

**Pennsylvania Music Educators  
Association**

April 18-19, 2024

Bayfront Convention Center  
Erie, PA

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# EXHIBITOR MANUAL

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**Exhibitor Coordinator**

Jake Nuttridge

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

412-390-4672



**STETSON**  
CONVENTION SERVICES  
SUSTAINABLY PRODUCED EXPOSITIONS

**STETSON CONVENTION SERVICES, INC.** is pleased to be your Official Service Contractor. In the following pages, you will find our equipment rental and service order forms, rules and regulations, show information and shipping information. If you have any questions or require an item not included in this manual, please contact us. We look forward to working with you.

**PLEASE CLICK ON THE LINKS BELOW TO NAVIGATE AS NEEDED.**

## SHOW INFORMATION

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[Important Dates](#)  
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## RENTAL ORDER FORMS

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[Turnkey Packages](#)  
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## DISPLAY ORDER FORMS

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[Signage & Display Guidelines](#)  
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[Display Order Form](#)  
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## CUSTOM FURNITURE

[Custom Furniture](#)  
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## LABOR ORDER FORMS

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[Forklift Order Form](#)

## SHIPPING / MATERIAL HANDLING

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[Material Handling Guidelines](#)  
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[POV Cartload / Spotting Services](#)  
  
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[Warehouse Shipping Labels](#)  
  
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[Show Site Shipping Labels](#)

## TERMS & CONDITIONS / PAYMENT / EAC

[Terms & Conditions](#)  
[Payment Authorization Form](#)  
  
[Third Party Payment Authorization](#)  
[Notice of Intent to Use an EAC](#)  
[Conditions for EAC](#)  
[Sample COI](#)

## FACILITY PROVIDED SERVICES

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

## WAYS TO ORDER

- Online - [www.stetsonexpo.com](http://www.stetsonexpo.com)
- Email - [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)
- Check - mail to Stetson Convention Services:  
2900 Stayton St., Pittsburgh, PA 15212
- Wire - please call to set up

## OFFICIAL SERVICE CONTRACTOR

Stetson Convention Services  
2900 Stayton St.  
Pittsburgh, PA 15212  
412-223-1090  
[www.stetsonexpo.com](http://www.stetsonexpo.com)

Exhibitor Coordinator  
Jake Nuttridge  
[jnuttridge@stetsonexpo.com](mailto:jnuttridge@stetsonexpo.com)  
412-390-4672

## FACILITY

Bayfront Convention Center  
1 Sassafras Pier  
Erie, PA 16507

[www.bayfrontconventioncenter.com](http://www.bayfrontconventioncenter.com)  
814-455-1260

## BOOTH EQUIPMENT

6' x 30" Skirted Table (WHITE) 2	8' Back Drape	3' Side Drape
Folding Chairs Wastebasket	WHITE/BLEUE/BLUE/WHITE	WHITE
Booth ID Sign		

**\*Porter Service is available for an additional charge- See Page 22**

Flooring: The Exhibit Hall is not carpeted. For those exhibitors who are interested in carpet rental, see [carpet rental page](#). Carpet is a great way to improve the comfort of your space and enhance your branding.

## SHIPPING

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

A forklift will be available at show site.

**PREFERRED CARRIER: STETSON LOGISTICS**  
[shipping@stetsonexpo.com](mailto:shipping@stetsonexpo.com)  
412-223-1090

**REQUEST A QUOTE:**  
[www.stetsonexpo.com/shipping-quote](http://www.stetsonexpo.com/shipping-quote)

### ADVANCE TO WAREHOUSE

Stetson Convention Services  
c/o Stetson / PMEA  
Exhibit Company Name, Booth #  
2866 McDowell St  
Pittsburgh, PA 15212

Receiving Dates:  
Monday, March 11 to Friday, April 5  
M-F, 9:00am to 4:00pm

### DIRECT TO SHOW SITE

Bayfront Convention Center  
c/o Stetson / PMEA  
Exhibit Company Name, Booth #  
1 Sassafras Pier  
Erie, PA 16507

Receiving Dates:  
Wednesday, April 17  
2:00pm to 9:00pm

<b>Stetson Discount Deadline</b> <i>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.</i>	<b>Friday, March 29</b>	<b>*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in</b>
<b>Initial Graphic Submission Deadline</b> <i>Graphics are due for review and editing.</i>	<b>Friday, March 22</b>	
<b>Final Graphic Submission Deadline</b> <i>Print Ready graphics due for any signage orders.</i>	<b>Friday, March 29</b>	
<b>Warehouse Receiving</b> <i>Any materials received outside of these dates will incur a 25% surcharge.</i>	<b>Monday, March 11 to Friday, April 5</b>	<b>M-F 9:00am to 4:00pm</b>
<b>Last Day to Arrive to Warehouse Before Transfer</b> <i>If freight arrives after this date, a surcharge to transfer to show site will be applied based on weight, dimension, and piece count.</i>	<b>Monday, April 15</b>	
<b>Exhibitor Move-in / Show Site Receiving</b> <i>All shipments must arrive during these times to avoid surcharges or possible shipment refusal.</i>	<b>Wednesday, April 17</b>  <b>Thursday, April 18</b> <i>*NO Dock Access</i>	<b>2:00pm to 9:00pm</b>  <b>7:00am to 9:00am</b>
<b>Show Hours</b>	<b>Thursday, April 18</b>  <b>Friday, April 19</b>	<b>10:00am to 5:00pm</b>  <b>8:00am to 3:30pm</b>
<b>Exhibitor Move-out</b>	<b>Friday, April 19</b>	<b>3:30pm to 9:00pm</b>
<b>Carrier Check-in Deadline</b> <i>To ensure all items are off the show floor by the end of exhibitor move-out, please have carriers check in by this time. All shipments left on the show floor will be forced onto Stetson Logistics at the exhibitor's expense.</i>	<b>Friday, April 19</b>	<b>8:00pm</b>



## INSTALLATION & DISMANTLE

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services may complete the enclosed [Labor Order Form](#). If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

### Flooring:

Exhibitors are permitted to lay their own flooring for booths/displays no larger than 400 sq. ft. Any booth/display larger must be installed by Stetson Personnel. Exhibitors must use Stetson provided carpet tape for carpet installation. See [Carpet Order Form](#).

### Displays:

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

### Forced Labor:

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

### Custom Furniture:

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

## SHIPPING & MATERIAL HANDLING

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

### Freight Shipments:

All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by the Stetson Personnel. Rates are listed on the [Material Handling Order Form](#).

### POV Service:

Stetson Personnel will be available to unload and reload your vehicle for a cartload service fee. Please see [POV Cartload Service Form](#).

### Hand-Carry Items:

Exhibitors are permitted to bring in materials that can be hand carried by one person in one trip, without the use of any carts or dollies through the main exhibit hall entrance.

## OTHER JURISDICTIONS

### Electrical Workers Union:

All booth electrical work must be performed by the Electrical Workers Union. See [Electrical Order Form](#).

### Air, Water, Gas:

Any work must be performed by Union Personnel.

### Cleaning:

All carpet vacuuming must be performed by the Stetson personnel.

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



# STETSON

## ONLINE ORDERING



### Ordering Online

- Paperless Exhibitor Manual
- Immediate Order Confirmation
- Warehouse Receiving Confirmations



### Additional Perks:

- Quick and Easy Ordering
- Fast Customer Service
- Environmental Impact
- Monitor Your Expenses in Real-time



### How to Order Online With Stetson?

At Stetson we manage our tradeshow with the industry leading solution Boomer™ to provide all of our customers the convenience of accessing important show information fast and efficiently with the click of a mouse. All of our customers benefit from paperless exhibitor manuals, online exhibitor ordering, small package scanning, online warehouse shipping confirmations and online planning tools.

### Instructions:

- Returning exhibitors: Login with your existing account or click "Forgot Password"
- New exhibitors: Click on "Not Registered" to create an account




Contact us to start your booth order.

412.223.1090 | [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com) | [stetson.boomerecommerce.com](http://stetson.boomerecommerce.com)



### 10' X 10' TURNKEY PACKAGE - 10% SAVINGS

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

OPTION A	DESCRIPTION	PRICE	TOTAL
	<ul style="list-style-type: none"> <li>8' high back wall, seamless fabric signage</li> <li>1 meter x 1/2 meter x 42" high counter with custom counter graphic (front / sides) <ul style="list-style-type: none"> <li><input type="checkbox"/> Shelf <input type="checkbox"/> Lock --&gt; \$25.00 each</li> </ul> </li> <li>10' x 10' booth space carpet - Graphite</li> <li>White leather barbershop stool</li> <li>Wastebasket with compostable liner</li> </ul>	<p><b>DISCOUNT</b> \$4,765.00</p> <p><b>STANDARD</b> \$5,955.00</p>	
OPTION B	DESCRIPTION	PRICE	TOTAL
	<ul style="list-style-type: none"> <li>8' high back wall, signage in three panels <ul style="list-style-type: none"> <li><input type="checkbox"/> Seamless for an additional \$150.00</li> </ul> </li> <li>2 meter wide x 24" deep x 42" high counter with custom counter graphic</li> <li>10' x 10' booth space carpet - Graphite</li> <li>(2) White leather barbershop stool</li> <li>32" monitor with mounting package with HDMI cord</li> <li>Wastebasket with compostable liner</li> </ul>	<p><b>DISCOUNT</b> \$5,360.00</p> <p><b>STANDARD</b> \$6,982.00</p>	
OPTION C	DESCRIPTION	PRICE	TOTAL
	<ul style="list-style-type: none"> <li>8' high back wall with 1 meter wide x 1/2 meter deep column, full backwall graphics</li> <li>10' x 10' booth space carpet - Graphite</li> <li>30" round x 40" high pedestal table with white spandex linen</li> <li>(2) White leather barbershop stool</li> <li>32" monitor with mounting package and HDMI cord</li> <li>Wastebasket with compostable liner</li> </ul>	<p><b>DISCOUNT</b> \$4,789.00</p> <p><b>STANDARD</b> \$6,227.00</p>	

- See [Graphic Submission Guidelines](#) for more information. Spec sheet will be emailed upon order and payment. Graphic design assistance available for \$50.00 per hour, charged in half hour increments.
- Turnkey packages A-C are for a 10' x 10' booth space only. Pricing above includes install and dismantle labor.
- Colors are preselected. No substitutions may be made under the booth package. Please order a la cart if different colors or sizes are preferred.
- For any Turnkeys with monitors or LED counters, electricity is not included and must be ordered through the facility.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME




BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

### 10' X 20' TURNKEY PACKAGE - 10% SAVINGS

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

OPTION D		DESCRIPTION	PRICE	TOTAL
		<ul style="list-style-type: none"> <li>8' high back wall with seamless fabric</li> <li>2 meter x 1/2 meter x 42" high counter with custom counter graphic (front / sides)</li> <li>10' x 20' booth space carpet - Graphite</li> <li>(2) 30" round x 40" high pedestal table with white spandex linen</li> <li>(2) White leather barbershop stool</li> <li>Wastebasket with compostable liner</li> </ul>	<b>DISCOUNT</b> \$8,225.00	
			<b>STANDARD</b> \$10,309.00	
OPTION E		DESCRIPTION	PRICE	TOTAL
		<ul style="list-style-type: none"> <li>8' high back wall with (2) 1 meter wide x 1/2 meter deep columns and overlay signage</li> <li>2 meter x 1/2 meter x 42" high counter with custom counter graphic (front / sides)</li> <li>10' x 20' booth space carpet - Graphite</li> <li>(2) White leather barbershop stool</li> <li>(2) 32" monitors with mounting package and HDMI cord</li> <li>Wastebasket with compostable liner</li> </ul>	<b>DISCOUNT</b> \$9,464.00	
			<b>STANDARD</b> \$11,830.00	
OPTION F		DESCRIPTION	PRICE	TOTAL
		<ul style="list-style-type: none"> <li>8' high back wall with 2 meter wide x 1/2 meter deep column and seamless fabric</li> <li>1 meter LED modular counter with custom front graphic</li> <li>10' x 20' booth space carpet - Graphite</li> <li>(2) 30" round x 40" high pedestal table with white spandex linen</li> <li>(4) White leather barbershop stool</li> <li>43" monitor with mounting package and HDMI cord</li> <li>Wastebasket with compostable liner</li> </ul>	<b>DISCOUNT</b> \$9,812.00	
			<b>STANDARD</b> \$12,272.00	

- See [Graphic Submission Guidelines](#) for more information. Spec sheet will be emailed upon order and payment. Graphic design assistance available for \$50.00 per hour, charged in half hour increments.
- Turnkey packages D-F are for a 10' x 20' booth space only. Pricing above includes install and dismantle labor.
- Colors are preselected. No substitutions may be made under the booth package. Please order a la cart if different colors or sizes are preferred.
- For any Turnkeys with monitors or LED counters, electricity is not included and must be ordered through the facility.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.

EXHIBIT COMPANY NAME

BOOTH #

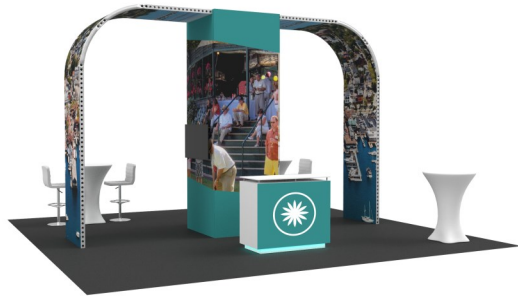

► EXHIBITOR SIGNATURE

PRINT NAME



## 20' X 20' TURNKEY PACKAGE - 10% SAVINGS

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

OPTION G	DESCRIPTION	PRICE	TOTAL
	<ul style="list-style-type: none"> <li>12' high tower with arches, storage and door with seamless fabric signage</li> <li>1 meter LED modular counter with custom front graphic</li> <li>20' x 20' booth space carpet - Graphite</li> <li>(3) 30" round x 40" high pedestal table with white spandex linen</li> <li>(4) White leather barbershop stool</li> <li>43" monitor with mounting package and HDMI cord</li> <li>Wastebasket with compostable liner</li> </ul>	<p><b>DISCOUNT</b> \$20,670.00</p> <p><b>STANDARD</b> \$25,838.00</p>	
OPTION H	DESCRIPTION	PRICE	TOTAL
	<ul style="list-style-type: none"> <li>10' high back wall, seamless fabric signage</li> <li>2 meter wide x 1/2 meter deep column with storage and door</li> <li>1 meter LED modular counter with custom front graphic</li> <li>20' x 20' booth space carpet - Graphite</li> <li>(2) 30" round x 40" high pedestal table with white spandex linen</li> <li>(4) white leather barbershop stool</li> <li>Custom soft furniture</li> <li>43" monitor with mounting package and HDMI cord</li> <li>Wastebasket with compostable liner</li> </ul>	<p><b>DISCOUNT</b> \$24,245.00</p> <p><b>STANDARD</b> \$30,329.00</p>	

- See [Graphic Submission Guidelines](#) for more information. Spec sheet will be emailed upon order and payment. Graphic design assistance available for \$50.00 per hour, charged in half hour increments.
- Turnkey packages G&H are for a 20' x 20' booth space only. Pricing above includes install and dismantle labor.
- Colors are preselected. No substitutions may be made under the booth package. Please order a la carte if different colors or sizes are preferred.
- For any Turnkeys with monitors or LED counters, electricity is not included and must be ordered through the facility.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## TABLES

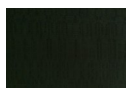
### SKIRTED TABLE



### UNSKIRTED TABLE



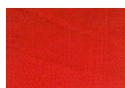
### COLORS



BLACK



BLUE



RED



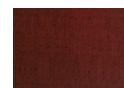
GREEN



GOLD



WHITE

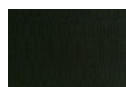


BURGUNDY

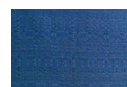
TABLES - SKIRTED *all tables are 24" deep	QTY	DISCOUNT PRICE	STANDARD PRICE	MAKE COUNTER HIGH (40"H)	ADD 4TH SIDE SKIRT	COLOR	TOTAL
4' Table		\$144.00	\$187.00	+ \$13.00	N/A		
6' Table		\$159.00	\$207.00	+ \$13.00	+ \$39.00		
8' Table		\$172.00	\$224.00	+ \$13.00	+ \$39.00		
TABLES - UNSKIRTED *all tables are 24" deep	QTY	DISCOUNT PRICE	STANDARD PRICE	MAKE COUNTER HIGH (40"H)	TOTAL		
4' Table		\$112.00	\$146.00	+ \$13.00			
6' Table		\$126.00	\$164.00	+ \$13.00			
8' Table		\$140.00	\$182.00	+ \$13.00			

## TABLE TOP RISERS

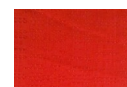
TABLE TOP RISERS *12"H, wood with skirt	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
4' Skirted Table Top Riser	\$85.00	\$109.00		
6' Skirted Table Top Riser	\$98.00	\$127.00		



BLACK



BLUE



RED



WHITE

## PEDESTAL TABLES

PEDESTAL TABLES *Gray Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
30" Round x 30" H Table	\$138.00	\$178.00	x	
30" Round x 40" H Table	\$165.00	\$215.00	x	
Spandex Linen	\$85.00	\$109.00		
Upgrade Table Top <input type="checkbox"/> White <input type="checkbox"/> Black	\$104.00	\$143.00		



AQUA



BLACK



BLUE



RED



EMERALD GREEN



LIME GREEN



ORANGE



FUCHSIA



PURPLE



YELLOW



WHITE

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

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

EXHIBIT COMPANY NAME

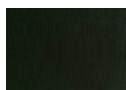
BOOTH #

► EXHIBITOR SIGNATURE

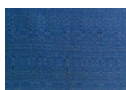
PRINT NAME

## SPECIALTY DRAPE

### COLORS



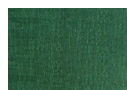
BLACK



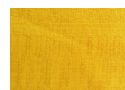
BLUE



RED



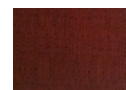
GREEN



GOLD



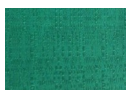
WHITE



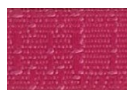
BURGUNDY


 FRENCH  
BLUE


SILVER



TEAL



RASPBERRY



MARGARITA



VIOLET



ORANGE


 CHARCOAL  
GRAY

SPECIALTY DRAPE	QTY *in feet	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
3' Drape (per linear foot)		\$14.00	\$18.00		
8' Drape (per linear foot)		\$21.00	\$27.00		

## CHAIRS


 FOLDING  
CHAIR

 PLASTIC  
CONTOUR CHAIR

 UPHOLSTERED  
ARM CHAIR

 UPHOLSTERED  
STOOL

 SWIVEL DESK  
CHAIR—ARMLESS

 SWIVEL DESK  
CHAIR—ARMS

CHAIRS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Folding Chair		\$33.00	\$43.00	
Plastic Contour Chair - Black		\$85.00	\$109.00	
Upholstered Arm Chair - Gray		\$126.00	\$164.00	
Upholstered Stool - Gray		\$140.00	\$182.00	
Swivel Deck Chair / Armless		\$161.00	\$209.00	
Swivel Desk Chair / Arms		\$207.00	\$269.00	

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

- Any drapes returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
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EXHIBIT COMPANY NAME

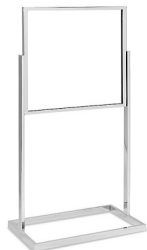
BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## ACCESSORIES

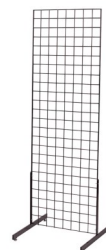
EASEL


 SIGN  
HOLDER

 LITERATURE  
RACK

 ROPE &  
STANCHION

 GARMENT  
RACK


GRIDWALL


 IPAD  
STAND


ACCESSORIES	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket with Liner		\$40.00	\$53.00	
Fish Bowl		\$43.00	\$56.00	
Easel <input type="checkbox"/> Add 22" x 28" Sign <input type="checkbox"/> Add 28" x 44" Sign		\$43.00 *add sign \$72.00 *add sign \$140.00	\$56.00 *add sign \$93.00 *add sign \$183.00	
22" x 28" Sign Holder <input type="checkbox"/> Add 22" x 28" Sign		\$118.00 *add sign \$94.00	\$155.00 *add sign \$121.00	
Literature Rack		\$118.00	\$155.00	
Chrome Stanchion (rope not included)		\$70.00	\$91.00	
Rope—7 ft. Sections (stanchions not included)		\$29.00	\$36.00	
Black Tensa Barrier with 7 ft. Expandable Belt		\$98.00	\$127.00	
2 Armed Garment Rack—Waterfall or Straight (circle one)		\$140.00	\$182.00	
4 Armed Garment Rack—Waterfall or Straight (circle one)		\$153.00	\$200.00	
Grid Wall—3 Arms, 2 Feet, 1 Clamp Per Grid Wall <input type="checkbox"/> Straight Arms <input type="checkbox"/> Waterfall Arms		\$126.00	\$164.00	
Poster Board (91" x 44.5" usable space) *tacks not included		\$231.00	\$300.00	
iPad Stand		\$133.00	\$173.00	

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

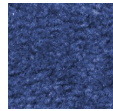
PRINT NAME



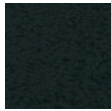
## INLINE BOOTH CARPET

Standard Sizes: will cover 10' x 10' space (14 oz.): 100% EcoSolution Q® type 6 solution dyed yarn recyclable into fiber and backing	QTY	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
10' x 10' Booth Space		\$247.00	\$321.00		
10' x 20' Booth Space		\$493.00	\$641.00		
10' x 30' Booth Space		\$740.00	\$962.00		
10' x 40' Booth Space		\$987.00	\$1,282.00		

### COLORS



BLUE



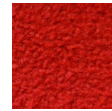
BLACK



GRAY



GREEN



RED

## CUSTOM FLOORING

*100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
CUSTOM CUT & LAY—Island Booths  Booth Size _____ x _____ = _____	\$5.00 psf	\$6.50 psf		
PLUSH—Must be ordered 30 days in advance to guarantee  VINYL—Must be ordered 30 days in advance to guarantee	PLEASE CALL FOR A QUOTE AND COLOR AVAILABILITY			

## PADDING / PLASTIC PROTECTION

*100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft.  Booth Size _____ x _____ = _____	\$2.25 psf	\$3.50 psf	
Plastic Protection—per sq. ft.  Booth Size _____ x _____ = _____	\$1.25 psf	\$2.00 psf	
Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll		

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

- Exhibitor provided flooring may be subject to forced installation labor and carpet tape (\$25.00 per roll) for safety regulations.
- Utilities must be ordered in advance to ensure installation before carpet. All cuts for electrical will be subject to a \$40.00 fee per cut.
- Labor charges will apply for removal of Visqueen on carpets not installed by or rented from Stetson.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site. No refunds on any special cut or plush orders.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

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PRINT NAME

## GREEN PLANTS—RENTAL ONLY

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Boston Fern: Table Size		\$100.00	\$130.00	
Green Plant: 1' - 2' Tall		\$100.00	\$130.00	
Green Plant: 2' - 3' Tall		\$126.00	\$165.00	
Green Plant: 3' - 5' Tall		\$153.00	\$199.00	
Green Plant: 5' - 7' Tall		\$182.00	\$238.00	

## BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Seasonal Blooming Plant		\$100.00	\$130.00	
Table Flower Arrangement - Flat Backed		\$200.00	\$260.00	
Table Flower Arrangement - Full Round		\$233.00	\$303.00	
Large Floor Arrangement		\$267.00	\$347.00	

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

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

If there is something specific you are looking for, please contact us with details and we can find what you are looking for. Please note that the plants are for RENTAL only. These will be collected at the end of the event. You may bring your floral back with you.

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

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## SIGNAGE, DISPLAY, AND STRUCTURE GUIDELINES & CONDITIONS

### GENERAL TERMS

- Please contact your Stetson Exhibitor Coordinator to start the signage ordering process.
- Spec sheets for designing and a link to file sharing will be given after payment is submitted.
- No refunds will be granted to any items cancelled after print ready artwork or approval has been submitted.
- Payment authorization is required with all orders. Payment and/or print ready artwork received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

### DISPLAYS AND CHARGING STRUCTURES

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

### COUNTERS

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

### HANGING STRUCTURES

- Price includes metal, graphic, and banner build.
- **Rigging labor is required and must be ordered separately.**
- Damaged frames and missing materials will be charged full replacement cost.
- Need something custom? Reach out to your exhibitor services representative for assistance.

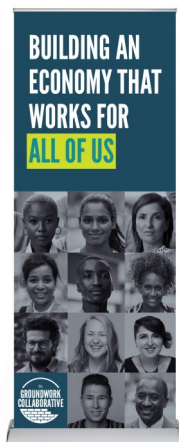
## SIGNAGE SUBMISSION GUIDELINES

- When submitting files, provide the print ready PDF file (editable) as well as any downloaded fonts. Any font files not supplied may be substituted and subject to additional graphic design charges.
- All PDF files must be saved to the size listed on the signage spec sheet (do not include any crop marks or bleeds on artwork).
- All logos submitted must be either an .eps, .ai, or high resolution file.
- All files must be saved as CMYK.
- All files must be clearly saved as Signage Product\_Live Area Size of the file (ex: Welcome Showcard\_22x28).
- When submitting files at half size (50%), please include in the file name followed by the final print ready size. (ex: Welcome Banner\_Half Size\_240x48)
- All meter board files must leave 6" of blank space to account for the meter board base.
- Any in-house work needed to prepare non-digital art for production or to correct digital files to a production ready state will be billed in half hour increments (\$50.00 per hour).
- Graphic designers of client submitted graphics are fully responsible for the creation of, laying out of, and proofing of all Content. Stetson is NOT LIABLE for errors in a final product caused by any of the following reasons: misspellings, graphics, bleeds, grammar, fonts, punctuation, die lines, crop marks, transparency, overprint, content lining up, and finished product size. Stetson DOES NOT make any changes to client files unless requested. Client will be charged with a graphic design fee if changes need to be made. Client submitted graphics will not receive a proof unless requested. Graphics received from client will be proofed by Stetson ONLY for correct sizing and pixilation of any logos of content.

## STANDARD SIGNAGE

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

ROLL UP BANNER



BANNER



METER BOARD WITH BASE



LOGO TABLE CLOTH



LIGHT BOX DISPLAY



FLOOR DECAL



CHARGING KIOSK



DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Roll Up Banner with Stand (2.75'W x 6.5'H) *travel friendly, includes case		\$667.00	\$865.00	
Meter Board Sign (37.5"W x 86.5"H) with Base		\$507.00	\$659.00	
Light Box Display (39.38"W x 95.44"H) *Double Sided		\$1,741.00	\$2,263.00	
Charging Kiosk with (2) 22" x 28" Signs *charging cords included		\$1,375.00	\$1,788.00	
Vinyl Banner with 3 Grommets (6'W x 2' H)		\$299.00	\$390.00	
Logo Table Cloth—for 6' x 30" Table *1 side custom print only, sides and back will be white. *Call Stetson for other customization options!		\$353.00	\$459.00	
Floor Decal (2' x 2')		\$130.00	\$169.00	

**Custom Signage Needs? Contact your exhibitor coordinator at 412-223-1090 for more ideas.**

\*custom signage ranges from \$22-\$33 per square foot

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

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

EXHIBIT COMPANY NAME

BOOTH #



► EXHIBITOR SIGNATURE

PRINT NAME



## COUNTERS

	DESCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
	<input type="checkbox"/> <b>STRAIGHT: 1 METER X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> <b>CURVED: 1 METER X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Hole <input type="checkbox"/> Door --> \$25.00 each <input type="checkbox"/> Front Panel Signage with White Sides --> \$238.25 <input type="checkbox"/> Printed Side Panels --> \$238.25		\$488.00 \$559.00	\$631.00 \$728.00	
	<input type="checkbox"/> <b>STRAIGHT: 2 METER X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> <b>CURVED: 2 METER X 1/2 METER X 42" HIGH</b> <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Hole <input type="checkbox"/> Door --> \$25.00 each <input type="checkbox"/> Front Panel Signage with White Sides --> \$238.25 <input type="checkbox"/> Printed Side Panels --> \$238.25		\$618.00 \$689.00	\$761.00 \$858.00	
	<b>LED MODULAR COUNTER</b> 44.5" w x 21.25" d x 36" h Includes Shelf, Lock, Door LED Platform Lighting <input type="checkbox"/> Front Panel Signage with White Sides --> \$238.25		\$1,235.00	\$1,534.00	

## DISPLAY CASES

	<b>GLASS DISPLAY CASE</b> *Includes 4 shelves, glass top and front		\$1,266.00	\$1,645.00	
	<b>DISPLAY CASE: 1 METER GLASS DISPLAY CASE</b> *Includes custom printed header, plexiglass front, plexiglass sides, and 4 shelves <input type="checkbox"/> Additional Shelving --> \$65.00 each		\$1,092.00	\$1,424.00	

## CHARGING STATIONS

	<b>CHARGING COUNTER: 1/2 METER GEO CUBE</b> 42" high cube structure 4 panels of custom signage *Charging apparatuses included		\$800.00	\$1,040.00	
	<b>CHARGING STATION: 1 METER STRAIGHT</b> 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter Custom signage and back panel to cover cords		\$1,190.00	\$1,546.00	

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

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




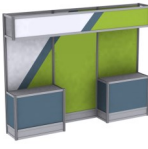


EXHIBIT COMPANY NAME

BOOTH #

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PRINT NAME

## 10' DISPLAYS

	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>DISPLAY 1:</b> <b>PREMIUM 10' FLAT FABRIC POP UP</b> 9' wide x 7' high <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$1,885.00	\$2,451.00	
	<b>DISPLAY 2:</b> <b>8'H x 3M INSET HARDWALL</b> 10' wide x 8' high back wall Signage in three panels, white side panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$2,444.00	\$3,177.00	
	<b>DISPLAY 3:</b> <b>8'H x 3M OVERLAY FRONT / SIDES HARDWALL</b> 10' wide x 8' high back wall Overlay signage for seamless look, custom printed sides <i>*AV mounting package available. See below.</i>	\$4,011.00	\$5,214.00	
	<b>DISPLAY 4:</b> <b>10' SHELVING DISPLAY, 2 COUNTERS</b> 10' wide x 8' high back wall, signage in three panels Two 42" high counters with full custom signage, and custom header <i>*AV mounting package available. See below.</i>	\$4,221.00	\$5,487.00	
	<b>DISPLAY 5:</b> <b>8'H x 3M INSET, TV, 2 METER COUNTER</b> 10' wide x 8' high back wall, 24" deep counter Signage in three panels, white sides 32" monitor with mounting package included <i>*Side panels can be printed at an additional cost. See below.</i>	\$3,590.00	\$4,667.00	
	<b>DISPLAY 6:</b> <b>8'H x 2M OVERLAY, 1M RIGHT INSET COLUMN, TV</b> 10' wide x 8' high back wall, 1M wide x 1/2M deep tower Full overlay signage 32" monitor with mounting package included	\$3,590.00	\$4,667.00	

## ADD ONS

- |   |  |
|---|--|
| <input type="checkbox"/> 32" monitor with mounting package --> \$500.00 | <input type="checkbox"/> Outer side panels printed --> \$360.00    |
| <input type="checkbox"/> 43" monitor with mounting package --> \$605.00 | <input type="checkbox"/> Overlay Option (10' Display) --> \$200.00 |
| <input type="checkbox"/> LED light(s) --> \$50.00 each QTY: _____       |  |

[Click here for graphic submission guidelines.](#)

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

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





EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## 20' DISPLAYS

	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>DISPLAY 7:</b> <b>FORMULATE 20' STRAIGHT WALL</b> 8' high back wall Total graphic area of 235" x 89.5" <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$4,836.00	\$6,287.00	
	<b>DISPLAY 8:</b> <b>8'H x 6M INSET HARD WALL</b> 8' high x 20' wide back wall Signage in six panels, white side panels <i>*AV mounting package available. See below.</i>	\$4,208.00	\$5,470.00	
	<b>DISPLAY 9:</b> <b>8'H x 6M OVERLAY FRONT AND SIDES HARD WALL</b> 8' high x 20' wide back wall Overlay signage for seamless look, printed sides <i>*AV mounting package available. See below.</i>	\$5,508.00	\$7,160.00	
	<b>DISPLAY 10:</b> <b>8'H x 6M_SPLIT OVERLAY, TV, CONTOUR CUT SIDES</b> 8' high x 20' wide back wall Split seamless overlay with contour cut sides 32" monitor with mounting package included <i>*AV mounting package available. See below.</i>	\$5,533.00	\$7,193.00	

## ADD ONS

<input type="checkbox"/> 32" monitor with mounting package --> \$500.00 <input type="checkbox"/> 43" monitor with mounting package --> \$605.00 <input type="checkbox"/> LED light(s) --> \$50.00 each QTY: ____	<input type="checkbox"/> Outer side panels printed --> \$360.00 <input type="checkbox"/> Overlay Option (10' Display) --> \$200.00	
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[Click here for graphic submission guidelines.](#)

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME





### Create Your Custom Booth

- Unique Concepts
- High Impact
- Budget Conscious
- Planning Team



### Additional Perks:

- Booth Set When You Arrive
- Labor Included
- Save on Shipping and Material Handling
- Environmental Impact
- Rigging Structure Options
- Custom Flooring Options



### Why design your booth with Stetson?

Your job at this event is to make an impression on the attendees. Let us do all the background work so you can focus on what is important for your company.

### Advantages of designing with Stetson:

- Working with our team of skilled and creative professionals that can create unique and captivating designs
- Elevating your art to the next level
- Environmentally-friendly options
- A realistic budget
- Just show up and impress clients, leaving the rest to us

Contact us to start designing your custom booth.  
412.223.1090 | [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)





## VIDEO EQUIPMENT

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

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
32" Smart HD 1080p Monitor with Audio		\$546.00	\$710.00	
43" Smart HD 1080p Monitor with Audio		\$683.00	\$888.00	
50" Smart HD 1080p Monitor with Audio		\$1,021.00	\$1,328.00	
LCD/Plasma Floor Stand With Monitor Order		\$137.00	\$178.00	
LCD/Plasma Floor Stand Without Monitor Order		\$286.00	\$372.00	
HDMI Cable		\$15.00	\$20.00	
USB Cable		\$15.00	\$20.00	

How will you display video on your monitor?

\_\_\_ Laptop

\_\_\_ USB (must be MP4 format)

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

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

EXHIBIT COMPANY NAME

BOOTH #

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## VACUUMING

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

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

Booth size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Ex.) 20' x 20' = 400 sq. ft.                      \$0.45 sq. ft.                      # of event days                      total

## PORTER SERVICE

The emptying of wastebaskets is not included in your space rental. Please indicate the size and frequency of porter service.

	DESCRIPTION	DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
_____	Exhibit Area 399 sq. ft. and below	\$68.00	\$88.50
_____	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$79.00	\$102.75
_____	Exhibit Area 800 sq. ft. and Above	\$89.00	\$115.75

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

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

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

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

BOOTH # \_\_\_\_\_

► EXHIBITOR SIGNATURE \_\_\_\_\_

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

## INSTALLATION & DISMANTLE LABOR

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

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

### OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

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

LABOR RATES: one (1) hour per worker minimum charge, thereafter half-hour increments		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	\$128.00	\$166.40
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$192.00	\$249.60
DOUBLE TIME:	All day Sunday and holidays	\$256.00	\$332.80

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

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Installation:							\$
Dismantle:							\$
<input type="checkbox"/> Option 1 - Supervised by Stetson* *next page to be completed and 30% added				TOTAL LABOR ORDERED:		\$	
<input type="checkbox"/> Option 2 - Supervised by Exhibitor *must check in to service desk to pick up labor				*30% (\$45.00 MINIMUM) STETSON SUPERVISION FEE:		\$	
				ADDITIONAL EQUIPMENT NEEDED (IE: CARPET TAPE):		\$	

**TOTAL ESTIMATED I&D LABOR: \$** \_\_\_\_\_

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## STETSON SUPERVISED LABOR ORDER INSTRUCTIONS

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

### SET UP INFORMATION

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

### INBOUND SHIPPING

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

### OUTBOUND SHIPPING

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## FORKLIFT INFORMATION & ORDERING

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 8:00am to 4:30pm	\$236.80	\$308.00
<b>OVERTIME:</b>	Saturdays and weekdays 4:31pm to 7:59am	\$355.20	\$462.00
<b>DOUBLE TIME:</b>	All day Sunday and holidays	\$473.60	\$616.00

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

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME





# STETSON

## SHIPPING & LOGISTICS



### Services

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



### Additional Value Added Service Options:

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



### Why ship with Stetson Logistics?

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

### Advantages of shipping Stetson Logistics!

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

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

Contact us via phone or website for a quote and schedule a pickup.  
412.223.1090 | [www.stetsonexpo.com](http://www.stetsonexpo.com)





## MATERIAL HANDLING—ADVANCE TO WAREHOUSE

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

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

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

<b>ADVANCE TO WAREHOUSE</b>	<b>PRICE PER CWT</b>	<b>200 LB. MINIMUM</b>
CRATED OR SKIDDED .....	\$160.00.....	\$320.00
SPECIAL HANDLING .....	\$200.00.....	\$400.00
SMALL PACKAGE .....	\$78.00 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

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

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

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

### OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$160.00 *Crated or Skidded Rate	\$800.00
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$200.00 *Special Handling Rate	\$600.00
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$78.00 *Small Package Rate	\$156.00

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	*rounded up to nearest 100		*choose appropriate rate	*200 lb. minimum
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$78.00 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____			

[Click here for material handling guidelines.](#)

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME



# RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE  
PMEA

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

Must arrive between Monday, March 11 to Friday, April 5 to  
avoid surcharge

# RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE  
PMEA

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

Must arrive between Monday, March 11 to Friday, April 5 to  
avoid surcharge

# RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE  
PMEA

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

Must arrive between Monday, March 11 to Friday, April 5 to  
avoid surcharge

# RUSH—EXHIBITION FREIGHT



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

ADVANCE WAREHOUSE  
PMEA

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

Must arrive between Monday, March 11 to Friday, April 5 to  
avoid surcharge

## MATERIAL HANDLING—DIRECT TO SHOW SITE

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

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

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

<u>DIRECT TO SHOW SITE</u>	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED .....	\$191.00 .....	\$382.00
SPECIAL HANDLING .....	\$239.00 .....	\$478.00
SMALL PACKAGE .....	\$78.00 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

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

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

### OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT CWT	PRICE PER CWT	ESTIMATED TOTAL
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5	\$191.00 *Crated or Skidded Rate	\$955.00
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3	\$239.00 *Special Handling Rate	\$717.00
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces	\$78.00 *Small Package Rate	\$156.00

DESCRIPTION	WEIGHT CWT *rounded up to nearest 100	PRICE PER CWT *choose appropriate rate	ESTIMATED TOTAL *200 lb. minimum
Shipment #1	_____ ÷ 100 = _____	\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____	\$	\$
Small Package(s)	_____ pieces	\$78.00 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____		

[Click here for material handling guidelines.](#)

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

# RUSH—EXHIBITION FREIGHT



Bayfront Convention Center  
c/o Stetson Convention Services  
1 Sassafras Pier  
Erie, PA 16057

DIRECT TO SHOW SITE  
PMEA

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

Must arrive during move in, Wednesday, April 17, 2:00pm - 9:00pm  
to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



Bayfront Convention Center  
c/o Stetson Convention Services  
1 Sassafras Pier  
Erie, PA 16057

DIRECT TO SHOW SITE  
PMEA

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

Must arrive during move in, Wednesday, April 17, 2:00pm - 9:00pm  
to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



Bayfront Convention Center  
c/o Stetson Convention Services  
1 Sassafras Pier  
Erie, PA 16057

DIRECT TO SHOW SITE  
PMEA

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

Must arrive during move in, Wednesday, April 17, 2:00pm - 9:00pm  
to avoid surcharge or shipment refusal

# RUSH—EXHIBITION FREIGHT



Bayfront Convention Center  
c/o Stetson Convention Services  
1 Sassafras Pier  
Erie, PA 16057

DIRECT TO SHOW SITE  
PMEA

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

Must arrive during move in, Wednesday, April 17, 2:00pm - 9:00pm  
to avoid surcharge or shipment refusal

## CARTLOAD SERVICE

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

To qualify for this service:

- You must arrive in a privately owned vehicle; no trailers, box trucks, or bobtails
- No more 200 lbs. (over this amount will be billed at the material handling rates), charged per cart load
- A pallet jack, forklift, or other material handling materials are not needed to unload or transport the items

Roundtrip rates include: unloading of vehicle, delivery to your booth, reloading into your POV at the end of the show. **If you would like to bring your own items onto the show floor, please see [page 5](#) for rules and regulations on the loading dock.**

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



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



## SPOTTING SERVICE

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

To qualify for this service:

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

### DOCK ACCESS

	DOCK OPEN	TIME	YOUR ESTIMATED ARRIVAL TIME
<b>MOVE IN:</b>	WEDNESDAY, APRIL 17	2:00PM - 9:00PM	
<b>MOVE OUT:</b>	FRIDAY, APRIL 19	3:30PM - 9:00PM	

☐ **CARTLOAD RATE** (maximum weight for cartload is 200 lbs.)

ONE ROUNDTRIP CARTLOAD .....\$273.00  
 EACH ADDITIONAL CARTLOAD ON THE MOVE IN .....\$136.00

☐ **SPOTTING FEE**

ONE ROUNDTRIP SPOTTING FEE .....\$254.00  
 EACH ADDITIONAL SPOTTING RUN .....\$136.00

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

- All services must arrive within exhibitor move-in times to avoid 25% surcharge or service refusal.
- These services do not include storage of your empty containers. Standard material handling fees apply for empty container storage.
- Payment authorization is required with all orders. A credit card is required for all material handling orders.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

## GENERAL FAQs

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

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

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

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

### ARE RENTAL PRICES PER DAY?

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

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

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

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

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

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

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

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

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

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

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

### MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—WHAT CAN WE DO?

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

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

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

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

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

### WHEN WILL MY CREDIT CARD BE CHARGED?

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

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

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

**DEFINITIONS:**

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

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. Stetson will charge a processing fee of 5% on the total amount of any invoice requiring a change of payment after the original payment has been processed. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Stetson except where specifically identified as a sale. All Stetson rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, charges will be applied to all labor orders that are not cancelled in writing at least five days prior to the scheduled start time. If services have already been provided at the time of cancellation, no refund will be given. It is Exhibitor's responsibility to advise Stetson personnel of any problem with any orders, and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, Stetson requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Stetson requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, PA upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 10% per month for the length of the outstanding invoice. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Stetson shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and Stetson relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Stetson for its services as an offset against the amount of any alleged loss or damage. Any claim against Stetson shall be considered a separate transaction and shall be resolved on its own merits. Stetson reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Stetson may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Stetson hereby provides notice that it reserves the right, and Exhibitor authorized Stetson, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

## LABOR TERMS, RESPONSIBILITY, INDEMNIFICATION

**LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:**

Stetson will be responsible for the performance of labor provided under this option. Stetson does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under Stetson's direct supervision and control. In no event shall Stetson be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. Stetson shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond Stetson's reasonable control. Stetson agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Stetson employees, or property damage arising out of work performed by labor provided and supervised by Stetson, except when Exhibitor exercises direction and/or control over the work being performed.

**LABOR UNDER THE SUPERVISION OF EXHIBITOR:**

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Stetson in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with Stetson's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Stetson Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend Stetson from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Stetson employees, and/or property damage arising out of work performed by labor provided by Stetson but supervised by Exhibitor. Further, the Exhibitor's indemnification of Stetson includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show



## MATERIAL HANDLING TERMS & CONDITIONS

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

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

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

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

### PAYMENT POLICIES

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

We will use this authorization to charge your credit card for your advance order, show site orders placed by your on-site representative, or shipments received and handled by Stetson. You may choose to pay by credit card, check, or wire, however, we require a credit card on file to confirm your order.

### SUMMARY OF ORDER

TURNKEY PACKAGE	\$ _____
FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
PLANT & FLORAL	\$ _____
SIGNAGE	\$ _____
DISPLAY	\$ _____
HANGING STRUCTURE	\$ _____
A/V	\$ _____
CLEANING	\$ _____
SUB TOTAL \$ _____	
+ ____ % SALES TAX \$ _____	
LABOR (EST.)	\$ _____
FORKLIFT (EST.)	\$ _____
STETSON LOGISTICS (EST.)	\$ _____
MATERIAL HANDLING (EST.)	\$ _____
GRAND TOTAL DUE \$	_____

☐ MasterCard
 ☐ Visa
 ☐ American Express
 ☐ Discover

Account #     Exp. Date  /  CVC

☐ Check
 ☐ Wire Transfer

Must still fill out credit card information to confirm order. Credit card will be ran if check is not received by Discount Deadline and 15 days post show close.

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

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

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

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

► CARDHOLDER SIGNATURE \_\_\_\_\_

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



**Bayfront Convention Center**  
**Exhibitor/Vendor Service Request Form**

**Event Name** PA Music Educators Association 2024 **Event Date** April 17- 20, 2024

<b>Exhibitor/Vendor Information</b>	
Booth Number _____	Move In Date _____
Exhibitor/Vendor Name _____	Move In Time _____
Contact Name _____	Contact Phone # _____
Contact Address _____	On-site Phone # _____
City, State, Zip _____	Contact Email _____

**Complete this form and email to:**  
Erica Zeiber, Event Manager  
1 Sassafras Pier Erie PA 16507  
[ezeiber@erieevents.com](mailto:ezeiber@erieevents.com)  
814-455-1260

**DEADLINE FOR ORDERING is April 10, 2024**  
*All orders received after this date or on site are subject to a late fee*

Drayage Needs (\$0.50 per pound, per day)  
Arrival - Loading Dock to Booth  
**Please do not ship items before April 8, 2024**  
Date: \_\_\_\_\_  
# Pounds: \_\_\_\_\_

	QTY.	
110 V / 20 amp	<input type="text"/>	\$25.00
208 V / 30 amp / 1 phase	<input type="text"/>	\$125.00
Wired Internet	<input type="text"/>	\$125.00
Water/Drain (per hook up)	<input type="text"/>	\$50.00



**PMEA Annual Conference**  
Bayfront Convention Center  
Erie, Pennsylvania  
April 17-20 2024

<b>Payment Information</b>	
Credit Card Number: _____	
Expiration Date: _____	Billing Zip Code _____
<b>TOTAL DUE:</b> _____	
Signature: _____	

