Total

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

___	Vacuuming Carpet—DAILY (min. 100 sq. ft.)	\$0.60 sq. ft.	\$0.70 sq. ft.
-----	---	----------------	----------------

Booth size: \_\_\_ x \_\_\_ = \_\_\_ sq. ft. @ \_\_\_ \$0.60 sq. ft. x 3 # of Event Days = \$ \_\_\_ Total

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

**PORTER SERVICE:** emptying of wastebaskets and policing of exhibit area during show hours.

		RATE PER DAY
___	Exhibit Area of 0 - 500 sq. ft.	\$60.00

3 # of Event Days X \$65.00 Rate per Day = \$195.00 Total

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

BOOTH CLEANING ORDER FORM







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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**GREEN PLANTS—RENTAL ONLY**

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BOSTON FERN: TABLE SIZE	\$65.00	\$85.00	
	GREEN PLANT: 1' - 2' TALL	\$67.00	\$87.00	
	GREEN PLANT: 2' - 3' TALL	\$85.00	\$95.00	
	GREEN PLANT: 3' - 5' TALL	\$105.00	\$115.00	
	GREEN PLANT: 5' - 7' TALL	\$120.00	\$135.00	

All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.

**BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS**

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	SEASONAL BLOOMING PLANT	\$60.00	\$77.00	
	TABLE FLOWER ARRANGEMENT - FLAT BACKED	\$85.00	\$100.00	
	TABLE FLOWER ARRANGEMENT - FULL ROUND	\$90.00	\$110.00	
	LARGE FLOOR ARRANGEMENT	\$140.00	\$160.00	

Please list your preferred flower colors: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*If not specified, Stetson will choose the best available arrangement.*

Please call Stetson Exhibitor Services at 412.223.1090 if you have requirements other than those listed.

- No refunds will be granted to any items cancelled after Discount Deadline as most orders have been placed and processed.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

**TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ \_\_\_\_\_**

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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FLORAL ORDER FORM





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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

<input type="checkbox"/>		<b>SCS 1: Table Top Display</b> 2 Fabric Panels with End Caps 6' W x 5' H Velcro acceptable	DISCOUNT PRICE \$400.00	STANDARD PRICE \$550.00
<input type="checkbox"/>		<b>SCS 2: 8' Fabric Back Wall</b> 3 Fabric Panels with End Caps 8' W x 7' 8" H Velcro acceptable	\$750.00	\$950.00
<input type="checkbox"/>		<b>SCS 3: 10' Fabric Back Wall</b> 4 Fabric Panels with End Caps 10' W x 7' 8" H Velcro acceptable	\$1000.00	\$1200.00
<input type="checkbox"/>		<b>SCS 4: 10' Hard Wall</b> (1) White Header Sign (1) 10' x 10' Enviro Carpet	\$1300.00	\$1500.00
<input type="checkbox"/>		<b>SCS 5: 20' Hard Wall</b> (1) 5' and (2) 10' Headers (1) 10' x 20' Enviro Carpet	\$1800.00	\$2200.00
<input type="checkbox"/>		<b>SCS 6: Deluxe Hard Wall</b> (1) 2M and (1) 10' Headers (1) 10' x 20' Enviro Carpet (1) 1/2M Counter (1) 30" H Pedestal Table (2) Chairs	\$2500.00	\$3200.00
<input type="checkbox"/>		<b>*SCSEV100</b> (1) Full Size Banner Graphics (1) Header (1) 10' x 10' Enviro Carpet (1) Bamboo Counter (2) Halogen Lights	\$7500.00	\$9000.00
<input type="checkbox"/>		<b>*SCSEV200</b> (1) Full Size Banner Graphics (1) Header (1) 10' x 20' Enviro Carpet (2) Bamboo Counters (4) Halogen Lights	\$9500.00	\$11,500.00

ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE
HALOGEN LIGHTS		\$50.00	\$70.00
SLATWALL		\$250.00	\$350.00
GRIDWALL		\$250.00	\$350.00
SHELF: 37"L x 12"W		\$70.00	\$90.00

HARDWALL AND ENVIRONMENTAL UNITS ONLY	
CARPET COLOR	HEADER COLOR
<input type="checkbox"/> BLUE	<input type="checkbox"/> BLUE
<input type="checkbox"/> BLACK	<input type="checkbox"/> BLACK
<input type="checkbox"/> GRAY	<input type="checkbox"/> GRAY
<input type="checkbox"/> GREEN	<input type="checkbox"/> RED
<input type="checkbox"/> RED	

SCS can design a display for you. Please call Stetson Exhibitor Services to speak to a Display Representative.

\*Plasma screen and podiums not included. Additional furnishings available.

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

DISPLAY ORDER FORM





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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**SHOWCARDS - 3/16" SINGLE SIDED WITH USE OF EASEL OR SIGN HOLDER (SEE ACCESSORY ORDER FORM)**

Please select an environmentally responsible material:  COROPLAST  "GREEN" ULTRABOARD

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 44"	\$45.00	\$65.00	
	22" x 28"	\$95.00	\$115.00	
	28" x 44"	\$105.00	\$125.00	

**BANNERS - 13 OZ. VINYL GLOSS SINGLE SIDED WITH GROMMETS EVERY 6 INCHES**

Please select an environmentally responsible material:  PVC and resin free

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BANNER	\$20.00 psf	\$25.00 psf	
BANNER SPECS: _____ X _____ = _____ X \$ _____ psf = \$ _____				

**ADDITIONAL GRAPHICS - PLEASE CONTACT STETSON FOR IMPRINT AREA SPECS FOR EACH PRODUCT**

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	METERBOARDS W/ FEET (3' W X 8' H) *FOR THE BACK OF YOUR BOOTH	\$275.00	\$350.00	
	ROLL UP BANNER W/ STAND (2.75'W X 6.5'H) *FOR USE WITHIN YOUR BOOTH & TRAVEL FRIENDLY. DOES NOT INCLUDE CASE.	\$350.00	\$400.00	
	FLOOR STICKER (LOW ADHESIVE STICKER) *FOR THE ENTRANCE OF YOUR BOOTH	\$20.00 psf	\$25.00 psf	
STICKER SPECS: _____ X _____ = _____ X \$ _____ psf = \$ _____				

**ADDITIONAL SERVICES:**

QTY	DESCRIPTION	PRICE	TOTAL
	GRAPHIC DESIGN	\$50.00 per hour	
	LOGO SCAN	\$50.00 per logo	

PLEASE CONTACT US FOR ADDITIONAL CREATIVE OPTIONS TO ENHANCE YOUR BOOTH SPACE

**IMPORTANT NOTE:** \*Please email print ready artwork to [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com).  
\*Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at the Graphic Design Hourly Rate to the right with a half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ \_\_\_\_\_

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

SIGNAGE ORDER FORM





2900 Stayton St.  
Pittsburgh, PA 15212  
P | 412.223.1090  
F | 412.223.1094  
www.stetsonexpo.com

DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES \*SEE NEXT PAGE** →

- For your convenience, Stetson’s skilled personnel will unpack and install your company’s 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, \$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 and/or shipping instructions.

**OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE**

- Exhibitor Representative must check in to pick up workers at SCS Service Desk at the beginning and end of labor usage.
- Starting time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the SCS Service Desk one-half (½) 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.
- An exhibitor representative is permitted to work along union for set up and dismantle of booth.

LABOR RATES: 1 hour per worker minimum, thereafter 1/2 hour increments		DISCOUNT	STANDARD
STRAIGHT TIME:	Weekdays 8:00 am to 5:00 pm	\$105.00	\$130.00
OVERTIME:	Saturdays and Sundays and weekdays 5:00 pm to 8:00 am	\$157.50	\$197.00
DOUBLE TIME:	Holidays	\$210.00	\$262.50

**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
						\$
						\$
<b>Please Indicate Supervision</b>			1. TOTAL LABOR ORDERED			\$
Option 1 _____ Supervised by SCS* *next page to be completed			2. 30% (\$45.00 MINIMUM) SCS SUPERVISION			\$
			3. COST FOR ADDITIONAL EQUIPMENT (CARPET TAPE)			\$
Option 2 _____ Supervised by Exhibitor			4. TOTAL ESTIMATED LABOR			\$

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move-in. Failure to do so will incur a one (1) hour per worker fee.
- Labor orders placed after discount price deadline date will be filled as work force is available.
- Labor scheduling is done on a first-come, first-serve bases. SCS will do its best to schedule to 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.
- An additional \$15.00/roll of carpet tape will be added to your carpet installation labor order depending on how many were used.

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

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

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

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LABOR ORDER FORM





2900 Stayton St.  
Pittsburgh, PA 15212  
P | 412.223.1090  
F | 412.223.1094  
www.stetsonexpo.com

DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**OPTION 1 - STETSON CONVENTION SERVICES SUPERVISED LABOR INSTRUCTIONS**

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

<b>INBOUND SHIPPING INFORMATION</b>		CARRIER _____	
<b>FREIGHT WILL BE SHIPPED TO:</b>	Warehouse	Show Site	
<b>EMERGENCY CONTACT NAME</b> _____	<b>CELL PHONE</b> _____		
<b>SET-UP INFORMATION</b>			
<b>SET-UP PLANS/PHOTO:</b>	Attached	Sent with Exhibit	In Crate # _____
<b>CARPET:</b>	Sent with Exhibit	Shipped Separately	Ordered from Stetson
<b>ELECTRICAL PLACEMENT:</b>	Attached	Sent with Exhibit	Placed under Carpet
• <b>COMMENTS:</b>			
<b>GRAPHICS:</b>	Sent with Exhibit	Shipped Separately	
• <b>COMMENTS:</b>			
<b>SPECIAL TOOLS OR HARDWARE REQUIRED:</b>			
*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.			
<b>OUTBOUND SHIPPING INFORMATION</b>			
<b>SHIP TO:</b>			
<b>BILL TO:</b>			
<b>METHOD OF SHIPPING</b>			
<input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> VAN LINE <input type="checkbox"/> AIR FREIGHT <input type="checkbox"/> SHOW CARRIER (ADCOM)            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			
EXHIBITOR ADDRESS			
CITY/STATE/ZIP		EMAIL	
PHONE	EXT.	FAX	
EXHIBITOR SIGNATURE		PRINT NAME	

LABOR INSTRUCTIONS



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DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**IMPORTANT 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
<b>STRAIGHT TIME:</b>	Weekdays 8:00 am to 4:30 pm	\$170.00	\$190.00
<b>OVERTIME:</b>	Saturdays and weekdays 4:31 pm to 7:59 am	\$255.00	\$265.00
<b>DOUBLE TIME:</b>	All day Sunday and holidays	\$340.00	\$360.00

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

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF CREWS	HOURS PER CREW	LABOR RATE	TOTAL
						\$
						\$
						\$
<b>Please Indicate Service:</b>			1. TOTAL LABOR ORDERED			\$
<input type="checkbox"/> Uncrating	<input type="checkbox"/> Dismantling	2. 30% (\$40.00 MINIMUM) SCS SUPERVISION				\$
<input type="checkbox"/> Leveling	<input type="checkbox"/> Positioning	3. <b>TOTAL ESTIMATED FORKLIFT</b>				\$
<input type="checkbox"/> Re-crating	<input type="checkbox"/> Re-skidding					
<input type="checkbox"/> Un-skidding						

**LABOR TERMS & CONDITIONS:**

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move-in. Failure to do so will incur a one (1) hour per worker fee.
- Start time can be guaranteed only when labor is requested at 8:00 am or at official set-up time. For all other start times, check in at the Stetson Service Desk one-half (½) hour before time requested. Every attempt will be made to provide this service at the specific time requested.
- The minimum charge for labor is one (1) hour per crew. Labor thereafter is charged in one-half (½) hour increments.
- All forklift orders contracted at show site will carry an additional 10% surcharge.
- Forklift orders placed after discount price 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.
- The maximum capacity is 5,000 pounds. Larger forklift and crane service is available only by advance request.

EXHIBIT COMPANY NAME

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT.

FAX

EXHIBITOR SIGNATURE

PRINT NAME

**All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.**

FORKLIFT ORDER FORM







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www.stetsonexpo.com

**DISCOUNT DEADLINE:**  
**FRIDAY, AUGUST 29**

**BANNER HANGING INFORMATION:**

Hanging structures are permitted in most areas of the facility. You must comply with all facility weight limitations and hanging structure requirements. Stetson is the exclusive contractor for all ceiling hung materials. All truss systems must also meet all facility rules and regulations.

Stetson is responsible for assembly of all hanging equipment, truss and signs. Display houses may supervise the assembly of the hanging structure. Set-up instructions must be provided for signs needing assembly. Dismantling may be done by a display house after Stetson lowers structure. Installation and dismantle times will be established by Stetson per availability of halls and access to area.

Electrical signs must be in working order and in accordance with the National Electric Code. Electrical service requirements must be ordered in advance on the enclosed **ELECTRICAL SERVICE ORDER FORM**.

**CERTIFIED WEIGHT OF HANG:**

- Please attach *CERTIFIED WEIGHT BILL* and *CERTIFIED STRUCTURAL ENGINEERED DRAWING*.
- Banners not requiring assembly weighing less than 100 lbs. **DO NOT REQUIRE CERTIFICATION**.
- Include a copy of the weight specifications for all Truss Structures.
- Refer to Show Management Rules and Regulations for height restrictions.

SIGN DESCRIPTION, SIZE AND WEIGHT				LABOR AND EQUIPMENT RATES																			
For signs other than banners, include blueprint containing detailed information so hanging anchor points can be determined.				<b>STRAIGHT TIME:</b> Monday through Friday 8:00 am to 4:30 pm																			
<b>TYPE:</b> Wood/Metal Cloth Plastic Truss Other _____				<b>OVERTIME:</b> Monday through Friday 4:31 pm to 7:59 am; Saturdays																			
<b>SHAPE:</b> Rectangle Triangle Square Round Other _____				<b>DOUBLE TIME:</b> All day Sundays and holidays																			
<b>TRUSS:</b> 12" Box 20" Box				<b>CREW SIZE:</b> Minimum of two workers/ 2 hour minimum																			
<b>SIZE:</b> Height _____ Length _____ Width _____				<b>MATERIALS:</b> Cable, clamp, are additional and charged accordingly																			
<b>WEIGHT:</b> _____				<b>EQUIPMENT WITH CREW:</b> Rates are per lift crew/per hour, two hour minimum per lift crew																			
<b>FEET FROM TOP OF SIGN TO FLOOR:</b> _____				<table border="1"> <thead> <tr> <th></th> <th>STRAIGHT TIME</th> <th>OVERTIME</th> <th>DOUBLE TIME</th> </tr> </thead> <tbody> <tr> <td>SIGN HANGING ONLY</td> <td>\$365.00</td> <td>\$505.00</td> <td>\$730.00</td> </tr> <tr> <td>TRUSS / EQUIPMENT HANG</td> <td>\$435.00</td> <td>\$640.00</td> <td>\$868.00</td> </tr> <tr> <td>ASSEMBLY LABOR</td> <td>\$85.00</td> <td>\$127.50</td> <td>\$170.00</td> </tr> </tbody> </table>					STRAIGHT TIME	OVERTIME	DOUBLE TIME	SIGN HANGING ONLY	\$365.00	\$505.00	\$730.00	TRUSS / EQUIPMENT HANG	\$435.00	\$640.00	\$868.00	ASSEMBLY LABOR	\$85.00	\$127.50	\$170.00
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TRUSS / EQUIPMENT HANG	\$435.00	\$640.00	\$868.00																				
ASSEMBLY LABOR	\$85.00	\$127.50	\$170.00																				
<b>DOES YOUR SIGN REQUIRE ELECTRICITY:</b> YES NO																							
<b>DOES YOUR SIGN HAVE LIGHTS:</b> YES NO																							
<b>DOES YOUR SIGN REQUIRE ASSEMBLY:</b> YES NO																							
*if assembly required, set-up plans must be provided																							

SCHEDULE DATE(S)	SCHEDULE START TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL
		x		
		x		
<b>Please Indicate Supervision:</b>		1. TOTAL LABOR ORDERED		
Option 1 _____ Supervised by SCS *banner must be sent to advanced warehouse		2. 30% STETSON SUPERVISION FEE		
Option 2 _____ Supervised by Exhibitor		3. TOTAL ESTIMATED BANNER HANGING		

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

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

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

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BANNER HANGING ORDER FORM





2900 Stayton St.  
Pittsburgh, PA 15212  
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www.stetsonexpo.com

SHOW DATES:  
**SEPTEMBER 18—20, 2014**

## FREIGHT HANDLING & DRAYAGE SERVICES

Stetson Convention Services is the exclusive provider of freight handling services. This should not be confused with the cost to transport your materials to and from the event. Below are the options and explanations to ship your material whether in advance 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 to 30 days prior to move in (if freight is received after the warehouse deadline date or before opening dates, additional charges 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 charges or possible shipment refusals could 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
- Services provided same as advance and direct shipments

### POV SHIPMENTS TO SHOW SITE—0-300 LBS. (ONE 10' X 10' BOOTH ONLY):

- Rate is available only at Show Site, one time fee, overtime will not apply
- Applies only to POVs (personally owned vehicles) with material weighing less than 200 lbs.
- This rate applies to unloading in 1/2 hour or less
- POVs will be taken in order of first come, first serve
- Stetson is not responsible for piece count





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SHOW DATES:  
**SEPTEMBER 18—20, 2014**

**EXPLANATION OF FREIGHT 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. Please see below for specific definitions:

- **NO DOCUMENTATION:** Shipments that arrive without a Bill of Lading and/or a certified weight ticket. Hand-written weight tickets are not acceptable. BOL 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-Haul's, 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.

**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—**this is a flat rate fee for any vehicle, piano or other item on wheels that enters/exits the exhibit hall with labor assistance (please call for details).
- **Shipments arriving at the warehouse after the transfer date** will incur a special 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, holiday.

**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.) 3 separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum  
If all were shipped together: 190 lbs. @ 200 lb. minimum

**BENEFITS OF PREFERRED ON-SITE CARRIERS**

- Stetson will have at least one preferred carrier on site at the close of your show. They 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 is accepting shipments at least 30 days prior to move in.





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SHOW DATES:  
**SEPTEMBER 18—20, 2014**

## FREIGHT HANDLING FAQs

### WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT 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.
- Freight handling is the service provided by Stetson to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier.

### CAN I CARRY MY OWN MATERIALS IN?

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

### DO I SEND MY SHIPMENT PREPAID OR COLLECT?

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

### HOW DO I ESTIMATE MY COST?

- Freight 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, 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 freight handling order form.

### 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 area 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 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 exhibit is 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 to the show carrier or deliver back to the warehouse at the Exhibitor's expense.





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**WAREHOUSE DEADLINE:**  
**FRIDAY, SEPTEMBER 5**

INBOUND SHIPPING INFORMATION		CARRIER _____
<b>FREIGHT WILL BE SHIPPED TO:</b>	Warehouse	Show Site
<b>ESTIMATED DATE OF ARRIVAL:</b>		

**ADVANCE TO WAREHOUSE** **PRICE PER CWT** **200 Lb. MINIMUM**

CRATED OR SKIDDED.....\$125.00.....\$250.00

SPECIAL HANDLING.....\$156.25.....\$312.50

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

**DIRECT TO SHOW SITE** **PRICE PER CWT** **200 Lb. MINIMUM**

CRATED OR SKIDDED.....\$145.00.....\$290.00

SPECIAL HANDLING.....\$181.25.....\$362.50

**PRICE PER TRIP** **ROUNDRIP**

MOBILE ROLLING RATE .....\$175.00.....\$350.00

**SMALL PACKAGE RATE** **MAXIMUM WEIGHT PER SHIPMENT IS 50 LBS.**

EACH CARTON.....\$55.00

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.

**ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES**

- EARLY/LATE TO WAREHOUSE: ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- OFF TARGET (OUTSIDE MOVE-IN TIMES): ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- OVERTIME (SEE HOURS ON PAGE 4): ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- LATE TRANSFER FROM ADVANCE WAREHOUSE..... SURCHARGE BASED ON WEIGHT, DIMENSION & PIECE COUNT OF SHIPMENT
- FREIGHT LEFT IN BOOTH WITH NO BOL FILLED OUT AND TURNED IN TO SCS SERVICE DESK.....\$50.00

DESCRIPTION	WEIGHT (ROUNDED UP TO NEAREST 100)	CWT	PRICE PER CWT	ESTIMATED TOTAL
<b>Example:</b> 2 Crates	500 lbs.	÷ 100 = 5	\$125.00	\$625.00
		÷ 100 =	\$	\$
		÷ 100 =	\$	\$
			<b>SUBTOTAL</b>	
<b>ADDITIONAL SURCHARGES</b>	\$ _____ * _____ % OF SUBTOTAL =			
	<b>TOTAL DUE</b>			

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

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

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

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FREIGHT HANDLING ESTIMATION FORM





2900 Stayton St.  
Pittsburgh, PA 15212  
P | 412.223.1090  
F | 412.223.1094  
www.stetsonexpo.com

**EXHIBITOR MOVE IN DOCK ACCESS:**  
**WEDNESDAY, SEPTEMBER 17—**  
**THURSDAY, SEPTEMBER 18**

**CARTLOAD & SPOTTING SERVICES**

**CARTLOAD SERVICE:**

Stetson will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth. This fee is limited to one cart full and one trip. Total weight for cartload service may not exceed 300 lbs. Material over the 300 lbs. maximum will be charged standard material handling fees (CWT Rate). Additional fees apply if more than one trip and one cartful is required to unload your vehicle.

To qualify for this service:

- You must arrive in a personal operated vehicle
- No company trucks/vans or bob tails

This service will help expedite the move in and move out process as well as reduce your hassles of transporting your vehicles. Your exhibitor 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. On the move out, once your items are packed in your booth, please see the exhibitor service desk to receive your Dock Pass. You are not permitted to access the dock area if your items are not packed for pickup.

**SPOTTING SERVICE:**

If you require to use your own labor and equipment to unload, you will be charged a spotting fee which is equivalent to the cartload service.

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 car POV at the end of the show.

This service does not include storage of your empty containers. Standard material handling fees apply for empty container storage.

**CARTLOAD RATE**

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

ONE ROUNDTRIP CARTLOAD ..... \$175.00  
EACH ADDITIONAL CARTLOAD ON THE MOVE IN ..... \$50.00

**SPOTTING FEE**

ONE ROUNDTRIP SPOTTING FEE ..... \$150.00  
EACH ADDITIONAL SPOTTING RUN ..... \$50.00

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

**EVENT DOCK ACCESS: PLEASE INSERT THE TIME WHEN YOU PLAN ON ACCESSING THE DOCK:**

DOCK AVAILABILITY ON THE MOVE IN:	09/17/14	6:00PM –9:00PM	** _____
	09/18/14	8:00AM - 11:00AM	** _____
DOCK AVAILABILITY ON THE MOVE OUT:	09/20/14	12:00PM - 4:00PM	** _____

EXHIBIT COMPANY NAME \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

EXT. \_\_\_\_\_

FAX \_\_\_\_\_

EXHIBITOR SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.**

**CARTLOAD & SPOTTING SERVICE FORM**







2900 Stayton St.  
Pittsburgh, PA 15212  
P | 412.223.1090  
F | 412.223.1094  
www.stetsonexpo.com

DISCOUNT DEADLINE:  
**FRIDAY, AUGUST 29**

**SHIPPING INFORMATION AND LABELS**

Stetson is committed to providing you with the best possible service and equipment. Please fill out below to have labels and a Bill of Lading pre-filled out for you. An on-site representative must sign off on the Bill of Lading during move-out.

<b>OUTBOUND SHIPPING INFORMATION</b>	
<b>SHIP TO:</b>	
<b>BILL TO:</b>	
<b>METHOD OF SHIPPING</b>	
<input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> VAN LINE <input type="checkbox"/> AIR FREIGHT <input type="checkbox"/> SHOW CARRIER (ADCOM WORLDWIDE)	
CARRIER NAME _____ CARRIER PHONE # _____	
<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> DEFERRED	
<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT	
<b>OUTBOUND SHIPPING MATERIALS</b>	
<input type="checkbox"/> SHRINK WRAP (\$100.00 PER PALLET) <input type="checkbox"/> BANDING (\$50.00 PER PALLET)	
<b>ESTIMATED # OF OUTBOUND PIECES</b>	
<i>*please list types of pieces</i> _____	
<b>ESTIMATED TOTAL WEIGHT</b> _____	<b>LABELS TO BE MADE</b> _____
<i>SCS will make arrangements for all shipments via our show carrier. Arrangements must be made for all other carriers. Shipments without paperwork (above must be signed on site) will be re-routed onto our show carrier via your expense. Verify piece count, weight and address PRIOR to pick up.</i>	
EXHIBIT COMPANY NAME _____	
EXHIBITOR ADDRESS _____	
CITY/STATE/ZIP _____	EMAIL _____
PHONE _____	EXT. _____ FAX _____
EXHIBITOR SIGNATURE _____	PRINT NAME _____

**OUTBOUND SHIPPING / BILL OF LADING**



**All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.**

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
c/o ADCOM / Forward Air – MSY  
200 Crofton Rd Building 7-A, STE #500  
Kenner, LA 70062

**ADVANCE WAREHOUSE**  
VARTECH US/LA & UnSUMMIT

Exhibitor \_\_\_\_\_

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

Must arrive during warehouse receiving dates and times to avoid surcharge

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
c/o ADCOM / Forward Air – MSY  
200 Crofton Rd Building 7-A, STE #500  
Kenner, LA 70062

**ADVANCE WAREHOUSE**  
VARTECH US/LA & UnSUMMIT

Exhibitor \_\_\_\_\_

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

Must arrive during warehouse receiving dates and times to avoid surcharge

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
c/o ADCOM / Forward Air – MSY  
200 Crofton Rd Building 7-A, STE #500  
Kenner, LA 70062

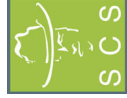
**ADVANCE WAREHOUSE**  
VARTECH US/LA & UnSUMMIT

Exhibitor \_\_\_\_\_

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

Must arrive during warehouse receiving dates and times to avoid surcharge

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Stetson Convention Services  
c/o ADCOM / Forward Air – MSY  
200 Crofton Rd Building 7-A, STE #500  
Kenner, LA 70062

**ADVANCE WAREHOUSE**  
VARTECH US/LA & UnSUMMIT

Exhibitor \_\_\_\_\_

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

Must arrive during warehouse receiving dates and times to avoid surcharge

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
c/o Hyatt Regency New Orleans, Elite Hall I & II  
601 Loyola Avenue  
New Orleans, LA 70113

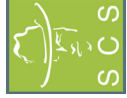
**DIRECT TO SHOW SITE**  
**VARTECH US/LA & UnSUMMIT**

Exhibitor \_\_\_\_\_

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

Must arrive during exhibitor move in dates and times to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



Stetson Convention Services  
c/o Hyatt Regency New Orleans, Elite Hall I & II  
601 Loyola Avenue  
New Orleans, LA 70113

**DIRECT TO SHOW SITE**  
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Exhibitor \_\_\_\_\_

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

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Exhibitor \_\_\_\_\_

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

Must arrive during exhibitor move in dates and times to avoid surcharge or shipment refusal

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**DIRECT TO SHOW SITE**  
**VARTECH US/LA & UnSUMMIT**

Exhibitor \_\_\_\_\_

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

Must arrive during exhibitor move in dates and times to avoid surcharge or shipment refusal

EXHIBITOR ORDER FORM



**Video Equipment** Qty DAILY RATE Days Total  
Advanced\* On Site\*\* Used

DVD Player		\$100.00	\$135.00		
32" LCD Monitor (Includes monitor stand)***		\$260.00	\$375.00		
50" LCD Monitor (Includes monitor stand)***		\$600.00	\$810.00		
60" LCD Monitor (Includes monitor stand)***		\$825.00	\$1,200.00		

Specify if displaying on table or if stand is needed below:

\*\*\* PSAV does not supply wall mounts or labor for mounting monitors to your hard sets\*\*\*

LCD Support PKG		\$335.00	\$540.00		
LCD Projector PKG		\$840.00	\$1040.00		
54" Rolling Cart with Black Skirt		\$55.00	\$70.00		

**Internet** Qty DAILY RATE Days Total  
Advanced On Site Used

Per Device-Basic Service-Wireless		\$150.00	\$250.00		
Per Device-Basic Service-Wired		\$600.00	\$800.00		

**Telecommunications** Qty SHOW RATE Total  
Advanced On Site

Phone line only (local & long distance; dial 9)		\$200.00	\$235.00		
Phone line with phone (local & long distance; dial 9)		\$300.00	\$345.00		

**PC Compatible Systems** Qty DAILY RATE Days Total  
Advanced On Site Used

Laptop Computer with CD drive		\$250.00	\$340.00		
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Please Note Specific Software/Hardware Needs Below:

**Power** Qty SHOW RATE Total  
Advanced On Site

10 amp Single Phase Power		\$175.00	\$250.00		
20 amp Single Phase Power		\$250.00	\$350.00		
Power strip		\$15.00	\$20.00		
25' extension cord		\$15.00	\$20.00		

Labor may apply to under carpet or complex booth sets.

**Computer Accessories** Qty DAILY RATE Days Total  
Advanced On Site Used

HP Laserjet 4 Black & White Printer (8ppm, PC)		\$175.00	\$240.00		
20" Flat Screen LCD Monitor		\$150.00	\$210.00		
17" Flat Screen LCD Monitor		\$150.00	\$210.00		

**Audio Equipment** Qty DAILY RATE Days Total  
Advanced On Site Used

CD Player		\$65.00	\$90.00		
Sound System with (2) speakers		\$390.00	\$530.00		
UHF Wireless Microphone (specify lapel or hand held)		\$195.00	\$260.00		
4 Channel Mixer		\$75.00	\$105.00		

**Rental Totals** PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL	
SET UP/PICKUP/LABOR CHARGE (23% of Equipment Total - \$75.00 minimum)	
SUBTOTAL	
SALES TAX (11% of line Subtotal line)	
TOTAL DUE	

**Method of Payment** PLEASE CHECK ONE

Card Number: \_\_\_\_\_ American Express

\_\_\_\_\_ Exp Date \_\_\_ / \_\_\_

Cardholder's Name (as appears on card): \_\_\_\_\_ Visa

\_\_\_\_\_ MasterCard

Cardholders Signature: \_\_\_\_\_

**Customer Information**

Show/Convention Name: \_\_\_\_\_

Show/Convention Dates: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

email: \_\_\_\_\_

**Ordering Instructions**

⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.

Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

⇒ **LABOR:**  
Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

⇒ **CANCELLATIONS:**  
Cancellation of equipment ordered must be received **48 hours** prior to delivery date to avoid a minimum one day charge.

\*Advanced=Order received by PSAV 11 days or more prior to installation.  
\*\*On-site=Order received by PSAV 10 days or less prior to installation.

**Delivery Information**

On-Site Contact: \_\_\_\_\_

Booth #: \_\_\_\_\_ Room: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Show Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Return For Processing**

**PSAV**  
**Hyatt Regency New Orleans**  
**601 Loyola Ave**  
**New Orleans, LA 70113**  
**504-613-3720 Ph**  
**504-648-1512 Fax**  
[wfontenot@psav.com](mailto:wfontenot@psav.com)

# F R E E M A N

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612  
FreemanNewOrleansES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 28, 2014

INCLUDE THIS FORM  
WITH YOUR ORDER

SHOW NAME: **VARTECH 2014 / SEPTEMBER 18 - 20, 2014**

COMPANY NAME:		BOOTH#:
ADDRESS:		BOOTH SIZE      X
CITY/STATE/ZIP:		CUSTOMER #
PHONE #:	EXT.:	FAX #:
SIGNATURE:		PRINT NAME:
CONTACT'S E-MAIL		
E-MAIL FOR INVOICE		<input type="checkbox"/> CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

<input type="checkbox"/> <b>COMPANY CHECK</b> Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US FUNDS" MUST BE PRE-PRINTED on Canadian checks.) <b>Please reference (401715) on your remittance.</b>	<input type="checkbox"/> <b>BANK TRANSFER</b> Bank Transfer to Bank of America, N.A.; Dallas, TX <i>Wire Transfer</i> ABA#: 026009593 ACCT #1252039192 Freeman <i>International Wire Transfer</i> Swift Code: BOFAUS3N ACCT #1252039192 Freeman <i>ACH Direct Deposit</i> ABA# 111000012 ACCT #1252039192 Freeman <b>Please reference Name of Show &amp; Booth Number so we can properly credit your account.</b> <b>Note: Customers are responsible for any bank processing fees.</b>
<input type="checkbox"/> <b>CREDIT CARD</b> For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:	

**AMERICAN EXPRESS**       **MASTER CARD**       **VISA**      **FREEMAN NOW ACCEPTS DEBIT CARDS**

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

ELECTRICAL	GRAND TOTAL
<input type="text"/>	<input type="text"/>

• Orders received without payment or after the discount price deadline date will be charged at the standard price.

FREEMAN method of payment

# F R E E M A N

1000 Elmwood Park Blvd.  
New Orleans, LA 70123  
(504) 731-6137 • Fax: (469) 621-5612  
FreemanNewOrleansES@freemanco.com

## VARTECH 2014 / SEPTEMBER 18 - 20, 2014

**In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.**

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of 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.

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

**Indicate which services are to be invoiced to the Third Party:**

UTILITIES

OTHER \_\_\_\_\_

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS

MASTERCARD

VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

**FREEMAN third party authorization**



# F R E E M A N

1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 (504) 731-6137 • Fax: (469) 621-5612  
 FreemanNewOrleansES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 AUGUST 28, 2014**

**INCLUDE THE FREEMAN  
 METHOD OF PAYMENT WITH  
 YOUR ORDER**

SHOW NAME: **VARTECH 2014 / SEPTEMBER 18 - 20, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

**ELECTRICAL OUTLETS (Double Price for 24 Hour Service)      LABOR (Minimum 1 hour charge)**

**110 VOLT**

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
5 Amp / 500 Watts	_____	_____	107.50	161.25 = \$	_____
10 Amp / 1000 Watts	_____	_____	164.25	246.50 = \$	_____
15 Amp / 1500 Watts	_____	_____	192.50	288.75 = \$	_____
20 Amp / 2000 Watts	_____	_____	220.75	331.25 = \$	_____

**208 VOLT SINGLE PHASE (Labor Required for all 208V Connections)**

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	226.50	339.75 = \$	_____
15 Amp	_____	_____	283.00	424.50 = \$	_____
20 Amp	_____	_____	339.75	509.75 = \$	_____
Over 20 Amp.....	Please call for quote @ 504-731-6137				

**208 VOLT 3 PHASE (Labor Required for all 208V Connections)**

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	339.75	509.75 = \$	_____
Over 10 Amp.....	Please call for quote @ 504-731-6137				

**EQUIPMENT (Power not included)**

Extension Cords - 25'	_____	28.05	42.75 = \$	_____
Power Strip (15 amp rated)	_____	28.50	42.75 = \$	_____

- Freeman will not be responsible for power failures or voltage fluctuations
- Special Service or wiring into equipment will be charged at the prevailing labor rate
- If you have electrical requirements or have questions regarding electrical, please call your Exhibitor Services Representative at 504-731-6137.

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**  
 Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:  
**AUGUST 28, 2014**

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**  
 A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

**ISLAND BOOTHS**  
 For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**INLINE AND PENINSULA BOOTHS**  
 Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**  
 If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**  
 Separate outlets should be ordered for each piece of equipment and/or each power location.

**CANCELLATION**  
 A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**  
 If you require your power from overhead, additional materials and labor may be incurred. Please contact FreemanES@freemanco.com.

**TOTAL COST**

Outlet(s)**	\$	_____
Equipment**	+	\$ _____
**11% Tax	+	\$ _____
Labor*	+	\$ _____
*2% Tax	+	\$ _____
<b>GRAND TOTAL</b>	\$	_____

**FREEMAN electrical**

## ELECTRICAL INSTRUCTIONS & CONDITIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

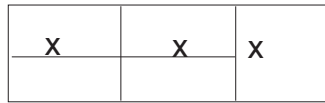
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

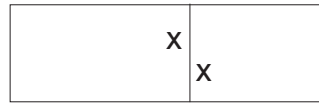
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle)



IN-LINE BOOTHS / PENINSULA

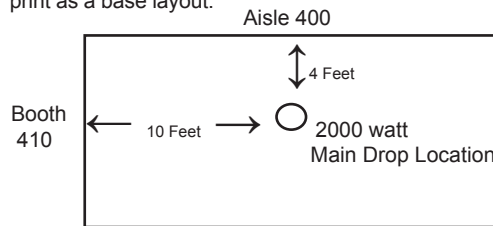


BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

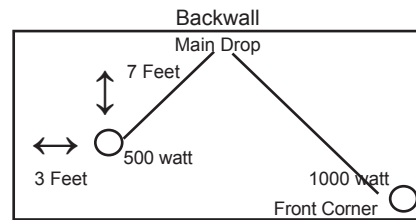
#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



10 X 20 Booth with multiple outlets  
Labor Required

Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. **IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE.** Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

# FREEMAN

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)  
 Overtime - Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$ 84.25	\$ 118.00
Electrician - OT .....	\$ 126.50	\$ 177.25
Scissor Lift w/crew - ST .....	Price Available Per Request	
Scissor Lift w/crew - OT .....	Price Available Per Request	
Condor w/crew - ST.....	Price Available Per Request	
Condor w/crew - OT.....	Price Available Per Request	
Forklift w/operator - ST.....	Price Available Per Request	
Forklift w/operator - OT.....	Price Available Per Request	
Man Cage .....	Price Available Per Request	

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

**Note:** For more information and an example of a completed floorplan please see the following page.

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

**OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Distribution of electrical through booth structure.
- Mounting of plasmas/LCD monitors and lights.
- Connection or hard wiring of all exhibitor equipment.
- Lighting used as spot or flood lights.
- Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- Wiring of overhead signs.
- Installation of electrical headers and/or light boxes.
- Other \_\_\_\_\_

Labor Request

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FREEMAN electrical labor**

**ELECTRICAL INSTRUCTIONS**

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

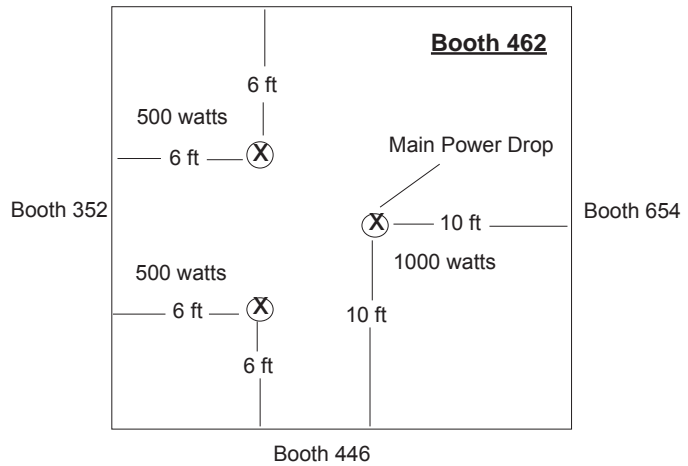
**CANCELLATION POLICY**

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK**

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



# F R E E M A N

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact us at [FreemanNewOrleansES@freemanco.com](mailto:FreemanNewOrleansES@freemanco.com) with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

FREEMAN electrical services usage guide



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