

### Dear 2019 AASHE Exhibitor:

**STETSON CONVENTION SERVICES, INC.** is pleased to be your Official Service Contractor for the Association for the Advancement of Sustainability in Higher Education Conference & Expo on October 27-29, 2019 at the Spokane Convention Center. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact Stetson Convention Services. We look forward to working with you.

### **Brooke Perkins**

**Exhibitor Services Representative** 

bperkins@stetsonexpo.com



Looking to "green" your booth? Follow the SEED to find environmental products throughout the Stetson manual.

### **SHOW INFORMATION**

**Show Contacts** 

**Important Dates & Booth Equipment** 

**Show Site Work Rules** 

### **PAYMENT TERMS & CONDITIONS**

<u>Terms & Conditions</u> <u>Conditions for EAC</u>

Payment Authorization Form EAC Payment Authorization Form

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

**General FAQs** 

**Furniture Order Form** 

**Accessory Order Form** 

**Carpet Order Form** 

Floral Order Form

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

Display Order Form

**Custom Display Options** 

Signage Order Form

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

**Cleaning Order Form** 

**Labor Order Form** 

**Labor Instructions** 

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

**Material Handling Guidelines** 

Warehouse Shipping Labels

Material Handling FAQs

**Show Site Shipping Labels** 

**Material Handling Estimation** 

Cartload & Spotting Services

### SHIPPING WITH STETSON LOGISTICS

**Shipping Quote Form** 

### **FACILITY PROVIDED SERVICES**

**Electrical Order Form** 

**Internet Order Form** 

**AV Order Form** 

### **CUSTOM FURNITURE**

Please visit our <u>Custom Furniture Catalogue</u>



### **OFFICIAL SERVICE CONTRACTOR:**

### **STETSON CONVENTION SERVICES**

2900 Stayton St.
Pittsburgh, PA 15212
Phone: 412-223-1090
Mobile: 412-812-3816
bperkins@stetsonexpo.com
www.stetsonexpo.com

### **FACILITY:**

**SPOKANE CONVENTION CENTER - HALLS A&B** 

334 West Spokane Falls Blvd. Spokane, WA 99201 509-279-7007

### PREFERRED CARRIER:

### **STETSON LOGISTICS**

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

shipping@stetsonexpo.com

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

### **SHIPPING EXHIBITION MATERIALS:**

### **ADVANCE TO WAREHOUSE:**

Northwest Freight & Parcel, LLC c/o Stetson / AASHE Exhibit Company Name, Booth # 6021 East Valley Ave. Spokane, WA 99212

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

Spokane Convention Center- Halls A&B c/o Stetson / AASHE
Exhibit Company Name, Booth #
334 West Spokane Falls Blvd.
Spokane, WA 99201

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

### **UTILITIES:**

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

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

- Online Ordering username and password will be emailed
- By Credit Card email to your exhibitor services representative
- By Check mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212



### **IMPORTANT DATES:**

### **Stetson Discount Deadline**

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

### Friday, October 4

### **Warehouse Receiving**

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

Monday, September 30 to Friday, October 11

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

### Last Day to Arrive to Warehouse Before Transfer

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

Friday, October 25

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

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

Sunday, October 27

8:00am to 4:00pm

### **Show Hours**

Sunday, October 27

6:00pm to 8:00pm

Monday, October 28

10:00am to 4:30pm

Tuesday, October 29

10:00am to 2:00pm

**Exhibitor Move-out** 

**Tuesday, October 29** 

2:00pm to 6:00pm

### Carrier Check-in Deadline

All shipments left on the show floor will be forced onto Stetson Logistics at the exhibitor's expense.

Blue

**Tuesday, October 29** 4:00pm

### **BOOTH EQUIPMENT:**

**Show Colors** 

Blue/White/Margarita

**Booth Furnishings** 

8' Back Drape 3' Side Drape

6' x 30" Biotop White Skirted Table

2 Folding Chairs Wastebasket Booth ID Sign

The Exhibit Hall is not carpeted, however the aisles will be blue speckled carpet. For those exhibitors who are interested in carpet rental, see page 16 for details. Carpet is a great way to improve the comfort of your space and enhance your branding.

### BEST GREEN EXHIBITOR PRACTICES



### PREPARATION:

- LIMIT BROCHURES AND PAPER HANDOUTS. (MOST ATTENDEES WILL REVIEW MATERIALS AT YOUR BOOTH AND LEAVE THEM FOR THE NEXT PERSON)
- USE NON-DATED EVENT NEUTRAL DESIGNS SO LEFTOVER ITEMS MAY BE USED FOR FUTURE EVENTS
- PRINT SIGNAGE AND HANDOUTS THROUGH FSC-CERTIFIED PRINTERS AND/OR PAPER MADE OF POST-CONSUMER CONTENT
- USE NON-CHLORINE INKS SUCH AS VEGETABLE OR SOY
- PRINT AND PURCHASE WHAT YOU CAN IN THE HOST CITY TO REDUCE SHIPPING. WHEN SHIPPING, ONLY SEND WHAT YOU NEED AND AVOID PACKAGING PEANUTS (POLYSTYRENE) OR OTHER DIFFICULT TO RECYLCLE TOXIC MATERIALS
- IN LIEU OF PRINTED MATERIALS, OFFER TO SEND INFORMATION VIA EMAIL OR DISPLAY ELECTRONICALLY AT YOUR BOOTH
- IF YOU WISH TO HAND OUT SWAG TO ATTENDEES, PLEASE CHOOSE UTILITARIAN ITEMS THAT ARE SUSTAINABLY MADE AND RECYCLABLE
- USE SUSTAINABLE AND/OR RECYLCLED MATERIALS IN YOUR EXHIBIT BOOTH

### **DURING THE EXPO:**

- DURING SET-UP, SAVE PACKAGING MATERIALS FROM SHIPMENTS TO REUSE AT THE END OF THE SUMMIT
- REMEMBER TO POWER OFF AND UNPLUG ANY ELECTRONIC ITEMS AT YOUR BOOTH WHEN NOT IN USE TO SAVE ENERGY

### **DURING BREAK-DOWN:**

- DURING BREAK DOWN, USE WASTE STATIONS TO PROPERLY RECYCLE ANY ITEMS THAT CANNOT BE REUSED
- PACK UP YOUR REUSABLE MATERIALS AND TAKE THEM WITH YOU TO USE AT FUTURE EVENTS
- WE WILL HAVE A DONATION STATION TO COLLECT USEFUL ITEMS YOU DO NOT WISH TO SHIP BACK SUCH AS WATER BOTTLES, CANVAS BAGS, PENS OR SIMILAR HANDOUTS.

NOTE: ALL PAPER HANDOUTS SHOULD BE RECYLCLED

PLEASE CONTACT US DIRECTLY IF YOU WOULD LIKE ADDITIONAL RESOURCES OR GUIDANCE IN GREENING YOUR EXHIBIT SPACE.



### **Exhibitor Guidelines**

### **Assignment of Space**

Priority for space assignment will be based on the sponsorship level, booth size, order in which applications are received and availability of space requested. Applications for exhibit space must be completed and payment for the entire amount of your exhibit booth must be received before space is assigned. No telephone requests will be accepted. A floor plan of the exhibit area is available from AASHE upon request.

We will make every effort to assign your preferred booth location (i.e. not located next to a competitor, etc.). If this space is not possible, we will contact you to discuss alternative space. We do however reserve the right to assign the next best substitute space when the requested space is not available. Exhibitors who wish to avoid assignment of space adjacent to that of a particular competitor should indicate such on their application. Careful consideration will be given to all such requests but are not guaranteed. Not receiving your desired space does not constitute grounds for cancellation and you will not receive a refund of exhibit fees.

### **Subletting and Sharing**

The subletting, assignment or apportionment of the whole or any part of the booth space of an exhibitor is prohibited. No exhibitor may permit any other party to exhibit any goods other than those manu-factured or handled by the contracting exhibitor in his/her space nor permit the solicitation of business by others within the space.

### **Americans With Disabilities Act**

Each exhibitor shall be responsible for compliance with the American with Disabilities Act within his or her assigned exhibit space.

### **Fire Regulations**

All Fire Department regulations as well as, regulations and standards imposed by the local Fire Marshal must be observed and, when necessary, booths must be modified to meet requirements. All materials used in the exhibit hall must be flameproof and fire resistant in accordance with the regulations established by the National Association of Fire Underwriters. Crepe paper, corrugated paper, flame proof or otherwise will not be permitted.

Display racks, signs, spotlights and special equipment are subject to inspection. Any exhibits or parts thereof found not to be in compliance with fire regulations may be ordered dismantled. All aisles and exhibits must be kept clear at all times and the fire stations, and fire extinguisher equipment must be free from obstruction.



### **Exhibitor Guidelines**

### Admission

Exhibitors wearing badges may enter the exhibit 1 hour prior to the scheduled opening time each day. Exhibitors may remain in the hall 1 hour after the close of the exposition each day.

### **Badges, Attire, Conduct**

Exhibitors must wear their badges at all times in the exhibit hall during installation, exhibit hours and dismantle, and conduct themselves and wear attire consistent with the professional decorum of the meeting.

### **Noise & Light Interference**

Electrical or other mechanical apparatus must be muffled so any noise does not interfere with other exhibits. AASHE reserves the right to determine at what point sound constitutes interference with others and if it must be discontinued. The use of microphones and strobe or flashing lights is prohibited.

### **Booth Arrangement**

All booths must be constructed or arranged to accommodate their visitors within the booth area. Aisles must be kept free of obstructions.

### **Booth Staffing**

Booths must be staffed at all times during exhibit hours. The packing of equipment, literature, etc., dismantling of exhibits will not be permitted until the official closing time on Tuesday, October 29.

Representatives are responsible for any valuable items during Conference hours as well as non-Conference hours. Representatives will need to ensure their belongings are safely watched after (during Conference hours) or stored and secured (during non-Conference hours).

### **Vacant Booth Space**

Any space that has not been claimed and occupied, unless special arrangements have been made prior to (close of install time & date) may be resold or reassigned by AASHE without obligation on the part of the organization for any refund.



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

### **INSTALLATION & DISMANTLING:**

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed <a href="LABOR ORDER FORM">LABOR ORDER FORM</a>.

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

**Hours:** <u>Straight time</u>: Monday through Friday 8:00am to 4:30pm

Overtime: Monday through Friday 4:31pm to 7:59am

Saturday 12:00am to 11:59pm

<u>Double time</u>: Sunday and Holidays 12:00am to 11:59pm

CARPENTRY: Displays: Exhibitors may install and dismantle their own displays using tools and ladders they have supplied on

their own. Exhibitors will take full responsibility over the safety of their crew while using such tools and

must be completed during the published move-in/move-out periods.

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

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

<u>Flooring</u>: Exhibitors are permitted to lay their own flooring. Exhibitors must use Stetson Convention Services provided carpet tape for carpet installation. See carpet order form.

<u>Custom Furniture</u>: Booths who purchase equipment/custom furniture from an outside vendor will incur a material handling charge.

### **SHIPPING AND FREIGHT HANDLING:**

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

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

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by Stetson Personnel. Rates are listed on the <a href="#FREIGHT">FREIGHT</a>
<a href="#HANDLING ORDER FORM">HANDLING ORDER FORM</a>.

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

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

### MISCELLANEOUS:

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



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

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

### **DEFINITIONS:**

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

### **PAYMENT TERMS:**

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

### LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

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

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

### LABOR UNDER THE SUPERVISION OF EXHIBITOR:

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



### **MATERIAL HANDLING TERMS & CONDITIONS**

- 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 SIGN	IATURE	DATE
Signature denotes acceptance of all Terms & Conditions included in Exhi	bitor Service Manual.	
PAYMENT POLICIES	Summ	ARY OF ORDER
	FURNITURE	\$
ORDERS: These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at bperkins@stetsonexpo.com.	Accessory	\$
PAYMENT FOR SERVICES: Stetson requires payment in full at the	CARPET	\$
time services are ordered. A credit card is required at time of initial	FLORAL	\$
order for material handling and labor orders. An administrative fee of \$25.00 will be added to overpayments by check or switching	DISPLAY	\$
credit cards on file. Once a credit card payment is processed, you cannot refund one card and process the same amount on another.	Signage	\$
<b>DELIVERY</b> : Payment must be received by install date to confirm	CLEANING	\$
delivery of items to your booth.	LABOR (EST.)	\$
<b>DISCOUNT PRICES:</b> To qualify, orders must be received with payment on or before the Discount Deadline date. Orders	MATERIAL HANDLING (EST.)	\$
cancelled after this date will receive a 50% refund.	STETSON LOGISTICS (EST.)	\$
REFUNDS: None will be processed until show has closed.  THIRD PARTY BILLING: Each exhibiting firm is responsible for all	GRAND TOTAL DUE	\$
charges incurred on its behalf. See Conditions for EAC form.  ADJUSTMENTS / CANCELLATIONS: No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.  BANK WIRE TRANSFER: Call to set up.  ORDER CONFIRMATION / INVOICES: Email confirmation will be sent.  FREIGHT / SHIPPING ESTIMATE: Final charges will be processed once items are accepted or shipped and can be actualized.		
<b>METHOD OF PAYMENT:</b> We will use this authorization to chargour on-site representative, or shipments received and handled by Stets are require a credit card on file to confirm your order.		
☐ MasterCard ☐ Visa	☐ American Express	Discover
ccount #	Exp. Date	/ cvc
☐ Check	☐ Wire Transfer	
Must still fill out credit card information to confirm order. Credit card will		t Deadline and 15 days post show close.
ARDUOLDER NAME (PRINT)		
ARDHOLDER BILLING ADDRESS		
CARDHOLDER BILLING ADDRESS CITY/STATE/ZIP		
CARDHOLDER NAME (PRINT) CARDHOLDER BILLING ADDRESS CITY/STATE/ZIP EMAIL ADDRESS FOR INVOICE		



### 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 Stetson to perform and provide necessary services and equipment, Stetson is appointed to:

- Assure the orderly and efficient installation and removal of the overall exposition.
- Ensure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

### **EXHIBITOR APPOINTED CONTRACTORS:**

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- The Exhibitor must notify Show Management and Stetson in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and Stetson at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the Stetson office 30 days prior to the show will be automatically assessed a \$200 fee.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1.) Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence. 2.) \$2,000,000 with respect to injuries to more than one person in any occurrence. 3.) Workers' Compensation insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. 4.) Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with Stetson all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The Exhibitor Appointed Contractor must furnish Show Management and Stetson with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the client's exhibit area. No service desks, storage areas or other work facilities will be located anywhere in the building. Show aisles and public space are not a part of the Exhibitor's booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to Stetson that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Stetson. The Exhibitor Appointed Contractor must coordinate all of its activities with Stetson. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

CONVENTION SERVICES

SUSTAINABLY PRODUCED EXPOSITIONS

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

This form will only be accepted if filled out by an authorized representative of the exhibiting company and the authorized third 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 the payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be

**BOOTH #** 

be f	EXHIBIT ADDRESS			
tion to	CITY/STATE/ZIP		EMAIL	
*This portion to be f	PHONE	EXT.	FAX	
*Thi	► EXHIBITOR SIGNATURE		PRINT NAME	
	EXHIBITING COMPANY INFORMATION  Stetson will agree to third party payment arrangem  Third party must have a satisfactory payment re  This form must be fully completed prior to the D  Third Party and exhibiting company are subject t  It is understood and agreed that the exhibiting fi  All Stetson services will be invoiced to the third party.	cord with Stetson Convention Discount Deadline date. to all of the Terms & Condition irm is ultimately responsible f	n Services. ons as included in the Exhibitor Service Manual. for payment of charges.	
	☐ All Services ☐ I&D Labor ☐ Material Handling  METHOD OF PAYMENT: We will use this a	uthorization to charge your c	Booth Cleaning Rental Furniture/Carpet/Accessory Display/Signage credit card account for your advance order, show site orders placed	
ny	by your on-site representative, or shipments receive we require a credit card on file to confirm your order.  MasterCard	er.	ou may choose to pay by credit card, check or wire transfer, howeven	r,
*This portion to be filled out by third party company	Account Number	☐ Check ☐ Wi	Exp. Date CVC	
ird pai	Must still fill out Credit Card information to confirm		theck is not received by Discount Deadline and 15 days post show close.	
ut by th	CARDHOLDER NAME (PRINT)		►SIGNATURE	
led or	CARDHOLDER BILLING ADDRESS			
be fil	CITY/STATE/ZIP			
ion to	THIRD PARTY COMPANY NAME		EMAIL	
s port	THIRD PARTY ADDRESS		CITY/STATE/ZIP	
*This	PHONE	EXT.	FAX	

\*Signature denotes agreement that 3rd Party is subject to Terms & Conditions as outlined in the Exhibitor Service Manual.

AASHE EVENT DATES:



### OCTOBER 27-29, 2019

### **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.

### 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 not an issue, 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. Additional labor charges may apply due to the type of labor needed for carpet installation. For an island booth, you should order special cut and lay carpet.

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

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

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

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

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

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

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

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

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

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

### WHEN WILL MY CREDIT CARD BE CHARGED?

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



AASHE
DISCOUNT DEADLINE:
FRIDAY, OCTOBER 4

All ta	<b>SKIRTED TABLES</b> bles are 24" wide—skirted on 3 sides	DISCOUNT PRICE	Standard Price	COUNTER HIGH SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
	4' long x 30" high Table	\$145.00	\$188.50	4' long x 40" high Table	\$159.50	\$207.35
	6' long x 30" high Table	\$159.50	\$207.35	6' long x 40" high Table	\$174.00	\$226.20
	8' long x 30" high Table	\$174.00	\$226.20	8' long x 40" high Table	\$188.50	\$245.05
	4th Side Skirt	\$43.50	\$56.55	4th Side Skirt	\$58.00	\$75.40

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

	☐ BLACK ☐ BLUE ☐ BURGUNDY ☐ GREEN ☐ GOLD ☐ RED ☐ SILVER ☐ TEAL ☐ WHITE							
	UNSKIRTED TABLES All tables are 24" wide	DISCOUNT PRICE	Standard Price		PEDESTAL TABLES Formica Topped Cocktail Tables	DISCOUNT PRICE	Standard Price	
	4' long x 30" high Table	\$116.00	\$150.80		30" round x 30" high Table	\$137.75	\$179.08	
	6' long x 30" high Table	\$130.50	\$169.65		30" round x 40" high Table	\$166.75	\$216.78	
	8' long x 30" high Table	\$145.00	\$188.50		Spandex linen	\$87.00	\$113.10	
(	COUNTER HIGH UNSKIRTED All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE		Please select color—if none, color will l AQUA YELLOW WHITE BLACK FUCHSIA RED ORANGE LIME (	PURPLE ROY		
	4' long x 40" high Table	\$130.50	\$169.65		SPECIALTY DRAPE	DISCOUNT	Standard	
	6' long x 40" high Table	\$145.00	\$188.50		Select color below	PRICE	PRICE	
	8' long x 40" high Table	\$159.50	\$207.35		3' Drape per ln. ft.	\$14.50	\$18.85	
	CHAIRS AND SEATING	DISCOUNT PRICE	STANDARD PRICE		8' Drape per In. ft.	\$21.75	\$28.28	
	Folding Chair	\$36.25	\$47.13	Please select color—if none, color will be selected by Stets		TE GREEN		
	Plastic Contour Chair—Black	\$87.00	\$113.10	TAI	BLE RISERS (12" H–WOOD)	DISCOUNT	Standard	
	Upholstered Arm Chair—Gray	\$130.50	\$169.65	1.7	Select color below	PRICE	PRICE	
	Upholstered Stool—Gray/Ct. Height	\$145.00	\$188.50		4' Skirted Table Top Riser	\$87.00	\$113.10	
	Swivel Desk Chair—Black/Armless	\$159.50	\$207.35		8' Skirted Table Top Riser	\$101.50	\$131.95	
	Swivel Desk Chair—Black/Arms	\$166.75	\$216.78		Please select color—if none, color will I BLACK BLUE REI	•	tetson.	

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ΤΩΤΔΙ (	OF AL	I ITFMS	ORDERED	+ 8.9%	SALES	ΤΔΧ.	•

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

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



### SIGN HOLDER



### **GARMENT RACK**



### **GRIDWALL**



### POSTER BOARD



Accessories	<b>Qт</b> Y.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket		\$58.00	\$75.40	
Fish Bowl		\$58.00	\$75.40	
Easel (see signage order form)		\$58.00	\$75.40	
22" x 28" Sign Holder (see signage order form)		\$123.25 Add sign \$70.00	\$160.22 Add sign \$91.00	
Literature Rack		\$123.25	\$160.23	
Chrome Stanchion (rope not included)		\$72.50	\$94.25	
Rope—7 ft. Sections (chrome stanchions not included)		\$29.00	\$37.70	
Black Tensa Barrier w/7' Expandable Belt		\$101.50	\$131.95	
2 Armed Bag Holder—Waterfall		\$145.00	\$188.50	
2 Armed Garment Rack—Straight		\$145.00	\$188.50	
4 Armed Bag Holder—Waterfall		\$159.50	\$207.35	
4 Armed Garment Rack—Straight		\$159.50	\$207.35	
iPad Stand		\$137.75	\$179.08	
Grid Wall—3 Arms Per Grid Wall  Straight ArmsNumber of Feet  Waterfall ArmsNumber of Clamps		\$130.50	\$169.65	
Poster Board (91" x 44.5" usable space) *tacks not included		\$239.25	\$311.03	

TOTAL OF ALL	ITEMS ORDERED + 8.9%	SALES TAY: S

- 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.

PHONE EXT FAX	
PHONE EXT FAX	
► EXHIBITOR SIGNATURE PRINT NAME	



AASHE
DISCOUNT DEADLINE:
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QTY.	STANDARD SIZES: WILL COVER 10' X 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 10' Booth Space	\$253.75	\$329.88	
	10' x 20' Booth Space	\$507.50	\$659.75	
	10' x 30' Booth Space	\$761.25	\$989.63	
	10' x 40' Booth Space	\$1,015.00	\$1,319.50	
Please	select carpet color—If none, show color will be selected by	Stetson. BLUE	☐ BLACK ☐ GRAPHI	ITE GREEN REL
CU	ISTOM CUT & LAY CARPET (ISLAND & PEN	INSULA BOOTHS):	100 square feet minimu	ım, per square foot
(all	Includes Seaming & Special Cutting island booths will need to order to avoid gaps)	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Bootl	h Size x =	\$5.15 psf	\$6.22 psf	
Please	select carpet color—If none, show color will be selected by	Stetson.   BLUE	☐ BLACK ☐ GRAPHI	TE GREEN REC
PLUSH	I CARPET (24 oz.): 100 square feet minimum, pe	er square foot		
	Carpet: orders must be received 30 days prior to nove in to guarantee availability. no refunds.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Boot	h Size x =	\$6.02 psf	\$7.25 psf	
Please	select carpet color—If none, show color will be selected by	Stetson.   BLUE	☐ BLACK ☐ GRAPHI	TE GREEN REC
	ET PADDING AND VISQUEEN PROTECTION lare feet minimum, 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Воо	Carpet Padding—per sq. ft. oth Sizex =	\$2.18 psf	\$2.83 psf	
Воо	Visqueen Protection—per sq. ft. oth Size x =	\$1.38 psf	\$1.79 psf	
	Carpet Tape (approx. one roll per 10' x 10')	\$25.00	) per roll	
	TOTAL OF	· ALL ITEMS ORDERED	+ 8.9% SALES TAX: \$	
All of to a Pay	nibitor provided flooring may be subject to forced installatio carpet cut for electrical installations will be subject to a \$40 ms cancelled after Discount Deadline will receive a 50% refurany items cancelled at show site.  Imment authorization is required with all orders. Payment reconstured denotes acceptance of Terms & Conditions. All orders.	in labor and carpet tape ( 1.00 fee per cut. Ind. No refunds processed teived after Discount Dear	\$25.00 per roll) for safety red d until the close of the even dline will be charged at the	egulations. It. No refunds will be granted standard rate.
(HIBIT (	COMPAY NAME		ВООТН #	
HIBITO	DR ADDRESS			
ΓY/STΑ	ATE/ZIP		EMAIL	
HONE	EXT		FAX	



### **PLANTS & FLORAL**

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

<b>STREEN PLANTS—RENTAL ONLY GREEN PLANTS—RENTAL ONLY</b>							
QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL			
	Boston Fern: Table Size	\$94.25	\$122.53				
	Green Plant: 1' - 2' Tall	\$94.25	\$122.53				
	Green Plant: 2' - 3' Tall	\$123.25	\$160.23				
	Green Plant: 3' - 5' Tall	\$152.25	\$197.93				
	Green Plant: 5' - 7' Tall	\$181.25	\$235.63				

BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS							
QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL			
	SEASONAL BLOOMING PLANT	\$94.25	\$122.53				
	TABLE FLOWER ARRANGEMENT - FLAT BACKED	\$145.00	\$188.50				
	TABLE FLOWER ARRANGEMENT - FULL ROUND	\$152.25	\$197.93				
	LARGE FLOOR ARRANGEMENT	\$203.00	\$263.90				

Please list your preferred flower colors:

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

<b>TOTAL OF ALL ITEMS ORDERED + 8.9% SALES TAX: </b>	\$
TOTAL OF ALL TIEWS ONDERED 1 0.3/0 SALES TAX.	·

- All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.
- $\bullet \qquad \hbox{If no color specified, Stetson will choose the best available arrangement.}$
- 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.

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

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



AASHE
DISCOUNT DEADLINE:
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	DISPLAY ITEM	DISCOUNT PRICE	STANDARD PRICE	TOTAL
ASTETSON	DISPLAY 3: 10' TURNKEY INSET GRAPHIC HARD WALL 8' high back wall, signage in three panels (overlay for an additional \$150)  32" monitor with mounting package> \$500.00  LED light(s)> \$30.00 each  Outer side panels printed> \$360.00	\$2,175.00	\$2,827.50	
STETSON	DISPLAY 4: 10' TURNKEY OVERLAY GRAPHIC HARD WALL 8' high back wall, signage in two panels, overlaid on metal 32" monitor with mounting package> \$500.00  LED light(s)> \$30.00 each Outer side panels printed> \$360.00	\$2,392.50	\$3,110.25	
STETSON	DISPLAY 5: 10' TURNKEY HARD WALL WITH COUNTERS 8' high back wall, signage in three panels (overlay for an additional \$150) Two 42" high counters , header 10" wide x 15" high 32" monitor with mounting package> \$500.00 LED light(s)> \$30.00 each	\$3,480.00	\$4,524.00	
SEESON	DISPLAY 6: 10' HARD WALL WITH 2 METER COUNTER 8'high back wall, signage in three panels (overlay for an additional \$150) 24"deep counter *Counter panels and side panels can be printed at an additional cost.  32" monitor with mounting package> \$500.00  LED light(s)> \$30.00 each  Outer side panels printed> \$360.00	\$2,900.00	\$3,987.50	
TETSON P	DISPLAY 7: 15' DELUXE COLOR BLOCK HARD WALL 8' high back wall, 2 meter center panel Customized color block pattern, 22" wide (each side) 32" monitor with mounting package> \$500.00 LED light(s)> \$30.00 each Outer side panels printed> \$360.00	\$3,335.00	\$4,335.50	
STETSON GRAVETON INC.	DISPLAY 8: 20' DELUXE TURNKEY HARD WALL OVERLAY 8' high back wall, 4 meter center overlay Two 1 meter x 1/2 meter deep columns  32" monitor with mounting package> \$500.00 each LED light(s)> \$30.00 each Outer side panels printed> \$360.00	\$5,510.00	\$7,163.00	
Q 6T TOA	DISPLAY 9: 20' DELUXE SERPENTINE WALL 8' high back wall	\$4,930.00	\$6,409.00	
	Add	ITIONAL ACCESS	ORIES TOTAL:	

TOTAL OF ALL ITEMS ORDERED + 8.9% SALES TAX:	\$

• See previous page for Terms & Conditions.

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



AASHE
DISCOUNT DEADLINE:
FRIDAY, OCTOBER 4

	DISPLAY ITEM	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
STETSON	COUNTER: 1 METER X 1/2 METER X 42" HIGH  Shelf Lock Drilled Hole> \$25.00 each Front Panel Signage> \$195.00		\$507.50	\$659.75	
STETSON	COUNTER: 1 METER CURVED X 1/2 METER X 42" HIGH  Shelf Lock Drilled Hole> \$25.00 each Front Panel Signage> \$240.00		\$580.00	\$754.00	
STETSON CONVENIENCE CONVENIENC	COUNTER: 2 METER X 1/2 METER X 42" HIGH  Shelf Lock Drilled Hole> \$25.00 each Front Panel Signage> \$391.00		\$725.00	\$942.50	
STETSON STETSON	COUNTER: 2 METER CURVED X 1/2 METER X 42" HIGH  ☐ Shelf ☐ Lock ☐ Drilled Hole> \$25.00 each ☐ Front Panel Signage (inset)> \$425.00 ☐ Front Panel Signage (overlay)> \$598.00		\$797.50	\$1,036.75	
pritsch	CHARGING STATION: 1 METER STRAIGHT 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter *Includes custom signage and back panel to cover cords		\$1232.50	\$1,602.25	
STETSON	CHARGING STATION: 2 METER STRAIGHT 8'H structure, with 6' wide x 1' high header 6' wide x 3' high back graphic 42" high, 2 meter straight counter *Includes custom signage and back panel to cover cords		\$1,957.50	\$2,544.75	
STETSON CONTRACTOR ASSESSED.	DISPLAY 1: FLAT FABRIC POP UP (HOP-4X3FG-S) 9' wide x 7' high *Includes end caps *Comes with pop up structure and case		\$1,885.00	\$2450.50	
STETSON ISSUES OF THE PROPERTY	DISPLAY 2: CURVED FABRIC POP UP (HOP-4X3FG-C) 9' wide x 7' high *Includes end caps *Comes with pop up structure and case		\$1,885.00	\$2450.50	
ADDITIONAL ACCESSORIES TOTAL:					

				/			
TOTAL OF	$\Delta III$ IT	EMS ()BI	JEBED +	X 4%	VALECT	$\Delta X \cdot \epsilon$	

- Please return all keys to the Stetson Service Desk at the end of the show. If a key is not returned, there will be \$25.00 replacement fee.
- Displays can be customized to fit your needs. Reach out to your exhibitor services representative for assistance.
- Each includes labor and structure. See furniture, accessory, signage, and A/V forms for additional items to enhance your custom display.
- 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 our graphic design hourly rate in half hour increments (\$50.00 per hour).
- No refunds will be granted to any display items 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 COMPAY NAME		BOOTH #
EXHIBITOR ADDRESS		_
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
► EXHIBITOR SIGNATURE		PRINT NAME



### **ISLAND & PENINSULA CUSTOM DISPLAYS**

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









### SIGNAGE & GRAPHICS

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.

### **EASEL SIGN**







FLOOR DECAL



### METER BOARD



### **ROLL UP BANNER**



MATERIAL OPTIONS	DISCOUNT PRICE	STANDARD PRICE	DESIGN	
Bio Board - easel signs, meter boards	\$16.00 psf	\$20.80 psf		
Foam Core - easel signs, meter boards	\$16.00 psf	\$20.80 psf	□ Stetson	
Coroplast - easel signs, meter boards	\$16.00 psf	\$20.80 psf	(\$50.00 per hour)	
Vinyl - banners  ☐ Grommets ☐ pole pocket> \$15.00 each	\$15.00 psf	\$19.50 psf	☐ Print ready artwork will be submitted	
Stickers - floor or carpet decals	\$18.00 psf	\$20.80 psf		

### width sq. inches square feet price per square foot total height

### **ADDITIONAL ITEMS**

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Special Cut Graphic (not standard square)	\$55.00 per cut	\$71.50 per cut	
	Roll Up Banner with Stand (2.75'wide x 6.5'high) *travel friendly, does not include case	\$390.50	\$507.65	
	Meter Board Base	\$29.00	\$37.70	
	Easel	\$58.00	\$75.40	

- Graphic Design is billed in half hour increments (\$50.00 per hour). 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.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled after print ready artwork or approval has been submitted.
- Payment authorization is required with all orders. Payment and/or print ready artwork received after Discount Deadline will be charged at the standard rate.
- Signature denotes acceptance of Terms & Conditions. All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

	TOTAL OF	ALL ITEMS ORDERED + 8.9% SALES TAX: \$	
EXHIBIT COMPAY NAME		BOOTH #	
EXHIBITOR ADDRESS			
CITY/STATE/ZIP		EMAIL	
PHONE	EXT	FAX	
► EXHIBITOR SIGNATURE		PRINT NAME	



### **BOOTH CLEANING**

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

VACUUMING:		DISCOUNT PRICE	STANDARD PRICE			
Vacuuming Carpet—OPENING DAY ONL	Y (min. 100 sq. ft.)	\$0.45 sq. ft.	\$0.59 sq. ft.			
Vacuuming Carpet—DAILY (min. 100 sq.	\$0.40 sq. ft.	\$0.52 sq. ft.				
Booth size: x = sq. ft. @ x = \$						
(Ex.) 20' x 20' = 400 sq. ft.	\$0.40 sq. ft.	# of event days	total			

PORTER SERVICE: Daily emptying of wastebaskets through show period as needed.	DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
Exhibit Area 399 sq. ft. and below	\$94.25	\$122.53
Exhibit Area 400 sq. ft. to 799 sq. ft.	\$108.75	\$141.38
Exhibit Area 800 sq. ft. and Above	\$123.25	\$160.23
Booth size: x = sq. ft. @ 2	x =	\$
(Ex.) $20' \times 20' = \frac{400 \text{ sq. ft.}}{400 \text{ sq. ft.}}$ price per day	# of event days	total

IDIAL OF ALL ITEMS ORDERED + 8.9% SALES TAX: 3	TOTAL OF ALL ITEMS ORDERED + 8.9%	SALES TAX:	\$
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- 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.

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



### **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 and/or shipping instructions.

### **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.
- An exhibitor representative is permitted to work along laborers for set up and dismantle of booth.

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	\$115.00	\$149.50
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$172.50	\$224.25
DOUBLE TIME:	All day Sunday and holidays	\$230.00	\$299.00

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

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Installation:							\$
Dismantle:							\$
Please Indic	ate Supervisio	n:			To	TAL LABOR ORDERED:	\$
	Supe	rvised by Stetso	on*	30% (\$45.00 MINIMUM) STETSON SUPERVISION FEE:		\$	
	•	rvised by Exhib	itor	ADDITIONAL EQUIPMENT NEEDED (IE: CARPET TAPE):		\$	

т	OTAL ESTIMATE	D I&D I ABOR: \$	
	OTAL ESTIMATE	D I&IJ I ABOR: 5	

- Labor orders placed after Discount Deadline date will be filled as work force is available.
- 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.
- 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.

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



### **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, Stetson supervised labor, please complete the following. Providing accurate information will keep labor cost to a minimum.

	INBOUN	ID SHIPPING II	NFORMATION		
CARRIER					
FREIGHT WILL BE SHIPPED TO	0:	Warehou	ise		Show Site
EMERGENCY CONTACT NAMI	<b></b>		CELL PHO	NE	
SET-UP I	NFORMATION: PLE	ASE CIRCLE OF	NE OF EACH FOR	R THE FOLLO	OWING
SET-UP PLANS / PHOTOS: WE HIGHLY SUGGEST SENDING COPIE EVEN IF SENT WITH EXHIBIT.	S TO STETSON	Attached Sent with Exh		Exhibit	In Crate #
CARPET / FLOORING:	Ordere	d from Stetson	Sent with	Exhibit	No Flooring
ELECTRICAL PLACEMENT:	Į.	Attached	Sent with	Exhibit	Placed under Carpet
*COMMENTS:					
GRAPHICS:		Sent with E	khibit	Sł	nipped Separately
*COMMENTS:	-				
SPECIAL TOOLS OR HARDWA	RE REQUIRED:				
*Stetson will not be responsible for incurred when set-up plans or pho			ked and labeled by ex	hibit personnel	. Additional charges may be
	ОИТВОИ	ND SHIPPING	INFORMATION		
SHIP TO:					
BILL TO:					
	N	METHOD OF SH	IIPPING		
☐ STETSON LOGISTICS	☐ COMMON CARRIER	☐ VAN LINE	☐ AIR FREIGHT	CARRIER NA	ME
	$\square$ Next Day	$\square$ 2ND DAY	☐ DEFERRED/GRO	DUND	
		PREPAID	COLLECT		
KHIBIT COMPANY NAME			воотн	#	
KHIBITOR ADDRESS					
TY/STATE/ZIP			EMAIL		
HONE	EXT				
	LAT		FAX		



### **MATERIAL HANDLING & DRAYAGE SERVICES**

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

### **ADVANCE SHIPMENTS TO WAREHOUSE:**

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

### **DIRECT SHIPMENTS TO SHOW SITE:**

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

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

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

### **ACCESSIBLE STORAGE:**

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



### **EXPLANATION OF MATERIAL HANDLING TERMS**

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

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

**SPECIAL HANDLING:** Shipments received in such a manner that it requires additional time, labor, or equipment to unload, sort, or deliver. Please see below for specific definitions:

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

### **ADDITIONAL CHARGES**

- Early/Late to Warehouse—Freight received before the 30-day window or after the deadline date will incur a 25% surcharge.
- Off Target Freight received outside of designated exhibitor move-in times or target times will incur a 25% surcharge.
- Mobile Rolling Rate/Spotting Fee—this is a flat rate fee for any item on wheels (display vehicle, piano, heavy machinery, etc.) that enters/exits the exhibit hall with labor assistance (please call for details).
- Jockey Fee—Shipments arriving at the warehouse after the transfer date will incur 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, and/or holidays.

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

- Express shipments such as FedEx, UPS, and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.

(i.e.) Three separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
All three shipped together: 190 lbs. @ 200 lb. minimum

### **BENEFITS OF STETSON LOGISTICS**

- Stetson Logistics will be on site at the close of your show. We provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- Benefits: Exhibitors will not have to worry about carrier "wait" times and the charges those incur.

Exhibitors will not have to wait for their carrier to show up.

Representatives will be on site to answer all questions regarding shipment, delivery and charges.

Overtime charges can be avoided.

### SHIP EARLY

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



### **MATERIAL HANDLING FAQs**

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

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

### **CAN I CARRY MY OWN MATERIALS IN?**

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

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

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

### **HOW DO I ESTIMATE MY COST?**

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

### WHAT IS A BILL OF LADING?

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

### **HOW DO I LABEL MY PACKAGES?**

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

### 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 polices. Stetson Convention Services is not an insurer. Please visit <a href="https://www.exhibitorinsurance.com">www.exhibitorinsurance.com</a> for more information.

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

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

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

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

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

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



### \*\*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.

	INBO	UND S	HIPPIN	G INFORMATION	
ESTIMATED DATE OF ARRIVAL:					
CARRIER:					
ADVANCE TO WAREHOUSE			PRICE PER	CWT	200 LB. MINIMUM
Crated or Skidded			\$166.75		\$333.50
SPECIAL HANDLING			\$208.44		\$416.88
Shipments must arrive within wareho numbers and piece count to ensure the delivery to show site and your booth, s	ey will be delivered	l in time t	to be loade		f freight, storing at warehouse,
DIRECT TO SHOW SITE			PRICE PER	CWT	200 LB. MINIMUM
CRATED OR SKIDDED			\$200.10		\$400.20
SPECIAL HANDLING			\$250.13		\$500.25
Shipments must arrive within Exhibitor delivery to your booth, storage of emp					
SMALL PACKAGE RATE			MAXIMU	M WEIGHT PER SHIPMENT IS 50 LE	<u>3S.</u>
EACH CARTON			\$79.75		
ADDITIONAL SURCHARGES—C	HARGES IN AD	<u>DITION</u>	TO THE	ABOVE RATES	
EARLY/LATE TO WAREHOUSE:				25% OF TOTAL DOLLAR AMO	UNT OF SHIPMENT
OFF TARGET (OUTSIDE MOVE-IN TIMES):				25% OF TOTAL DOLLAR AMO	UNT OF SHIPMENT
LATE TRANSFER FROM ADVANCE WAREH	OUSE:			Surcharge Based on Weig	HT, DIMENSION & PIECE COUNT
FREIGHT LEFT IN BOOTH WITH NO BOL F	•			•	
SHRINK WRAP:					
PALLET BANDING:		• • • • • • • • • • • • • • • • • • • •		\$50.00 PER PIECE (50% OFF IF	YOU SHIP WITH STETSON LOGISTICS)
DESCRIPTION	WEIGHT (ROUNDED UP TO N	CWT NEAREST 1	00)	PRICE PER CWT (APPLY SURCHARGES IF APPLICABLE)	ESTIMATED TOTAL 200 LB. MINIMUM
Example: 2 Crates	500 lbs. ÷ :	100 =	= 5	\$166.75	\$833.75
	÷	100 =	=	\$	\$
	÷	100 =	=	\$	\$
<ul> <li>Payment authorization is required w</li> <li>Signature denotes acceptance of Te</li> </ul>		edit card i	is required	IMATED MATERIAL HANDLING: \$ for all material handling orders. the Terms & Conditions as outlined in t	
EXHIBIT COMPAY NAME				BOOTH #	
EXHIBITOR ADDRESS					
CITY/STATE/ZIP				EMAIL	
PHONE	EXT			FAX	
► FXHIBITOR SIGNATURE				PRINT NAME	



### **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/or 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. At move out, once your items are packed in your booth, please see the Stetson 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.

DOCK ACCESS					
	DOCK OPEN	Тіме	YOUR ESTIMATED ARRIVAL TIME		
Move In:	SUNDAY, OCTOBER 27	8:00am - 4:00pm			
MOVE OUT:	Tuesday, October 29	2:00рм - 6:00рм			

CARTLOAD RATE	MAXIMUM WEIGHT FOR CARTLOAD IS 300 LBS.
ONE ROUNDTRIP CARTLOAD	\$290.00
EACH ADDITIONAL CARTLOAD ON THE MOVE IN	\$145.00
SPOTTING FEE	
ONE ROUNDTRIP SPOTTING FEE	\$268.00
EACH ADDITIONAL SPOTTING RUN	\$145.00
	TOTAL OF ALL ITEMS ORDERED: \$
Payment authorization is required with all orders. A credit of	card is required for all material handling orders.
·	rders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.
EXHIBIT COMPAY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE EXT	FAX
► EXHIBITOR SIGNATURE	PRINT NAME

**AASHE**EVENT DATES:

**OCTOBER 27-29, 2019** 

Воотн #: \_\_\_\_\_



EXHIBITOR:

### STETSON LOGISTICS SHIPPING QUOTE FORM

Please fill out the below to receive a quote for shipments inbound and/or outbound for your event. A Stetson Logistics Representative will be in touch with pricing. You will then need to confirm to book the shipment(s).

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

SHIPPING CONTACT: NAME:	Email:	Phone:
TVAIVIE:	LIMAL.	
BILLING CONTACT:		
NAME:	EMAIL:	PHONE:
	I	T
	INBOUND SHIPPING INFORMATION	OUTBOUND SHIPPING INFORMATION
ORIGIN INFO:	Address:	☐ Show Site ☐ Other Address:
DESTINATION INFO:	☐ ADVANCE WAREHOUSE ☐ DIRECT TO SHOW SITE	☐ RETURN TO ORIGIN ☐ OTHER ADDRESS:
		Is This Going To Another Show? $\Box$ Yes $\Box$ No
METHOD OF SHIPPING:	□ NEXT DAY □ 2ND DAY □ GROUND/DEFERRED	□ NEXT DAY □ 2ND DAY □ GROUND/DEFERRED
SHIPMENT DETAILS:	*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES	*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES
	#1 H:L:D:	#1 H:D:
	WEIGHT:DESCRIPTION:	WEIGHT:DESCRIPTION:
	#2 H: L: D:	#2 H:L:D:
	WEIGHT:DESCRIPTION:	WEIGHT:DESCRIPTION:
	#3 H: L: D:	#3 H: L: D:
	WEIGHT:DESCRIPTION:	WEIGHT:DESCRIPTION:
ADDITIONAL SERVICES:		\$25.00 EACH: SHRINK WRAP BANDING *DISCOUNTED FOR STETSON LOGISTICS CUSTOMERS ONLY
FACILITY DETAILS:	PICK UP DATE: FACILITY HOURS:	FACILITY HOURS:
DOCK AVAILABLE:	☐ YES ☐ NO	☐ YES ☐ NO

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

# RUSH—EXHIBITION FREIGHT

RUSH—EXHIBITION FREIGHT

Stetson Convention Services c/o Northwest Freight & Par

c/o Northwest Freight & Parcel, LLC 6021 East Valley Ave. **Spokane, WA 99212** 

c/o Northwest Freight & Parcel, LLC

6021 East Valley Ave.

Spokane, WA 99212

**Stetson Convention Services** 

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			Vec
Exhibitor	Booth #	Piecesof	sao Stuffino Materials?
Exhibitor	Booth #		Sa Stuffing Matoria

Must arrive between Sept 30 - Oct 11 to avoid surcharge

RUSH—EXHIBITION FREIGHT

c/o Northwest Freight & Parcel, LLC

6021 East Valley Ave.

Spokane, WA 99212

Stetson Convention Services c/o Northwest Freight & Par

### ADVANCE WAREHOUSE

**AASHE** 

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Must arrive between Sept 30 - Oct 11 to avoid surcharge Bag Stuffing Materials?

Exhibitor

**AASHE** 

Booth #

**ADVANCE** 

**WARE-**

RUSH—EXHIBITION FREIGHT

Must arrive between Sept 30 - Oct 11 to avoid surcharge

Bag Stuffing Materials? 

Nes

c/o Northwest Freight & Parcel, LLC Stetson Convention Services c/o Northwest Freight & Par

6021 East Valley Ave.

**Spokane**, WA 99212

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Exhibitor

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Exhibitor

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Pieces

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Pieces\_

Bag Stuffing Materials? 

Nes

Must arrive between Sept 30 - Oct 11 to avoid surcharge

# RUSH—EXHIBITION FREIGHT

RUSH—EXHIBITION FREIGHT

c/o Spokane Convention Center-Halls A&B

334 West Spokane Falls Blvd.

Spokane, WA 99201

**Stetson Convention Services** 

c/o Spokane Convention Center-Halls A&B **Stetson Convention Services 334 West S** Spokane, V

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Exhibitor

Booth #

Pieces

Must arrive during MOVE IN-Oct 27, 8:00am to 4:00pm to avoid surcharge or shipment refusal RUSH—EXHIBITION FREIGHT

c/o Spokane Convention Center-Halls A&B

334 West Spokane Falls Blvd.

**Spokane, WA 99201** 

**Stetson Convention Services** 

### **DIRECT TO SHOW SITE**

### **AASHE**

Exhibitor Booth #

**TO SHOW SITE** 

Exhibitor

Booth #

**AASHE** 

of Pieces\_ Must arrive during MOVE IN-Oct 27, 8:00am to 4:00pm to avoid surcharge or shipment refusal

Must arrive during MOVE IN-Oct 27, 8:00am to 4:00pm

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to avoid surcharge or shipment refusal

### **TO SHOW SITE**

Exhibitor

Booth #

**DIRECT TO SHOW SITE** 

**AASHE** 

### **AASHE**

## Must arrive during MOVE IN-Oct 27, 8:00am to 4:00pm to avoid surcharge or shipment refusal

of

Pieces

# RUSH—EXHIBITION FREIGHT

c/o Spokane Convention Center-Halls A&B **Stetson Convention Services** 334 West Spokane Falls Blvd.

**Spokane, WA 99201** 



### **Stetson Convention Services**

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

- f Stetson Convention Services

### STETSON

### SHIPPING & LOGISTICS

### Why ship with Stetson Logistics?

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

### **Advantages of shipping Stetson Logistics!**

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

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

### **Services:**

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

### **Additional Value Added Service Options:**

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

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

Contact us to request a quote and schedule a pickup!

P | 412.223.1090

shipping@stetsonexpo.com



### **EXHIBITOR PRICE LIST 2019-2020 - N**

Event Name:	
Event Date:	
Booth Number:	

Tax @ 8.9%

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Amount		Advanced	On Floor Late Order	Extended	
١m	Floatrical Decariation			Price	
_	Electrical Description	Rate	Pricing	Price	
	500 144 11	20.05	101.00		
	500 Watt, or 5 amp	82.25	101.00		
	1000 Watt, or 10 amp	107.55	126.50		
	1500 Watt, or 15 amp	126.50	152.00		
	2000 Watt, or 20 amp	145.50	177.00		
	20 Amps Single Phase 208V	170.80	202.40		
	30 Amps Single Phase 208V	185.95	221.50		
	40 Amps Single Phase 208V	202.40	240.00		
	50 Amps Single Phase 208V	235.05	278.00		
	60 Amps Single Phase 208V	284.65	341.50		
	20 Amps Three Phase 208V	202.40	247.00		
	30 Amps Three Phase 208V	234.05	253.00		
	40 Amps Three Phase 208V	265.65	316.00		
	50 Amps Three Phase 208V	316.25	379.50		
	60 Amps Three Phase 208V	360.55	430.00		
	Extension Cord Rental	22.00	27.50		
	Plug Strip Rental	16.50	22.00		
	100 Amp Service	1,012.00	1,265.00		
	200 Amp Service	1,987.50	2,530.00		
	Electrical Labor (per Hr./Min. 1 Hr.)	63.25	63.25		

υţ	Internet/Telecom		On Floor	
Amount	Computer Rentals	Advanced	Late Order	Extended
A	High Speed Internet	Rate	Pricing	Price
	•			
	Free Speed Level 5Meg	Free	Free	Free
	High Speed Wireless Unlimited	100.00	120.00	
	Internet - Hardline	150.00	200.00	
	Laptop PC w/internet (per day)	200.00	250.00	
	Comcast Basic Cable	30.00	45.00	
	DVD Player (per day)	25.00	30.00	
	LCD Flat Screen 26" (per day)	75.00	90.00	
	LCD Flat Screen 32" (per day)	100.00	120.00	
	55" LCD Flat Screen on Tall Stand (per day)	140.00	165.00	
	AV Cart or projector stand (per day)	10.00	15.00	
	Small Projector (per day)	100.00	120.00	
	Screen Small Tripod (per day)	25.00	30.00	
	49" Confidence Monitor on stand (per day)	125.00	150.00	
	Compressed Air (1 connection & 1.5 hrs labor)	385.50	385.50	
	Water Hook Up	50.00	75.00	
	1 - 50 Gallons	100.00	150.00	
	51 - 200 Gallons	165.00	320.00	
	201 - 500 Gallons	320.00	445.00	
	Each Additional 100 Gal. up to 1000 Gal.	45.00	65.00	
		Sub Total		

Phone: ( \_\_\_\_\_\_ ) \_\_\_\_

( ) Enclosed is my check or money order made payable to: Spokane Public Facilities District

Order online at www.spokanecenter.com/orders

Grand Total

Exp. Date: \_\_\_\_\_\_ Code:\_\_\_\_\_

Name as it appears on card: \_\_\_\_\_\_\_

Address: \_\_\_\_\_ City\_\_\_\_ St\_\_\_\_ Zip\_\_\_\_\_

I authorized the Spokane Public Facilities District to charge my credit card for the services listed:

Authorized Signature: \_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_

Please include 8.9% Washington State Sales Tax to your order