

EXHIBITOR MANUAL

Exhibitor Coordinator

Rachel Blakeley <u>rblakeley@stetsonexpo.com</u> 412-287-1100



EVENT DATES:

JUNE 7-10, 2025



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

PLEASE CLICK ON THE LINKS BELOW TO NAVIGATE AS NEEDED.

SHOW INFORMATION

Show Quick Facts
Important Dates
Show Site Work Rules

RENTAL ORDER FORMS

General FAQs
Table/Chair Order Form
Accessory Order Form
AV Order Form

DISPLAY ORDER FORMS

Signage & Display Guidelines

SHIPPING / MATERIAL HANDLING

Shipping Quote Form

Material Handling Guidelines
Material Handling FAQs

<u>Material Handling Estimation—Advance</u> <u>Warehouse Shipping Labels</u>

TERMS & CONDITIONS / PAYMENT / EAC

<u>Terms & Conditions</u>
Payment Authorization Form

Third Party Payment Authorization
Notice of Intent to Use an EAC
Conditions for EAC
Sample COI

WAYS TO ORDER

- Online <u>www.stetsonexpo.com</u>
- Email exhibitorservices@stetsonexpo.com
- Check mail to Stetson Convention Services:
 2900 Stayton St., Pittsburgh, PA 15212
- Wire please call to set up



OFFICIAL SERVICE CONTRACTOR

Stetson Convention Services 2900 Stayton St. Pittsburgh, PA 15212 412-223-1090

www.stetsonexpo.com

Karen Lam, Meetings Manager Special Libraries Association klam@sla.org +1 856-642-4210 Exhibitor Coordinator Rachel Blakeley

rblakeley@stetsonexpo.com

412-287-1100

412-624-6501

Allison Call, Event Manager ACALL@STETSONEXPO.COM 412-904-8882

FACILITY

University Club
123 University Place

Pittsburgh, PA 15213

Margaret Gorman, Event Services Manager MMG176@pitt.edu

Flooring

Flooring: The Exhibit Hall is carpeted with standard print carpet.

SHIPPING

All materials sent to the advance warehouse MUST use the shipping labels provided in the back of the manual.

THERE IS NO SHIPPING DIRECTLY TO THE UNIVERSITY CLUB.

PREFERRED CARRIER: STETSON LOGISTICS

shipping@stetsonexpo.com

412-223-1090

REQUEST A QUOTE:

www.stetsonexpo.com/shipping-quote

ADVANCE TO WAREHOUSE

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

Receiving Dates:

May 12-30, 2025 M-F, 9:00am to 4:00pm

Outbound Carrier Pick-Up June 11, 12:00pm to 4:00pm

Stetson Convention Services 2866 McDowell Street Pittsburgh, PA 15212



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, May 16	*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in	
Initial Graphic Submission Deadline Graphics are due for review and editing.	Friday, May 9		
Final Graphic Submission Deadline <u>Print Ready</u> graphics due for any signage orders.	Friday, May 16		
Warehouse Receiving Any materials received outside of these dates will incur a 25% surcharge.	Monday, May 12 to Friday, May 30	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, June 5		
Exhibitor Move-in No direct to show shipments	Saturday, June 7	12:30pm to 3:00pm	
Show Hours	Saturday, June 7 Sunday, June 8 Monday, June 9 Tuesday, June 10th	3:00pm to 7:30pm 7:30am to 5:00pm 7:30am to 10:00pm 7:30am to 9:00am	
Exhibitor Move-out	Tuesday, June 10	9:00am to 12:00pm	
Carrier Check-in Deadline/ Outbound Pick-Up Stetson will transfer all shipments to the Stetson Warehouse for pickup. All shipments left at the warehouse will be forced onto Stetson Logistics at the exhibitor's expense.	Wednesday, June 11	12:00pm to 4:00pm	



INSTALLATION & DISMANTLE

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. 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.

SHIPPING & MATERIAL HANDLING

The University Club <u>does not</u> receive or store exhibitor freight. All exhibitor materials entering the facility must be handled through Stetson Convention Services and must arrive during advance warehouse receiving dates.

Freight Shipments:

All freight shipped in advance via a common carrier, van line, private carrier, and/or air freight must be handled by the Stetson Personnel. Rates are listed on the <u>Material Handling Order Form</u>.











Ordering Online

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

Additional Perks:

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

How to Order Online With Stetson?

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

Instructions:

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

Contact us to start your booth order.









PEDESTAL TABLES

PEDESTAL TABLES *Gray Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
30" Round x 30" H Table	\$125.00	\$162.00	х	
30" Round x 40" H Table	\$150.00	\$196.00	х	
Spandex Linen	\$77.00	\$99.00		
Upgrade To Premium White Top/Chrome Black Top and Base	\$288.00	\$374.00		



CHAIRS







PLASTIC CONTOUR CHAIR



UPHOLSTERED ARM CHAIR



UPHOLSTERED STOOL



SWIVEL DESK
CHAIR—ARMLESS



SWIVEL DESK CHAIR—ARMS

CHAIRS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Folding Chair		\$25.00	\$33.00	
Plastic Contour Chair - Black		\$77.00	\$99.00	
Upholstered Arm Chair - Gray		\$132.00	\$173.00	
Upholstered Stool - Gray		\$128.00	\$166.00	
Swivel Deck Chair / Armless		\$146.00	\$190.00	
Swivel Desk Chair / Arms		\$187.00	\$245.00	

TOTAL OF ALL ITEMS ORDERED: \$_____

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

EXHIBIT COMPANY NAME

BOOTH#

► EXHIBITOR SIGNATURE

PRINT NAME



ACCESSORIES



Accessories	Qтy	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket with Liner		\$40.00	\$53.00	
Fish Bowl		\$43.00	\$56.00	
Easel ☐ Add 22" x 28" Sign ☐ Add 28" x 44" Sign		\$43.00 *add sign \$72.00 *add sign \$140.00	\$56.00 *add sign \$93.00 *add sign \$183.00	
22" x 28" Sign Holder ☐ Add 22" x 28" Sign		\$108.00 *add sign \$72.00	\$140.00 *add sign \$93.00	
Literature Rack		\$108.00	\$140.00	
Chrome Stanchion (rope not included)		\$63.00	\$83.00	
Rope—7 ft. Sections (stanchions not included)		\$26.00	\$34.00	
Black Tensa Barrier with 7 ft. Expandable Belt		\$89.00	\$116.00	
2 Armed Garment Rack—Waterfall or Straight (circle one)		\$128.00	\$166.00	
4 Armed Garment Rack—Waterfall or Straight (circle one)		\$139.00	\$182.00	
Grid Wall—3 Arms, 2 Feet, 1 Clamp Per Grid Wall Straight Arms Waterfall Arms		\$115.00	\$148.00	

TOTAL OF	ALL ITEMS ORDERED:	· ¢
TOTAL OF	ALL HEIMS URDERED:	. 3

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

EXHIBIT COMPANY NAME

BOOTH#

► EXHIBITOR SIGNATURE

PRINT NAME



DISCOUNT DEADLINE: FRIDAY, MAY 16, 2025

VIDEO EQUIPMENT

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

DESCRIPTION	Qтy	DISCOUNT PRICE	STANDARD PRICE	TOTAL
43" Smart HD 1080p Monitor with Audio		\$620.00	\$807.00	
50" Smart HD 1080p Monitor with Audio		\$928.00	\$1,206.00	
LCD/Plasma Floor Stand With Monitor Order		\$143.00	\$162.00	
LCD/Plasma Floor Stand Without Monitor Order		\$260.00	\$338.00	
HDMI Cable		\$17.00	\$23.00	
USB Cable		\$17.00	\$23.00	
Apple Dongle Adapter		\$17.00	\$23.00	

How will you display video on your monitor?		
Laptop		
USB (must be MP4 format)		
	TOTAL OF ALL ITEMS ORDERED: \$	

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

EXHIBIT COMPANY NAME

BOOTH#

▶ EXHIBITOR SIGNATURE

PRINT NAME



SIGNAGE, DISPLAY, AND STRUCTURE GUIDELINES & CONDITIONS

GENERAL TERMS

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

DISPLAYS AND CHARGING STRUCTURES

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

SIGNAGE SUBMISSION GUIDELINES

- When submitting files, provide the print ready PDF file (editable) as well as any downloaded fonts. Any font files not supplied may be substituted and subject to additional graphic design charges.
- All PDF files must be saved to the size listed on the signage spec sheet (do not include any crop marks or bleeds on artwork).
- All logos submitted must be either an .eps, .ai, or high resolution file.
- All files must be saved as CMYK.
- All files must be clearly saved as Signage Product_Live Area Size of the file (ex: Welcome Showcard_22x28).
- When submitting files at half size (50%), please include in the file name followed by the final print ready size. (ex: Welcome Banner_Half Size_240x48)
- All meter board files must leave 6" of blank space to account for the meter board base.
- Any in-house work needed to prepare non-digital art for production or to correct digital files to a production ready state will be billed in half hour increments (\$50.00 per hour).
- Graphic designers of client submitted graphics are fully responsible for the creation of, laying out of, and proofing of all Content. Stetson is NOT LIABLE for errors in a final product caused by any of the following reasons: misspellings, graphics, bleeds, grammar, fonts, punctuation, die lines, crop marks, transparency, overprint, content lining up, and finished product size. Stetson DOES NOT make any changes to client files unless requested. Client will be charged with a graphic design fee if changes need to be made. Client submitted graphics will not receive a proof unless requested. Graphics received from client will be proofed by Stetson ONLY for correct sizing and pixilation of any logos of content.











Services

- Designated Truck Load
- LTL Service
- Expedited
- Ground

Additional Value Added Service Options:

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

Why ship with Stetson Logistics?

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

Advantages of shipping Stetson Logistics!

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

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

Contact us via phone or website for a quote and schedule a pickup. 412.223.1090 | www.stetsonexpo.com







MATERIAL HANDLING—ADVANCE TO WAREHOUSE

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

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

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

ADVANCE TO WAREHOUSE	PRICE PER CWT	200 LB. MINIMUM
CRATED OR SKIDDED	\$161.20	. \$322.40
SPECIAL HANDLING	\$201.50	. \$403.00
SMALL PACKAGE	\$78.00 per piece	.MAX WEIGHT 50 LBS.
		PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 =	5	\$161.50 *Crated or Skidded Rate	\$807.50
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 =	3	\$201.50 *Special Handling Rate	\$604.50
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$78.00 *Small Package Rate	\$156.00

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

Click here for material handling guidelines.

TOTAL ESTIMATED MATERIAL HANDLING: S

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

EXHIBIT COMPANY NAME BOOTH #

► EXHIBITOR SIGNATURE PRINT NAME

RUSH—EXHIBITION FREIGHT

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

		of	
Exhibitor	Booth #	Pieces	

Must arrive between May 12-May 30 to avoid surcharge

RUSH—EXHIBITION FREIGHT

c/o Stetson Convention Services

2866 McDowell Street

Pittsburgh, PA 15212

Stetson Convention Services c/o Stetson Convention Servi

ADVANCE WAREHOUSE SPECIAL LIBRARIES

RUSH—EXHIBITION FREIGHT **ADVANCE WAREHOUSE**

SPECIAL LIBRARIES

c/o Stetson Convention Services Stetson Convention Services c/o Stetson Convention Servi 2866 McDowell Street Pittsburgh, PA 15212 of Exhibitor Booth # Pieces Must arrive between May 12-May 30 to avoid surcharge

Must arrive between May 12-May 30 to avoid surcharge

of

Pieces

Exhibitor

Booth #

RUSH—EXHIBITION FREIGHT

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

of Exhibitor Booth # Pieces

Must arrive between May 12-May 30 to avoid surcharge

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

SPECIAL LIBRARIES

SPECIAL LIBRARIES



GENERAL FAQs

ARE RENTAL PRICES PER DAY?

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

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

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

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.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

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

WHEN WILL MY CREDIT CARD BE CHARGED?

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



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

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

DEFINITIONS:

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. Stetson will charge a processing fee of 5% on the total amount of any invoice requiring a change of payment after the original payment has been processed. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Stetson except where specifically identified as a sale. All Stetson rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, charges will be applied to all labor orders that are not cancelled in writing at least five days prior to the scheduled start time. If services have already been provided at the time of cancellation, no refund will be given. It is Exhibitor's responsibility to advise Stetson personnel of any problem with any orders, and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, Stetson requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Stetson requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any 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, RESPONSIBILITY, INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

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



MATERIAL HANDLING TERMS & CONDITIONS

- 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.

Stetson Federal Tax ID Number 25-1779096



EVENT DATES: **JUNE 7-10, 2025**

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	
►ORDERED BY SIGNA	ATURE DATE
Signature denotes acceptance of all Terms & Conditions included in Exhib	itor Service Manual.
PAYMENT POLICIES	SUMMARY OF ORDER
 ORDERS: These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at exhibitorservices@stetsonexpo.com. PAYMENT FOR SERVICES: Stetson requires payment in full at the time services are ordered. A credit card is required at time of initial order for material handling and labor orders. An administrative fee of \$25.00 will be added to overpayments by check or switching credit cards on file. Once a credit card payment is processed, you cannot 	FURNITURE \$
	ACCESSORY \$
	\$
	DISPLAY \$
	SUB TOTAL \$
refund one card and process another with the same amount.	+ 7% SALES TAX \$
 DISCOUNT PRICES: To qualify, orders must be received with payment on or before the Discount Deadline date. Orders cancelled after this 	STETSON LOGISTICS (EST.) \$
date will receive a 50% refund.	MATERIAL HANDLING (EST.) \$
 REFUNDS: None will be processed until show has closed. THIRD PARTY BILLING: Each exhibiting firm is responsible for all charges incurred on its behalf. See Conditions for EAC form. ADJUSTMENTS / CANCELLATIONS: No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received. BANK WIRE TRANSFER / ACH: Call to set up. 	GRAND TOTAL DUE \$
 BANK WIRE TRANSFER / ACH: Call to set up. ORDER CONFIRMATION / INVOICES: Email confirmation will be sent. FREIGHT / SHIPPING ESTIMATE: Final charges will be processed once items are accepted or shipped and can be actualized. We will use this authorization to charge your credit card for your advance order, show site orders placed by your on-site representative, or shipments received and handled by Stetson. You may choose to pay by credit card, check, or wire , however, we require a credit card on file 	
Account #	☐ American Express ☐ Discover Exp. Date
Must still fill out credit card information to confirm order. Credit card will be	e ran if check is not received by Discount Deadline and 15 days post show close.
CARDHOLDER NAME (PRINT)	
CARDHOLDER BILLING ADDRESS	
CITY/STATE/ZIP	
EMAIL ADDRESS FOR INVOICE	
► CARDHOLDER SIGNATURE	

 $f\square$ Please check here if you are tax exempt, and please include a copy of your exemption certificate.