

## **2025 VARTECH**

September 15-16, 2025  
Atlantis Paradise Resort  
Paradise Island, Bahamas

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# **EXHIBITOR MANUAL**

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## **Exhibitor Coordinator**

Rachel Blakeley  
[rblakeley@stetsonexpo.com](mailto:rblakeley@stetsonexpo.com)  
412-287-1100



**STETSON**  
CONVENTION SERVICES  
SUSTAINABLY PRODUCED EXPOSITIONS

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

PLEASE CLICK ON THE LINKS BELOW TO NAVIGATE AS NEEDED.

## SHOW INFORMATION

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## RENTAL ORDER FORM

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## PAYMENT TERMS AND CONDITIONS

[TERMS AND CONDITIONS](#)

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## \*\*MATERIAL HANDLING\*\*

\*REVIEW BOTH STETSON AND LION MATERIAL HANDLING

\*EXHIBITORS WILL WORK WITH BOTH STETSON AND LION

### STETSON:

— [MATERIAL HANDLING ESTIMATION](#)

### LION EXHIBITION FREIGHT:

— WAREHOUSE SHIPPING LABELS

— [PERMANENT](#) & [TEMPORARY](#)

— [SHIPPING INSTRUCTIONS](#) —

[2025 NEW CUSTOM POLICY](#) —

CIPL FORM **(REQUIRED)**

— [PERMANENT](#) & [TEMPORARY](#)

— [SHIPPING CONTAINER RESTRICTIONS](#)

— [Ocean Freight Shipping Form](#)

All pricing of equipment within this manual includes the roundtrip transport, installation and dismantle labor.

All shipments arriving to the LION warehouse must send a pre-alert email to [info@lionexhibition.com](mailto:info@lionexhibition.com) with the following instructions:

- Copy of the BL or Courier Air Bill with Tracking #
    - Pieces and Weight
    - Review 2025 New Custom Policy
    - Commercial Invoice/Packing List (CIPL)
    - Ocean Freight Shipping Form
- Please refer to the separate document provided by LION Exhibition Freight for information above.

For the EXCEL copy of the CIPL or additional questions regarding customs & warehousing, please send request to [info@lionexhibition.com](mailto:info@lionexhibition.com)

**\*Failure to complete all listed tasks do will result in unaccepted freight.**

Specific government requirements supplied by LION Exhibition Freight are mandated by Customs.

## OFFICIAL SERVICE CONTRACTOR

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

Exhibitor Coordinator  
Rachel Blakeley  
[rblakeley@stetsonexpo.com](mailto:rblakeley@stetsonexpo.com)  
412-287-1100

**REASON TO CONTACT: GENERAL QUESTIONS, RENTALS (LABOR, DISPLAYS, FURNITURE, FLOORING, PLANTS), ELECTRIC, CLEANING, SHIPPING, MATERIAL HANDLING, PAYMENT, EACS)**

## FACILITY

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Atlantis Paradise Resort  
Imperial Ballroom  
1 Casino Drive  
Paradise Island, Bahamas

## VARTECH Customs Broker

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LION Exhibition Freight  
Jerry Hopper  
[info@lionexhibition.com](mailto:info@lionexhibition.com)  
OFFICE: 404-305-1183  
CELL: 404-787-1066

**REASON TO CONTACT: SHIPPING TO THE WAREHOUSE, PRE-ALERT EMAILS, CUSTOM PAPERWORK, MATERIAL HANDLING PAYMENT**

## EXCLUSIVE FACILITY ORDERING FORM

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### [AV and Internet Order Form](#)

SUBMIT TO: [jfeichtner@bluestarinc.com](mailto:jfeichtner@bluestarinc.com)

## WAYS TO ORDER

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- Online - [www.stetsonexpo.com](http://www.stetsonexpo.com)
- Email - [exhibitorservices@stetsonexpo.com](mailto:exhibitorservices@stetsonexpo.com)
- Check - mail to Stetson Convention Services:  
2900 Stayton St., Pittsburgh, PA 15212
- Wire - please call to set up (\$40.00 fee applies)

**Specific government requirements within this kit are mandated by both U.S. & Bahamas Customs and coordinated by LION Exhibition Freight.**

## BOOTH EQUIPMENT

6' x 30" Skirted Table (Black)  
 2 Chairs  
 Wastebasket  
 Booth ID Sign

8' Back Drape  
 Blue

3' Side Drape  
 White

\*10x20 Booths will receive (1) booth furnishings package with pipe and drape.

\*Island Booths will NOT receive a booth package.

\*\*See [following page](#) for electric information

**Flooring:** The Exhibit Hall is carpeted with standard print carpet. For those exhibitors who are interested in carpet rental, see carpet rental page. Carpet is a great way to improve the comfort of your space and enhance your branding. Please note the Carpet order deadline is Friday, August 15.

## SHIPPING

All materials sent to the advance warehouse MUST use the LION shipping labels provided in the back of the manual. Review all new customs policies. All shipments to LION warehouse must send a pre-alert email to [info@lionexhibition.com](mailto:info@lionexhibition.com) with the following information:

- Copy of the BL or Courier Air Bill with tracking number
- Pieces and weight
- Commercial Invoice/Packing List (CIPL)

A forklift will be available at show site.

***\*\*Dimensions and Weight Restrictions Apply. Please see [following page](#).***

***\*All wood crates and wood packing materials must be heat treated and stamped with the ISPM15 Logo. Please see [ISPM 15 Certification Page](#). Please see [U.S Customs & Border Patrol Website](#).***

**PREFERRED CARRIER: LION EXHIBITION**  
[info@lionexhibition.com](mailto:info@lionexhibition.com)

### ADVANCE TO WAREHOUSE

LION Exhibition Freight  
 c/o EMO TRANS, INC / VARTECH  
 Exhibit Company Name  
 11421 NW 107th St., Suite 18  
 Miami, FL 33178

### FINAL DESTINATION

Vartech 2025  
 Atlantis Resort  
 1 Casino Drive  
 Nassau, Bahamas

#### Receiving Dates:

Thursday, August 14-Thursday, August 28  
 M-F, 9:00am to 4:00pm

***\*\* No Shipments will be accepted after 4:00pm on Thursday, August 28. Please plan accordingly. No exceptions will be made.***

## ELECTRIC INFORMATION

### TECH PODS & 10x10 BOOTHS

**REQUIRED FEE-** \$100.00 for (1) 5 AMP Outlet.

- This is an auto charge per invoice.
- This will be centered in the back of your booth/pod unless requested otherwise.

### 10x20 & ABOVE BOOTHS

- See offerings below.
- All 10x20 booths and above must submit an electrical layout to Stetson or contact Stetson to assist in creating one.

## EXTRA ELECTRIC ORDERING

ELECTRIC	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
5 AMPS		\$100.00	\$150.00	
QUAD BOX, 20 AMPS		\$300.00	\$375.00	

**\*\*20% Service Charge & 10% Value Added Tax (VAT) will be added to all Equipment Rentals Additional Labor Fees may apply for some requests**

**TOTAL OF ALL ITEMS ORDERED + 10% TAX: \$\_\_\_\_\_**

- 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.

*\*All wood crates and wood packing materials must be heat treated and stamped with the ISPM15 Logo.  
 Please see [ISPM 15 Certification Page](#).*

## 20FT DRY CONTAINER

*\*Please make sure  
 your freight fits  
 within the shipping  
 containers.*

External Dimensions	Feet	Meters
Length (overall)	19'10"	6.05
Width (overall)	8'0"	2.43
Height (overall)	8'6"	2.59
Internal Dimensions	Feet	Meters
Length	19'3"	5.86
Width	7'8"	2.33
Height	7'9"	2.36
Door Opening Dimensions	Feet	Meters
Width	7'8"	2.33
Height	7'5"	2.26
Inside Cubic Capacity	CU FT	CU M
	1,165	32.9
Maximum Cargo Weight	LBs	KGs
	35,000	17,237

## 40FT DRY CONTAINER

External Dimensions	Feet	Meters
Length (overall)	40'0"	12.19
Width (overall)	8'0"	2.43
Height (overall)	9'6"	2.89
Internal Dimensions	Feet	Meters
Length	39'5"	12.01
Width	7'8"	2.33
Height	8'9"	2.36
Door Opening Dimensions	Feet	Meters
Width	7'8"	2.33
Height	8'5"	2.26
Inside Cubic Capacity	CU FT	CU M
	2,682	75.9
Maximum Cargo Weight	LBs	KGs
	40,000	19,958

<b>Stetson Discount Deadline</b> <i>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.</i>	<b>Friday, August 1</b>	<b>*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in</b>
<b>Stetson Ordering Deadline</b> <i>Any orders after this date are not guaranteed. This does not include customs graphics.</i>	<b>Friday, August 29</b>	
<b>Stetson Carpet/Vinyl Ordering Deadline</b>	<b>Friday, August 15</b>	
<b>Initial Graphic Submission Deadline –10x10/10x20</b> <i>Graphics are due for review and editing.</i>	<b>Thursday, July 3</b>	
<b>Final Graphic Submission Deadline–10x10/10x20</b> <i>Print Ready graphics due for any signage orders.</i>	<b>Thursday, July 10</b>	<b>*NOTE– These are hard deadlines. No exceptions.</b>
<b>Initial Graphic Submission Deadline-20x20 &amp; Above</b> <i>Graphics are due for review and editing.</i>	<b>Monday, June 16</b>	<b>*NOTE– These are hard deadlines. No exceptions.</b>
<b>Final Graphic Submission Deadline-20x20 &amp; Above</b> <i>Print Ready graphics due for any signage orders.</i>	<b>Monday, June 23</b>	
<b>Warehouse Receiving</b>  <b>** No Shipments will be accepted after 4:00pm on Thursday, August 28. Please plan accordingly.</b>  <i>NOTE: All warehousing logistics and commercial invoice submissions and inquires must be coordinated directly with LION Exhibition Freight.</i>	<b>Thursday, August 14 to Thursday, August 28</b>	<b>M-F 9:00am to 4:00pm</b>
<b>Exhibitor Move-in</b>	<b>Sunday, September 14</b>	<b>10:00am to 6:00pm</b>
<b>Show Hours</b> <b>**Subject to change</b>	<b>Monday, September 15</b>	<b>11:00am to 4:00pm</b>
	<b>Tuesday, September 16</b>	<b>9:00am to 1:00pm</b>
<b>Exhibitor Move-out</b>	<b>Tuesday, September 16</b>	<b>1:00pm to 3:00pm</b>
<b>Carrier Check-in Deadline</b> <i>It may take approximately 2 weeks from the close of the show for your items to be cleared through Bahamas Customs, Sea Freight shipping and then cleared through U.S. Customs.</i>	<b>Estimated 2 weeks</b>	<b>All outbound shipping must be organized directly through LION Exhibition Freight.</b>

## INSTALLATION & DISMANTLE

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

**Exhibitors ARE NOT permitted to build their booths within the Bahamas**, due to international labor law, if your booth requires any tools, ladders and /or is larger than a 10'x10' setup. Exhibitors must order Installation & Dismantle labor through Stetson Convention Services who are contracted and obligated to use Bahamian labor. Exhibitors are highly advised to lead and supervise the crew provided by Stetson Convention Services or provide clear and concise installation and dismantle instructions.

## PLEASE READ CAREFULLY: INTERNATIONAL LABOR LAWS APPLY

### Flooring:

All exhibitor owned carpet must be installed by Stetson Personnel due to safety liability rules and international labor law regulations. Exhibitors must use Stetson provided carpet tape for carpet installation. See [Carpet Order Form](#).

### Displays:

Exhibitors are NOT permitted to erect, crate, and uncrate a booth/display if larger than 100 sq. ft. They are NOT permitted to use any tools or ladders for installation and dismantle. Exhibitors may NOT borrow tools, ladders, or any other equipment from the facility or Stetson. You are responsible for your own safety. If tools are needed, labor charges will apply. Rates are indicated on the [Labor Order Form](#).

### Forced Labor:

Any booth/display that exceeds a 100 sq. ft. space is required to use labor for installation and dismantle of any display items. Exhibitors who install or dismantle outside the published move-in/move-out times may be subject to forced labor or an indirect labor per man/per hour charge.

### Custom Furniture:

Booths/displays under 100 sq. ft. who purchase equipment/custom furniture from an outside vendor will incur a material handling charge. Booths/displays over 100 sq. ft. will incur a material handling and labor charge.

## SHIPPING & MATERIAL HANDLING

The Atlantis Paradise Resort **does not** receive or store exhibitor freight. All exhibitor materials entering the facility from the warehouse 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 Bahamian Labor. Rates are listed on the [Material Handling Order Form](#).

### Hand-Carry Items:

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

## OTHER JURISDICTIONS

### Electrical Workers Union:

All booth electrical work must be performed by Atlantis Personnel. Please email [jfeichtner@bluestarinc.com](mailto:jfeichtner@bluestarinc.com)

### Air, Water, Gas:

Any work must be performed by Atlantis Personnel.

### Cleaning:

All carpet vacuuming must be performed by Stetson personnel. [See Cleaning Order Form](#). Excessive materials left in the booth after the published move out date/time, that is not labeled for an outbound shipment will be considered trash. The exhibitor will be charged for the removal of these items which may include dismantle labor, forklift labor and/or dumpster fees.

Excessive Trash: Product left behind for disposal will be subject to fees based on the product and amount.

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





# STETSON

## ONLINE ORDERING



### Ordering Online

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



### Additional Perks:

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



### How to Order Online With Stetson?

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







### Instructions:

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

Contact us to start your booth order.

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










	30" HIGH SEATING	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>FOLDING CHAIR</b> <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> NATURAL WOOD		\$52.50	\$68.25	
	NATURAL WOOD FOLDING CHAIR		\$58.00	\$75.40	
	WHITE CHIAVARI CHAIR		\$60.00	\$78.00	
	CROSSBACK CHAIR		\$65.00	\$84.50	
	CLEAR PLASTIC GHOST CHAIR		\$80.00	\$104.00	
	DELANO CHAIR		\$150.00	\$195.00	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

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

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

	40" HIGH SEATING	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CHIAVARI BARSTOOL <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK		\$80.00	\$104.00	
	BAR STOOL <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK		\$85.00	\$110.50	
	GOLD FUJI BARSTOOL		\$150.00	\$195.00	
	DIRECTORS CHAIR		\$150.00	\$195.00	

	ADDITIONAL SEATING	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BLACK RECEPTION ARM CHAIR		\$275.00	\$357.50	
	WHITE TUFTED TUB CHAIR		\$370.00	\$481.00	
	18" x 18" WHITE CUBED OTTOMAN (SP39)		\$225.00	\$292.50	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- All items are for rental only. Full price will be charged for items not returned.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- Payment authorization is required with all orders. Payment received after Discount Deadline will be charged at the standard rate.
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EXHIBIT COMPAY NAME \_\_\_\_\_ REFERENCE # \_\_\_\_\_

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

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

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

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

	STANDARD TABLES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4'L x 30"H VINYL TOPPED / SKIRTED TABLE SKIRT COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> WHITE		\$125.00	\$162.50	
	6'L x 30"H VINYL TOPPED / SKIRTED TABLE SKIRT COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> WHITE		\$140.00	\$182.00	
	6'L x 40"H VINYL TOPPED / SKIRTED TABLE SKIRT COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> WHITE		\$165.00	\$214.50	
	8'L x 30"H VINYL TOPPED / SKIRTED TABLE SKIRT COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> TEAL <input type="checkbox"/> RED <input type="checkbox"/> WHITE		\$170.00	\$221.00	
	4TH SIDE SKIRTING FOR ABOVE TABLES		\$70.00	\$91.00	
	36" ROUND x 40"H PEDESTAL ROUND SPANDEX COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$165.00	\$214.50	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- Any skirt or linen returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
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EXHIBIT COMPAY NAME		REFERENCE #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

	OTHER TABLES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30" x 30" SQUARE x 30"H TABLE WITH LINEN LINEN COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$110.00	\$143.00	
	30" x 30" SQUARE x 40"H TABLE WITH LINEN LINEN COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$130.00	\$169.00	
	36" DIAMETER ROUND x 30"H TABLE WITH LINEN LINEN COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$110.00	\$143.00	
	36" DIAMETER ROUND x 40"H TABLE WITH LINEN LINEN COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$130.00	\$169.00	
	48" DIAMETER ROUND x 30"H TABLE WITH LINEN LINEN COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$150.00	\$195.00	
	48" x 48" SQUARE x 30"H TABLE WITH LINEN LINEN COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$165.00	\$214.50	
	26" H SQUARE CHROME TABLE		\$230.00	\$299.00	
	RECTANGLE CHROME COFFEE TABLE WITH GLASS TOP		\$325.00	\$422.50	
	SQUARE CHROME END TABLE WITH GLASS TOP		\$275.00	\$357.50	
	ROUND CHROME END TABLE WITH GLASS TOP		\$225.00	\$292.50	
	WOOD RECTANGULAR COFFEE TABLE COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$215.00	\$279.50	
	WOOD SQUARE END TABLE COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE		\$185.00	\$240.50	
	24" WIDE x 30" HIGH WHITE ROUND TULIP TABLE		\$215.00	\$279.50	
	32" WIDE x 40" HIGH WHITE ROUND TULIP TABLE		\$245.00	\$318.50	

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EXHIBIT COMPAY NAME \_\_\_\_\_ REFERENCE # \_\_\_\_\_

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

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

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

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

	ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DESKTOP LITERATURE HOLDER		\$52.00	\$67.60	
	ZIG ZAG FLOOR LITERATURE HOLDER		\$150.00	\$195.00	
	22" X 28" SIGN HOLDER		\$131.50	\$170.95	
	STANCHION & 6' ROPE SECTION COLOR <input type="checkbox"/> BLACK <input type="checkbox"/> RED		\$140.00	\$182.00	
	EASEL		\$60.00	\$78.00	
	WASTEBASKET		\$42.00	\$54.60	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- All items are for rental only. Full price will be charged for items not returned.
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EXHIBIT COMPAY NAME		REFERENCE #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME



BLACK WICKER CLUB CHAIR



BLACK WICKER CORNER CHAIR



BLACK WICKER ARMLESS CHAIR



WHITE RIVERA CORNER CHAIR



WHITE RIVERA ARMLESS CHAIR



WHITE RIVERA OTTOMAN



BLACK COCO CORNER CHAIR



BLACK COCO ARMLESS CHAIR



BLACK COCO OTTOMAN



BLACK WICKER LARGE OTTOMAN



BLACK WICKER SMALL OTTOMAN



BLACK WICKER COFFEE TABLE

BLACK WICKER SECTIONALS	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BLACK WICKER SECTIONAL SOFA (3 PIECES)		\$1,300.00	\$1,690.00	
BLACK WICKER LOVESEAT (2 PIECES)		\$900.00	\$1,170.00	
BLACK WICKER CLUB CHAIR - COLOR 0 IVORY 0 BLACK		\$341.50	\$488.50	
BLACK WICKER ARMLESS CHAIR - COLOR 0 IVORY 0 BLACK		\$291.50	\$417.50	
BLACK WICKER CORNER CHAIR - COLOR 0 IVORY 0 BLACK		\$315.00	\$449.00	
BLACK WICKER SMALL OTTOMAN - COLOR 0 IVORY 0 BLACK		\$197.00	\$283.50	
BLACK WICKER LARGE OTTOMAN - COLOR 0 IVORY 0 BLACK		\$289.00	\$391.50	
BLACK WICKER COFFEE TABLE		\$236.50	\$339.00	
<b>WHITE RIVERA SECTIONALS</b>				
WHITE RIVERA SECTIONAL SOFA (3 PIECES)		\$1,450.00	\$1,885.00	
WHITE RIVERA SECTIONAL LOVESEAT (2 PIECES)		\$950.00	\$1,235.00	
WHITE RIVERA CORNER CHAIR		\$405.00	\$526.50	
WHITE RIVERA ARMLESS CHAIR		\$390.00	\$507.00	
WHITE RIVERA BENCH OTTOMAN		\$330.00	\$429.00	
WHITE RIVERA SMALL OTTOMAN		\$245.00	\$318.50	
<b>BLACK COCO SECTIONALS</b>				
BLACK COCO SECTIONAL SOFA (3 PIECES)		\$1,450.00	\$1,885.00	
BLACK COCO SECTIONAL LOVESEAT (2 PIECES)		\$950.00	\$1,235.00	
BLACK COCO CORNER CHAIR		\$405.00	\$526.50	
BLACK COCO ARMLESS CHAIR		\$390.00	\$507.00	
BLACK COCO 1/4 OTTOMAN (PIE SHAPED)		\$350.00	\$455.00	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$\_\_\_\_\_**

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

EXHIBIT COMPAY NAME

REFERENCE #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

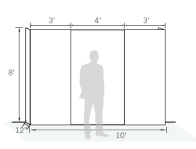
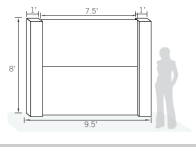
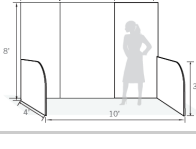
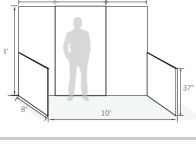
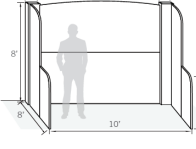
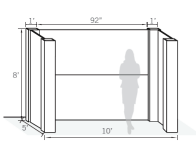
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FAX

EXHIBITOR SIGNATURE

PRINT NAME



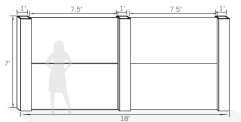
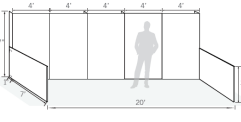

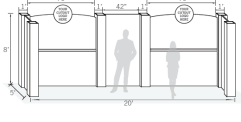
	<b>NEW!! LIGHTWEIGHT FALCON BOARD DISPLAY ITEMS!!</b>	<b>DISCOUNT PRICE</b>	<b>STANDARD PRICE</b>	<b>TOTAL</b>
	<b>BD10-001: 10'W x 8'H STANDARD BACKDROP</b> *Includes full custom printed single sided graphics  <input type="checkbox"/> LED light(s) --> \$100.00 each	\$3,135.00	\$4,075.50	
	<b>BD10-003: 10' x 8'H BACKDROP WITH 2 COLUMNS</b> *Includes full custom printed single sided graphics  <input type="checkbox"/> LED light(s) --> \$100.00 each	\$3,900.00	\$5,070.00	
	<b>TS10-001: 10' x 10' BOOTH WITH 4'D x 3'H SIDE PANELS</b> *Includes full custom printed single sided graphics  <input type="checkbox"/> LED light(s) --> \$100.00 each	\$3,900.00	\$5,070.00	
	<b>TS10-002: 10' x 10' BOOTH WITH 8'D x 3'H SIDE PANELS</b> *Includes full custom printed single sided graphics  <input type="checkbox"/> LED light(s) --> \$100.00 each	\$4,875.00	\$6,337.50	
	<b>TS10-007: 10' x 10' BOOTH WITH 2 COLUMNS &amp; 8'D x 8'H &amp; 4'H SPLIT SIDE PANELS</b> *Includes full custom printed single sided graphics  <input type="checkbox"/> LED light(s) --> \$100.00 each	\$6,825.00	\$8,872.50	
	<b>TS10-008: 10' x 10' BOOTH WITH 4 COLUMNS &amp; 5'D x 8'H SIDE PANELS</b> *Includes full custom printed single sided graphics  <input type="checkbox"/> LED light(s) --> \$100.00 each	\$7,800.00	\$10,140.00	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- 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 COMPANY NAME	REFERENCE #	
EXHIBITOR ADDRESS		
CITY/STATE/ZIP	EMAIL	
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

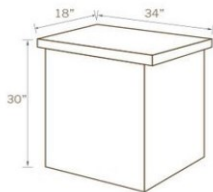

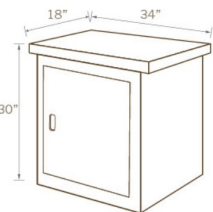

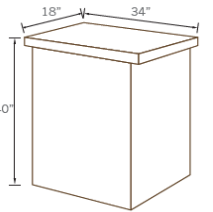

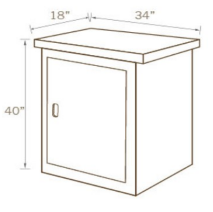
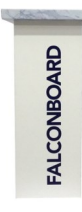


	NEW!! LIGHTWEIGHT FALCON BOARD DISPLAY ITEMS!!	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<b>BD20-002: 20'W x 8'H BACKDROP WITH 3 COLUMNS</b> *Includes full custom printed single sided graphics <input type="checkbox"/> LED light(s) --> \$100.00 each	\$6,825.00	\$8,872.50	
	<b>TS20-001: 20'W x 8'H BOOTH WITH 7'D x 3'H SIDES</b> *1' return on the back for storage *Includes full custom printed single sided graphics <input type="checkbox"/> LED light(s) --> \$100.00 each	\$7,800.00	\$10,140.00	
	<b>TS20-002: 20'W x 8'H BOOTH WITH 8'D x 8'H &amp; 4'H SPLIT SIDE PANELS</b> *Includes full custom printed single sided graphics <input type="checkbox"/> LED light(s) --> \$100.00 each	\$8,775.00	\$11,407.50	
	<b>TS20-003: 20'W x 8'H BOOTH WITH 5'D x 8'H SIDES</b> *Includes full custom printed single sided graphics <input type="checkbox"/> LED light(s) --> \$100.00 each	\$13,146.00	\$17,089.80	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

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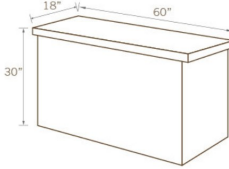
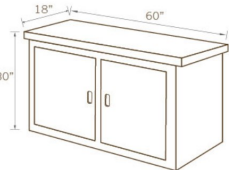
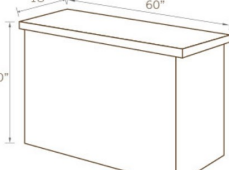

EXHIBIT COMPANY NAME		REFERENCE #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT	FAX
EXHIBITOR SIGNATURE		PRINT NAME

	NEW!! LIGHTWEIGHT FALCON BOARD DISPLAY ITEMS!!	QTY.	DISCOUNT	STAND-	TOTAL
	<b>30"H TABLE—OPEN BACK</b> <b>34"W x 18"D x 30"H</b> <b>TA-001A</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$540.00	\$702.00	
			\$414.00	\$538.20	
	<b>30"H TABLE —WITH DOORS</b> <b>34"W x 18"D x 30"H</b> <b>TA-002A</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$810.00	\$1,053.00	
			\$621.00	\$807.30	
	<b>40"H TABLE COUNTER—OPEN BACK</b> <b>34"W x 18"D x 40"H</b> <b>TA-001B</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$540.00	\$702.00	
			\$414.00	\$538.20	
	<b>40"H TABLE COUNTER—WITH DOORS</b> <b>34"W x 18"D x 40"H</b> <b>TA-002B</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$810.00	\$1,053.00	
			\$621.00	\$807.30	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

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CITY/STATE/ZIP		EMAIL
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EXHIBITOR SIGNATURE		PRINT NAME

	NEW!! LIGHTWEIGHT FALCON BOARD DISPLAY ITEMS!!	QTY.	DISCOUNT	STAND-	TOTAL
	<b>30"H TABLE—OPEN BACK</b> <b>60"W x 18"D x 30"H</b> <b>TA-003A</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$1,080.00  \$828.00	\$1,404.00  \$1,076.40	
	<b>30"H TABLE —WITH DOORS</b> <b>60"W x 18"D x 30"H</b> <b>TA-004A</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$1,620.00  \$1,242.00	\$2,106.00  \$1,614.60	
	<b>40"H TABLE COUNTER—OPEN BACK</b> <b>60"W x 18"D x 40"H</b> <b>TA-003B</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$1,080.00  \$828.00	\$1,404.00  \$1,076.40	
	<b>40"H TABLE COUNTER—WITH DOORS</b> <b>60"W x 18"D x 40"H</b> <b>TA-004B</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$1,620.00  \$1,242.00	\$2,106.00  \$1,614.60	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- 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.
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	NEW!! LIGHTWEIGHT FALCON BOARD DISPLAY ITEMS!!	QTY.	DISCOUNT	STAND-	TOTAL
	<b>LARGE CURVED COUNTER—OPEN BACK</b> <b>64"W x 18"D x 40"H</b> <b>TA-040B</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$1,080.00	\$1,404.00	
			\$828.00	\$1,076.40	
	<b>SMALL CURVED COUNTER—OPEN BACK</b> <b>48"W x 18"D x 40"H</b> <b>TA-040A</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$810.00	\$1,053.00	
			\$621.00	\$807.30	
	<b>TABLE CREDENZA</b> <b>36"W x 20"D x 30"H</b> <b>TA-030</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$810.00	\$1,053.00	
			\$600.00	\$780.00	
	<b>ROUND PEDESTAL WITH STORAGE</b> <b>24" DIAMETER x 40" H</b> <b>TA-013</b>  <input type="checkbox"/> 1 SIDED PRINTED GRAPHIC  <input type="checkbox"/> SOLID WHITE		\$585.00	\$760.50	
			\$463.50	\$602.55	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$ \_\_\_\_\_**

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- Each includes labor and structure. See furniture, accessory, signage, and A/V forms for additional items to enhance your custom display.
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CITY/STATE/ZIP		EMAIL
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**NEW!! LIGHTWEIGHT FALCON BOARD DISPLAYS!!**  
**CONTACT US FOR QUESTIONS OR CUSTOM DESIGN REQUESTS**



**New! LIGHTWEIGHT DISPLAYS**



**NEW!! LIGHTWEIGHT FALCON BOARD DISPLAYS!!**  
**CONTACT US FOR QUESTIONS OR CUSTOM DESIGN REQUESTS**



New! LIGHTWEIGHT DISPLAYS

## 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.

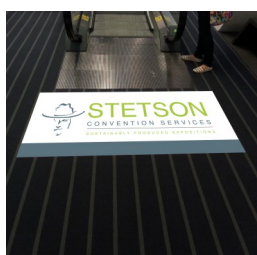
EASEL SIGN



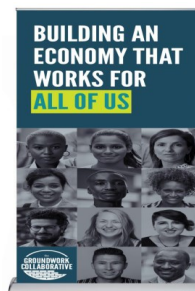
BANNER



FLOOR DECAL



ROLL UP BANNER



MATERIAL OPTIONS	DISCOUNT PRICE	STANDARD PRICE	DESIGN
Ultra Board Printed Signage *only product offered for this show	\$35.00 psf	\$45.50 psf	o Stetson (\$75.00 per hour)  o Print ready artwork will be submitted
22" x 28" Sign	\$115.00 each	\$149.50 each	
Roll Up Banner with Stand (2.75'W x 6.5'H)	\$775.00 each	\$1,007.50 each	
Vinyl - banners <input type="checkbox"/> Grommets <input type="checkbox"/> Pole pocket    -->    \$25.00 each	\$30.00 psf	\$39.00 psf	
Floor Decals	\$35.00 psf	\$45.50 psf	

Size in inches: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ / 144 = \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

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

- Graphic Design is billed in half hour increments (\$75.00 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 + 10% SALES TAX: \$ \_\_\_\_\_**

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EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

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EXHIBITOR SIGNATURE

PRINT NAME

## SIGNAGE, DISPLAY, AND STRUCTURE GUIDELINES & CONDITIONS

### GENERAL TERMS

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

### DISPLAYS AND CHARGING STRUCTURES

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

### COUNTERS

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

## 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.

EXHIBIT COMPAY NAME

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CITY/STATE/ZIP

EMAIL

PHONE

EXT

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EXHIBITOR SIGNATURE

PRINT NAME



## VINYL/CAPRET ORDERING DEADLINE—AUGUST 15TH

### BOOTH FLOORING :

QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 10' Carpet	\$675.00	\$877.50	
	10' x 20' Carpet	\$1,350.00	\$1,755.00	
	20' x 20' Carpet	\$2,700.00	\$3,510.00	
	30' x 30' Carpet	\$4,050.00	\$5,265.00	
	10' x 10' Vinyl Wood	\$900.00	\$1,170.00	
	10' x 20' Vinyl Wood	\$1,800.00	\$2,340.00	
	20' x 20' Vinyl Wood	\$3,600.00	\$4,680.00	
	30' x 30' Vinyl Wood	\$7,000.00	\$9,100.00	

Please select flooring color/style - if not checked, one will be selected by Stetson.

☐ GREY  
 ☐ BLACK  
 ☐ BLUE  
 ☐ RED  
 ☐ GREEN  
 ☐ WHITE -  
 ☐ DARK MAPLE  
 ☐ SMOKE  
 ☐ LIGHT MAPLE  
 ☐ ASH  
 ☐ BIRCH



Grey



Black



Blue



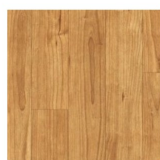
Red



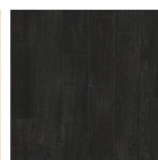
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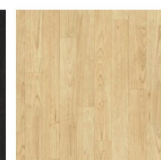
White



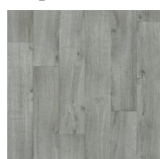
Dark  
Maple



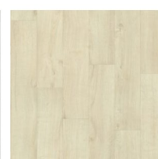
Smoke



Light  
Maple



Ash



Birch

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- Exhibitor provided flooring may be subject to forced installation labor and carpet tape (\$25.00 per roll) for safety regulations.
- All carpet cut for electrical installations will be subject to a \$40.00 fee per cut.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- 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

REFERENCE #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

EXHIBITOR SIGNATURE

PRINT NAME

CARPET ORDER FORM

## PLANT & FLORAL

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

<b>GREEN PLANTS—RENTAL ONLY</b>				
<b>QTY.</b>	<b>DESCRIPTION</b>	<b>DISCOUNT PRICE</b>	<b>STANDARD PRICE</b>	<b>TOTAL</b>
	BOSTON FERN: TABLE SIZE	\$73.50	\$142.00	
	CROTON (PETRA)	\$73.50	\$142.00	
	ARECA PALM: 3' - 5' TALL	\$126.00	\$152.50	
	ARECA PALM: : 6' - 8' TALL	\$157.50	\$189.00	
	ARECA PALM: : 7' - 10' TALL	\$189.00	\$226.00	
	FICUS: 2' - 4' TALL	\$189.00	\$226.00	
	FICUS: 6' - 8' TALL	\$226.00	\$268.00	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.
- No refunds will be granted to any floral and plant orders that are cancelled after Deadline order date.
- 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		REFERENCE #
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 ONLY (min. 100 sq. ft.)	\$2.00 sq. ft.	\$2.60 sq. ft.
_____	Vacuuming Carpet—DAILY (min. 100 sq. ft.)	\$3.00 sq. ft.	\$3.90 sq. ft.

Booth size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. @ \_\_\_\_\_ \$3.00 sq. ft. x \_\_\_\_\_ # of event days = \$ \_\_\_\_\_ total

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

**PORTER SERVICE:**

Daily emptying of wastebaskets through show period as needed.

		DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
_____	Exhibit Area 399 sq. ft. and below	\$100.00	\$130.00
_____	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$125.00	\$162.50
_____	Exhibit Area 800 sq. ft. and Above	\$150.00	\$195.00

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

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

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$ \_\_\_\_\_**

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

EXHIBIT COMPAY NAME

REFERENCE #

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT

FAX

EXHIBITOR SIGNATURE

PRINT NAME

## INSTALLATION & DISMANTLE LABOR

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

- For your convenience, Stetson's skilled personnel will unpack and install your display prior to the exhibitor's arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service. A \$45.00 minimum per installation and/or dismantle will apply.
- Information on the following page must be completed if your display is to be received, set, and shipped out appropriately.
- Please include detailed instructions 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 one hour increments		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Between 8:00am - 5:00pm Monday thru Sunday	<b>\$120.00</b>	<b>\$156.00</b>
OVERTIME:	Before 8:00am and after 5:00pm Monday thru Sunday & all Holidays	<b>\$180.00</b>	<b>\$234.00</b>
DOUBLE TIME:	*No Double Time	n/a	n/a

**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:							\$
<b>Please Indicate Supervision:</b>				TOTAL LABOR ORDERED:		\$	
Option 1 _____ Supervised by Stetson* *next page to be completed				30% (\$45.00 MINIMUM) STETSON SUPERVISION FEE:		\$	
Option 2 _____ Supervised by Exhibitor				ADDITIONAL EQUIPMENT NEEDED (IE: CARPET TAPE):		\$	

**TOTAL OF ALL ITEMS ORDERED + 10% SALES TAX: \$** \_\_\_\_\_

- 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 sur-charge 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.

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

## STETSON SUPERVISED LABOR ORDER INSTRUCTIONS

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

### SET UP INFORMATION

<b>SET-UP PLANS / PHOTOS:</b> *Please send copies to Stetson in addition to sending with exhibit	Attached	Sent with Exhibit	In Crate # _____
<b>CARPET / FLOORING:</b>	Ordered from Stetson	Sent with Exhibit	No Flooring
<b>ELECTRICAL PLACEMENT:</b>	Attached	Sent with Exhibit	Placed under Carpet
<b>*COMMENTS:</b>			
<b>GRAPHICS:</b>	Sent with Exhibit		Shipped Separately
<b>*COMMENTS:</b>			
<b>SPECIAL TOOLS OR HARDWARE REQUIRED:</b>			
*Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary.			

### INBOUND SHIPPING

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

### OUTBOUND SHIPPING

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

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

## ISPM 15 CERTIFICATION

All wooden items shipped internationally must have the ISPM 15 Stamp below.

Applies to solid wood packaging material used in international trade, including pallets, crate, dunnage, and other wooden packing materials.

For more information, please go to [U.S. Customs and Border Protection](https://www.cbp.gov).



## ISPM 15 CERTIFICATION ASSISTANCE

LION Exhibition Freight  
Jerry Hopper  
[info@lionexhibition.com](mailto:info@lionexhibition.com)  
OFFICE: 404-305-1183  
CELL: 404-787-1066

EXHIBIT COMPANY NAME

► EXHIBITOR SIGNATURE

PRINT NAME

## MATERIAL HANDLING—ADVANCE TO WAREHOUSE

**NOTE: STETSON IS ONLY RESPONSIBLE FOR THE MATERIAL HANDLING OF YOUR FREIGHT FROM THE TIME IT ARRIVES FROM LION EXHIBITION FREIGHT TO ATLANTIS RESORT AND THEN FROM THE TIME IS RELOADED BACK ONTO LION EXHIBITION FREIGHT.**

**All ocean freight logistics and customs is the responsibility of LION Exhibition Freight and will invoice by BlueStar.**

**\*Every shipment leaving the floor through LION must still complete and remit a Stetson bill of lading to the service desk for checks and balances of your items during outbound loading.**

<u>ADVANCE TO WAREHOUSE</u>	PRICE PER LB	150 LB. MINIMUM
CRATED OR SKIDDED .....	\$3.00 .....	\$450.00
SPECIAL HANDLING .....	\$4.00 .....	\$600.00
SMALL PACKAGE .....	\$100.00 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

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

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

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

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

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

DESCRIPTION	WEIGHT	LBS	PRICE PER LBS <small>*choose appropriate rate</small>	ESTIMATED TOTAL <small>*150 lb. minimum</small>
Shipment #1	_____ multiple by		\$	\$
Shipment #2 (if applicable)	_____ multiple		\$	\$
Small Package(s)	_____ pieces		\$100.00 per piece	\$

DESCRIPTION	WEIGHT	LB	PRICE PER LB	ESTIMATED TOTAL
<b>Example:</b> 2 Crates (175 and 250 lbs. = 425 lbs.) <small>*Carrier that provides Bill of Lading</small>	425 lbs * \$3.00 =	\$1,275.00	\$3.00 <small>*Crated or Skidded Rate</small>	\$1,275.00
<b>Example:</b> 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) <small>*Carrier provides individual tracking #s</small>	225 lbs. * \$4.00 =	\$900.00	\$4.00 <small>*Special Handling Rate</small>	\$900.00
<b>Example:</b> 2 boxes (20 and 15 lbs. = 35 lbs.) <small>*Total weight per shipment under 50 lbs.</small>	2 pieces		\$100.00 <small>*Small Package Rate</small>	\$200.00

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

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

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

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

► EXHIBITOR SIGNATURE \_\_\_\_\_

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

## GENERAL FAQs

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

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

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

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

### **ARE RENTAL PRICES PER DAY?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **WHEN WILL MY CREDIT CARD BE CHARGED?**

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



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

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

#### **DEFINITIONS:**

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

## **PAYMENT TERMS**

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

## **LABOR TERMS, RESPONSIBILITY, INDEMNIFICATION**

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

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

#### **LABOR UNDER THE SUPERVISION OF EXHIBITOR:**

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

## MATERIAL HANDLING TERMS & CONDITIONS

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

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

EXHIBIT COMPANY NAME

EXHIBITOR ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

► ORDERED BY

SIGNATURE

DATE

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

### PAYMENT POLICIES

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at [rblakeley@stetsonexpo.com](mailto:rblakeley@stetsonexpo.com).
- **PAYMENT FOR SERVICES:** Stetson requires payment in full at the time services are ordered. A credit card is required at time of initial order for material handling and labor orders. An administrative fee of \$25.00 will be added to overpayments by check or switching credit cards on file. Once a credit card payment is processed, you cannot refund one card and process another with the same amount.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before the Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS:** None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Conditions for EAC form.
- **ADJUSTMENTS / CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK WIRE TRANSFER / ACH:** Call to set up. \$40.00 fee applies. Credit card still required on hold.
- **ORDER CONFIRMATION / INVOICES:** Email confirmation will be sent.
- **FREIGHT / SHIPPING ESTIMATE:** Final charges will be processed once items are accepted or shipped and can be actualized.

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

### SUMMARY OF ORDER

FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
PLANT & FLORAL	\$ _____
SIGNAGE	\$ _____
DISPLAY	\$ _____
CLEANING	\$ _____
ELECTRIC	\$ _____
SUB TOTAL \$ _____	
+ 10% SALES TAX \$ _____	
LABOR (EST.)	\$ _____
STETSON LOGISTICS (EST.)	\$ _____
MATERIAL HANDLING (EST.)	\$ _____
GRAND TOTAL DUE \$ _____	

☐ MasterCard

☐ Visa

☐ American Express

☐ Discover

Account #





Exp. Date

CVC

☐ Check

☐ Wire Transfer

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

CARDHOLDER NAME (PRINT)

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

EMAIL ADDRESS FOR INVOICE

► CARDHOLDER SIGNATURE

☐ Please check here if you are tax exempt, and please include a copy of your exemption certificate.

Stetson Federal Tax ID Number 25-1779096



Shipping Instructions - VARTECH 2025  
Atlantis - Paradise Island - Bahamas

Advance Warehouse:  
LION Exhibition Freight  
C/o EMO Trans, Inc.  
11421 NW 107th St., STE 18  
Miami, FL 33178  
(VARTECH 25 / EXHIBITOR \_\_\_\_\_)

Cargo will be accepted at advance warehouse starting August 14th through August 28th 2025  
Warehouse receiving hours are 0900 AM to 4:00 PM Monday - Friday

All cargo arriving to advance warehouse must contain shipping labels provided.

Customs Documentation:

Customs in the Bahamas requires a detailed list of everything being shipped to the show. The following documentation will be required for each shipment:

Temporary Cargo: These are items that ship to the event that will return to the US following the event. Please use the TEMPORARY Commercial Invoice Packing List (CIPL) that is attached. We will need the CIPL form returned via email in the same EXCEL .xls format. Email completed CIPL form to [INFO@LIONEXHIBITION.COM](mailto:INFO@LIONEXHIBITION.COM) - Deadline to receive your TEMPORARY CIPL is FRIDAY AUGUST 22nd 2025. TEMPORARY CARGO MUST BE PACKED SEPARATELY FROM PERMANENT CARGO (CARGO THAT WILL NOT RETURN FOLLOWING THE EVENT).

Permanent Cargo: These are items that will ship to the event but WILL NOT be returned to the USA following the event. Please use the PERMANENT CIPL that is attached. We will need the form returned via email in the same EXCEL .xls format. Email completed CIPL form to [INFO@LIONEXHIBITION.COM](mailto:INFO@LIONEXHIBITION.COM). Deadline to receive your PERMANENT CIPL is FRIDAY AUGUST 22nd 2025. PERMANENT CARGO MUST BE PACKED SEPARATELY FROM TEMPORARY CARGO.

Labeling:

All cargo received at advance warehouse must be labeled using the provided labels - Please make sure to use the proper TEMPORARY CARGO or PERMANENT Cargo Label .

Should you have any questions, please email: [INFO@LIONEXHIBITION.COM](mailto:INFO@LIONEXHIBITION.COM)



# Ocean Freight Shipping Form

BBlueStar has brokered the services of Lion Exhibition to move all show freight for all product sent to VARTECH 2025. As such, BlueStar will invoice you for the amount stated on this form to facilitate shipment. This form covers the cost to ship your freight from the advance warehouse to the Atlantis and then back to the advance warehouse after the show. Stetson material handling charges are from the Atlantis dock to the show floor, then back to the Atlantis dock.

Information for the poundage must include the total pounds of TEMPORARY GOODS and DEFINITIVE GOODS found on each respective CIPL.

**\*\*BlueStar Will Invoice for These Services Upon Receipt\*\***

**Submit form via email to: [Lchannel@bluestarinc.com](mailto:Lchannel@bluestarinc.com)**

Exhibitor Name:	
Your Name: Print Name and Signature	
Address:	
Email:	
Phone:	

$\begin{array}{rcl} \$5.22 \times \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} \\ \text{Total Pounds} & & \end{array}$ $\text{TOTAL} = \$ \underline{\hspace{2cm}}$
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$\begin{array}{rcl} \$5.22 \times \underline{78} & = & \$407.16 \\ \text{Total Pounds} & & \end{array}$ $\text{TOTAL} = \$407.16$
---

**Submit form via email to:  
[Lchannel@bluestarinc.com](mailto:Lchannel@bluestarinc.com)**





## The logo for Lion Exhibition Freight, Inc. features a stylized, black and white illustration of a lion's head in profile, facing left. The lion's mane is depicted with bold, curved lines. To the right of the lion's head, the word "LION" is written in a large, bold, sans-serif font. Below "LION", the words "EXHIBITION FREIGHT, INC." are written in a smaller, all-caps, sans-serif font.

EXHIBITION:  <b>VARTECH 2025</b>	CASE NO.:	PIECES TOTAL:
EXHIBITOR:	OF	
HALL NO. / STAND NO.:	CONSIGNEE:	
XXXXXXXXXX	LION EXHIBITION FREIGHT C/O EMO TRANS, INC 11421 NW 107th St., STE 18 MIAMI, FL 33178	
SHIPPER:	FOR FINAL DESTINATION:	
SPECIAL REQUIREMENTS:	VARTECH 2025 ATLANTIS RESORT ONE CASINO DR. NASSAU BAHAMAS	
ROUTING:		
OCEAN FREIGHT CONSOLIDATION - VARTECH 25		





EXHIBITION:  <b>VARTECH 2025</b>	CASE NO.:  <b>OF</b>	PIECES TOTAL:
EXHIBITOR:		
HALL NO. / STAND NO.:  <b>XXXXXXXXXX</b>	CONSIGNEE:  LION EXHIBITION FREIGHT C/O EMO TRANS, INC 11421 NW 107th St., Ste 18 MIAMI, FL 33178	
SHIPPER:	FOR FINAL DESTINATION: VARTECH 2025 ATLANTIS RESORT ONE CASINO DR. NASSAU BAHAMAS	
SPECIAL REQUIREMENTS:		
ROUTING:  OCEAN FREIGHT CONSOLIDATION - VARTECH 25		

