

ECCE 2023

October 30-31, 2023

Music City Center

Nashville, TN

EXHIBITOR MANUAL

Exhibitor Coordinator

Jake Nuttridge

jnuttridge@stetsonexpo.com

412-390-4572



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

- [Show Quick Facts](#)
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RENTAL ORDER FORMS

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- [Table Order Form](#)
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- [Accessory Order Form](#)
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- [Plant & Floral Order Form](#)

DISPLAY ORDER FORMS

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SHIPPING / MATERIAL HANDLING

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- [POV Cartload / Spotting Services](#)
- [Material Handling Estimation—Advance Warehouse Shipping Labels](#)
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TERMS & CONDITIONS / PAYMENT / EAC

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- [Payment Authorization Form](#)
- [Third Party Payment Authorization](#)
- [Notice of Intent to Use an EAC](#)
- [Conditions for EAC](#)

FACILITY PROVIDED SERVICES

- [Music City Center Online Ordering Link](#)
- [Electrical Order PDF Form](#)
- [Internet Order PDF Form](#)
- [Rigging Order PDF Form](#)

WAYS TO ORDER

- Online - username and password will be emailed
- Email - exhibitorservices@stetsonexpo.com
- Check - mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212
- Wire - please contact us for information

OFFICIAL SERVICE CONTRACTOR

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

Exhibitor Coordinator
Jake Nuttridge
jnuttridge@stetsonexpo.com
412-390-4672

FACILITY

Music City Center
Hall B
201 Rep. John Lewis Way South
Nashville, TN 37203

615-401-1400

BOOTH EQUIPMENT

6' x 30" Skirted Table—Black	8' Back Drape	3' Side Drape
2 Folding Chairs	Black/White	White
Wastebasket		
Booth ID Sign		

Flooring: The Exhibit Hall is not 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.

SHIPPING

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

A forklift will be available at show site.

PREFERRED CARRIER: STETSON LOGISTICS
shipping@stetsonexpo.com
412-223-1090

ADVANCE TO WAREHOUSE

24/7 Courier
c/o Stetson / ECCE 2023
Exhibit Company Name, Booth #
800 Airpark Center Dr, Suite 822B
Nashville, TN 37217

DIRECT TO SHOW SITE

Music City Hall / Hall B
c/o Stetson / ECCE 2023
Exhibit Company Name, Booth #
201 Rep. John Lewis Way South
Nashville, TN 37203

Receiving Dates:

Monday, September 18-October 20, 2023
M-F, 9:00am to 4:00pm

Receiving Dates:

Monday, October 30, 2023
8:30am to 3:00pm

<p>Stetson Discount Deadline <i>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.</i></p>	<p>Friday, October 13</p>	<p>*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in</p>
<p>Graphic Submission Deadline <i>Print ready graphics due for any signage orders.</i></p>	<p>Friday, October 6</p>	
<p>Warehouse Receiving <i>Any materials received outside of these dates will incur a 25% surcharge.</i></p>	<p>Monday, October 2 To Friday, October 27</p>	<p>M-F 9:00am to 4:00pm</p>
<p>Last Day to Arrive to Warehouse Before Transfer <i>If freight arrives after this date, a surcharge to transfer to show site will be applied based on weight, dimension, and piece count.</i></p>	<p>Friday, October 27</p>	
<p>Exhibitor Move-in / Show Site Receiving <i>All shipments must arrive during these times to avoid surcharges or possible shipment refusal.</i></p>	<p>Monday, October 30</p>	<p>8:30am to 3:00pm</p>
<p>Show Hours</p>	<p>Monday, October 30</p>	<p>4:00pm to 7:30pm</p>
	<p>Tuesday, October 31</p>	<p>11:00am to 5:30pm</p>
<p>Exhibitor Move-out <i>Empty containers will be returned once aisle carpet is removed</i></p>	<p>Tuesday, October 31</p>	<p>5:30pm to 10:00pm</p>
<p>Carrier Check-in Deadline <i>To ensure all items are off the show floor by the end of exhibitor move-out, please have carriers check in by this time. All shipments left on the show floor will be forced onto Stetson Logistics at the exhibitor's expense.</i></p>	<p>Tuesday, October 31</p>	<p>8:00pm</p>

INSTALLATION & DISMANTLE

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

Flooring:

Exhibitors are permitted to lay their own flooring. Exhibitors must use Stetson Convention Services provided carpet tape for carpet installation. See [Carpet Order Form](#).

Displays:

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

Custom Furniture:

Booths/displays who purchase equipment/custom furniture from an outside vendor will incur a material handling charge.

SHIPPING & MATERIAL HANDLING

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

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. Access to the dock is based upon Stetson personnel for the specific event. Please see [Cartload Service Form](#) for information on dock access.

Freight Shipments:

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

OTHER JURISDICTIONS

Electrical:

All booth electrical work must be performed by the Facility. Please see enclosed [Electrical Order Form](#).

Cleaning:

All carpet vacuuming must be performed by the Stetson personnel.

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

TABLES

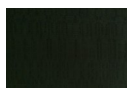
SKIRTED TABLE



UNSKIRTED TABLE



COLORS



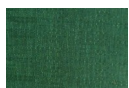
BLACK



BLUE



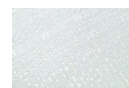
RED



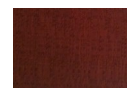
GREEN



GOLD



WHITE

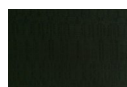


BURGUNDY

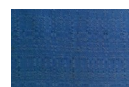
TABLES - SKIRTED *all tables are 24" deep	QTY	DISCOUNT PRICE	STANDARD PRICE	MAKE COUNTER HIGH (40"H)	ADD 4TH SIDE SKIRT	COLOR	TOTAL
4' Table		\$140.50	\$182.75	+\$13.00	N/A		
6' Table		\$154.75	\$201.25	+\$13.00	+\$39.00		
8' Table		\$167.75	\$218.25	+\$13.00	+\$39.00		
TABLES - UNSKIRTED *all tables are 24" deep	QTY	DISCOUNT PRICE	STANDARD PRICE	MAKE COUNTER HIGH (40"H)	TOTAL		
4' Table		\$109.25	\$142.25	+\$13.00			
6' Table		\$123.00	\$160.00	+\$13.00			
8' Table		\$136.50	\$177.50	+\$13.00			

TABLE TOP RISERS

TABLE TOP RISERS *12"H, wood with skirt	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
4' Skirted Table Top Riser	\$82.00	\$106.75		
6' Skirted Table Top Riser	\$95.75	\$124.50		



BLACK



BLUE



RED



WHITE

PEDESTAL TABLES

PEDESTAL TABLES *Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
30" Round x 30" H Table	\$134.00	\$174.25		
30" Round x 40" H Table	\$161.25	\$209.75		
Spandex Linen	\$82.00	\$106.75		



AQUA



BLACK



BLUE



RED



EMERALD GREEN



LIME GREEN



ORANGE



FUCHSIA



PURPLE



YELLOW



WHITE

TOTAL OF ALL ITEMS ORDERED: \$ _____

- Any skirt or linen returned stained or damaged will be subject to a replacement fee.
- Items cancelled after Discount Deadline will receive a 50% refund. No refunds processed until the close of the event. No refunds will be granted to any items cancelled at show site.
- 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 _____

SPECIALTY DRAPE

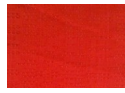
COLORS



BLACK



BLUE



RED



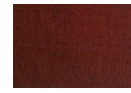
GREEN



GOLD



WHITE



BURGUNDY



FRENCH
BLUE



SILVER



TEAL



RASPBERRY



MARGARITA



VIOLET



ORANGE



CHARCOAL
GRAY

SPECIALTY DRAPE	QTY *in feet	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
3' Drape (per linear foot)		\$13.75	\$18.00		
8' Drape (per linear foot)		\$20.50	\$26.75		

CHAIRS



FOLDING
CHAIR



PLASTIC
CONTOUR CHAIR



UPHOLSTERED
ARM CHAIR



UPHOLSTERED
STOOL



SWIVEL DESK
CHAIR—ARMLESS



SWIVEL DESK
CHAIR—ARMS

CHAIRS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Folding Chair		\$32.50	\$42.25	
Plastic Contour Chair - Black		\$82.00	\$106.75	
Upholstered Arm Chair - Gray		\$123.00	\$160.00	
Upholstered Stool - Gray		\$136.50	\$177.50	
Swivel Deck Chair / Armless		\$157.00	\$204.25	
Swivel Desk Chair / Arms		\$202.25	\$263.00	

TOTAL OF ALL ITEMS ORDERED: \$ _____

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

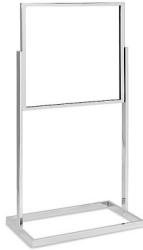
PRINT NAME _____

ACCESSORIES

EASEL



SIGN
HOLDER



LITERATURE
RACK



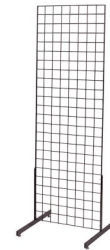
ROPE &
STANCHION



GARMENT
RACK



GRIDWALL



IPAD
STAND



ACCESSORIES	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket with Liner		\$40.00	\$52.00	
Fish Bowl		\$42.00	\$54.75	
Easel <input type="checkbox"/> Add 22" x 28" Sign <input type="checkbox"/> Add 28" x 44" Sign		\$42.00 *add sign \$70.00 *add sign \$137.00	\$54.75 *add sign \$91.00 *add sign \$178.25	
22" x 28" Sign Holder <input type="checkbox"/> Add 22" x 28" Sign		\$116.25 *add sign \$70.00	\$151.25 *add sign \$91.00	
Literature Rack		\$116.25	\$151.25	
Chrome Stanchion (rope not included)		\$68.25	\$88.75	
Rope—7 ft. Sections (stanchions not included)		\$27.50	\$35.75	
Black Tensa Barrier with 7 ft. Expandable Belt		\$95.75	\$124.50	
2 Armed Garment Rack—Waterfall or Straight (circle one)		\$136.50	\$177.50	
4 Armed Garment Rack—Waterfall or Straight (circle one)		\$150.25	\$195.50	
Grid Wall—3 Arms, 2 Feet, 1 Clamp Per Grid Wall <input type="checkbox"/> Straight Arms <input type="checkbox"/> Waterfall Arms		\$123.00	\$160.00	
Poster Board (91" x 44.5" usable space) *tacks not included		\$225.25	\$293.00	
iPad Stand		\$129.75	\$168.75	

TOTAL OF ALL ITEMS ORDERED: \$ _____

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

EXHIBIT COMPANY NAME _____

BOOTH # _____

▶ EXHIBITOR SIGNATURE _____

PRINT NAME _____

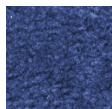
INLINE BOOTH CARPET

Standard Sizes: will cover 10' x 10' space (14 oz.): 100% EcoSolution Q® type 6 solution dyed yarn recyclable into fiber and backing	QTY	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
10' x 10' Booth Space		\$240.50	\$312.75		
10' x 20' Booth Space		\$481.00	\$625.50		
10' x 30' Booth Space		\$721.50	\$938.00		
10' x 40' Booth Space		\$962.00	\$1,250.75		

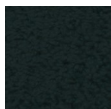
CUSTOM CARPET

*100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	COLOR	TOTAL
CUSTOM CUT & LAY—Island Booths Booth Size _____ x _____ = _____	\$5.00 psf	\$6.50 psf		
PLUSH—Must be ordered 30 days in advance to guarantee Booth Size _____ x _____ = _____	\$6.00 psf	\$8.00 psf		

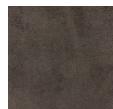
COLORS



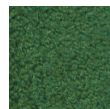
BLUE



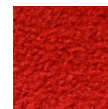
BLACK



GRAY



GREEN



RED

PADDING / PLASTIC PROTECTION

*100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft. Booth Size _____ x _____ = _____	\$2.50 psf	\$3.25 psf	
Plastic Protection—per sq. ft. Booth Size _____ x _____ = _____	\$1.50 psf	\$2.00 psf	
Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll		

TOTAL OF ALL ITEMS ORDERED: \$ _____

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

EXHIBIT COMPANY NAME

BOOTH #

▶ EXHIBITOR SIGNATURE

PRINT NAME

GREEN PLANTS—RENTAL ONLY

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Boston Fern: Table Size		\$97.50	\$126.75	
Green Plant: 1' - 2' Tall		\$97.50	\$126.75	
Green Plant: 2' - 3' Tall		\$123.50	\$160.75	
Green Plant: 3' - 5' Tall		\$149.50	\$194.50	
Green Plant: 5' - 7' Tall		\$178.25	\$231.75	

BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Seasonal Blooming Plant		\$97.50	\$126.75	
Table Flower Arrangement - Flat Backed		\$195.00	\$253.50	
Table Flower Arrangement - Full Round		\$227.50	\$295.75	
Large Floor Arrangement		\$260.00	\$338.00	

Please list your preferred flower colors: _____
 *specialty flowers such as tropical, orchids, and roses may not be available at the prices above.

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

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

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

EXHIBIT COMPANY NAME

BOOTH #

▶ EXHIBITOR SIGNATURE

PRINT NAME

SIGNAGE, DISPLAY, AND STRUCTURE GUIDELINES & CONDITIONS

GENERAL TERMS

- 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.

DISPLAYS AND CHARGING STRUCTURES

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

COUNTERS

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

HANGING STRUCTURES

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

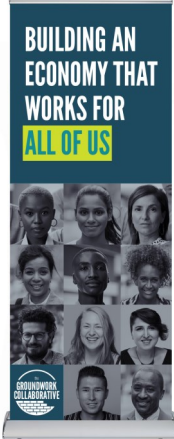
SIGNAGE SUBMISSION GUIDELINES

- Please contact your Stetson Exhibitor Services Representative for signage deadlines, spec sheets, and a link to Dropbox for file sharing.
- 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.
- Please click [here](#) for further details.

STANDARD SIGNAGE

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

ROLL UP BANNER



METER BOARD WITH BASE



LIGHT BOX DISPLAY



BANNER



LOGO TABLE CLOTH



FLOOR DECAL



DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Roll Up Banner with Stand (2.75'W x 6.5'H) *travel friendly, includes case		\$650.00	\$780.00	
Meter Board Sign (37.5"W x 86.5"H) with Base		\$494.75	\$593.75	
Light Box Display (39.38"W x 95.44"H) *Double Sided		\$1,698.50	\$2,038.25	
Vinyl Banner with 3 Grommets (6'W x 2' H)		\$292.50	\$351.00	
Logo Table Cloth—for 6' x 30" Table *1 side custom print only, sides and back will be white. *Call Stetson for other customization options!		\$344.50	\$413.50	
Floor Decal (2' x 2')		\$130.00	\$156.00	

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

EXHIBIT COMPANY NAME _____

BOOTH # _____

▶ EXHIBITOR SIGNATURE _____

PRINT NAME _____

CUSTOM SIGNAGE

Customize your own signage with our calculations below. Please fill out all details below including sizing, material special cut graphics, design, and full description of where you will be displaying your signage.

MATERIAL OPTIONS	QTY	DISCOUNT PRICE	STANDARD PRICE	DESIGN
 Bio Board - easel signs, meter boards		\$16.00 psf	\$21.00 psf	<input type="checkbox"/> STETSON DESIGN (\$50.00 per hour) <input type="checkbox"/> EXHIBITOR DESIGN Print ready artwork will be submitted
Foam Core - easel signs, meter boards		\$16.00 psf	\$21.00 psf	
 Coroplast - easel signs, meter boards		\$16.00 psf	\$21.00 psf	
Vinyl - banners <input type="checkbox"/> Grommets <input type="checkbox"/> Pole Pocket --> \$15.00 each		\$15.00 psf	\$19.50 psf	
Decals—floor, carpet, display, logos		\$25.00 psf	\$32.50 psf	

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

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

ADDITIONAL ITEMS

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Special Cut Graphic (shape, not standard square) Shape: _____		\$55.00 per cut	\$71.50 per cut	

DESCRIPTION OF SIGNAGE APPLICATION:

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

TOTAL OF ALL ITEMS ORDERED: \$ _____



EXHIBIT COMPANY NAME _____

BOOTH # _____



▶ EXHIBITOR SIGNATURE _____

PRINT NAME _____




COUNTERS

	DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<input type="checkbox"/> STRAIGHT: 1 METER x 1/2 METER x 42" HIGH <input type="checkbox"/> CURVED: 1 METER x 1/2 METER x 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Hole <input type="checkbox"/> Door --> \$25.00 each <input type="checkbox"/> Front Panel Signage with White Sides --> \$238.25 <input type="checkbox"/> Printed Side Panels --> \$238.25		\$474.50 \$546.00	\$569.50 \$655.25	
	<input type="checkbox"/> STRAIGHT: 2 METER x 1/2 METER x 42" HIGH <input type="checkbox"/> CURVED: 2 METER x 1/2 METER x 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Hole <input type="checkbox"/> Door --> \$25.00 each <input type="checkbox"/> Front Panel Signage with White Sides --> \$367.75 <input type="checkbox"/> Printed Side Panels --> \$238.25		\$682.50 \$747.50	\$819.00 \$897.00	

DISPLAY CASES

	DISPLAY CASE: FULL VIEW DISPLAY *Includes 4 shelves, Glass Top and Front		\$1,235.00	\$1,482.00	
	DISPLAY CASE: 1 METER GLASS DISPLAY CASE *Includes custom printed header, plexiglass front, plexiglass sides, and 4 shelves <input type="checkbox"/> Additional Shelving --> \$65.00 each		\$1,067.50	\$1,281.00	

CHARGING STATIONS

	CHARGING COUNTER: 1/2 METER GEO CUBE 42" high cube structure 4 panels of custom signage *Charging apparatuses included		\$780.00	\$936.00	
	CHARGING STATION: 1 METER STRAIGHT 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter Custom signage and back panel to cover cords *Charging apparatuses included		\$1,160.25	\$1,392.50	
	CHARGING KIOSK—BLACK WITH (2) 22" x 28" SIGNAGE *Charging cords included		\$1,341.75	\$1,610.25	

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

TOTAL OF ALL ITEMS ORDERED: \$ _____




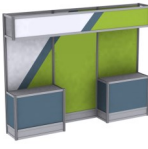


EXHIBIT COMPANY NAME _____

BOOTH # _____

▶ EXHIBITOR SIGNATURE _____

PRINT NAME _____

10' DISPLAYS

	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 1: PREMIUM 10' FLAT FABRIC POP UP 9' wide x 7' high <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$1,783.50	\$2,140.25	
	DISPLAY 2: 8'H x 3M INSET HARDWALL 10' wide x 8' high back wall Signage in three panels, white side panels <i>*AV mounting package available. See below. *Side panels can be printed at an additional cost. See below.</i>	\$2,221.75	\$2,666.25	
	DISPLAY 3: 8'H x 3M OVERLAY FRONT / SIDES HARDWALL 10' wide x 8' high back wall Overlay signage for seamless look, custom printed sides <i>*AV mounting package available. See below.</i>	\$3,085.75	\$3,703.00	
	DISPLAY 4: 10' SHELVING DISPLAY, 2 COUNTERS 10' wide x 8' high back wall, signage in three panels Two 42" high counters with full custom signage, and custom header <i>*AV mounting package available. See below.</i>	\$4,221.00	\$5,065.25	
	DISPLAY 5: 8'H x 3M INSET, TV, 2 METER COUNTER 10' wide x 8' high back wall, 24" deep counter Signage in three panels, white sides 32" monitor with mounting package included <i>*Side panels can be printed at an additional cost. See below.</i>	\$3,590.00	\$4,308.00	
	DISPLAY 6: 8'H x 2M OVERLAY, 1M RIGHT INSET COLUMN, TV 10' wide x 8' high back wall, 1M wide x 1/2M deep tower Full overlay signage 32" monitor with mounting package included	\$3,590.00	\$4,308.00	

ADD ONS

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

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

TOTAL OF ALL ITEMS ORDERED: \$ _____





EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

20' DISPLAYS

	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 7: 20'W HOP TENSION FABRIC STRAIGHT WALL 8' high back wall Total graphic area of 235" x 89.5" <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$4,300.75	\$5,161.00	
	DISPLAY 8: 8'H x 6M INSET HARD WALL 8' high x 20' wide back wall Signage in six panels, white side panels <i>*AV mounting package available. See below.</i>	\$4,208.25	\$5,050.00	
	DISPLAY 9: 8'H x 6M OVERLAY FRONT AND SIDES HARD WALL 8' high x 20' wide back wall Overlay signage for seamless look, printed sides <i>*AV mounting package available. See below.</i>	\$5,009.75	\$6,011.75	
	DISPLAY 10: 8'H x 6M_SPLIT OVERLAY, TV, CONTOUR CUT SIDES 8' high x 20' wide back wall Split seamless overlay with contour cut sides 32" monitor with mounting package included <i>*AV mounting package available. See below.</i>	\$5,533.25	\$6,640.00	

ADD ONS

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

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME



STETSON

CONVENTION SERVICES

SUSTAINABLY PRODUCED EXPOSITIONS

SUSTAINABILITY. CREATIVITY. SINCERITY.



CREATE YOUR CUSTOM BOOTH



**CREATIVE
CONCEPTS**



**HIGH
IMPACT**



**BUDGET
FRIENDLY**







**LABOR
INCLUDED**



**PLAN WITH
EASE**

HANGING STRUCTURES

	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	<p>HANGING STRUCTURE 1: CIRCLE FABRIC *Single-sided frame with pillowcase slip cover *Rigging cables included</p> <p>SMALL CIRCLE BANNER 10' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$1,834.00 (additional cost)</p> <p>MEDIUM CIRCLE BANNER 12' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$2,026.00 (additional cost)</p> <p>LARGE CIRCLE BANNER 15' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$3,168.00 (additional cost)</p>	\$4,773.75	\$6,206.00	
	<p>HANGING STRUCTURE 2: TAPERED CIRCLE FABRIC 12' diameter x 4' high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: <input type="checkbox"/> White backing <input type="checkbox"/> Black backing <input type="checkbox"/> Double-sided graphics --> \$1,694.00 (additional cost)</p>	\$4,402.00	\$5,722.75	
	<p>HANGING STRUCTURE 3: SQUARE BANNER 12' square x 2' high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: <input type="checkbox"/> White backing <input type="checkbox"/> Black backing <input type="checkbox"/> Double-sided graphics --> \$1,178.00 (additional cost)</p>	\$3,068.00	\$3,988.50	
	<p>HANGING STRUCTURE 4: TRIANGLE FABRIC 12' wide x 2' high *Single-sided frame with pillowcase slip cover *Rigging cables included Single Sided Banner: <input type="checkbox"/> White backing <input type="checkbox"/> Black backing <input type="checkbox"/> Light(s) --> \$50.00 each <input type="checkbox"/> Double-sided graphics --> \$1,060.25 (additional)</p>	\$2,761.25	\$3,589.75	

TOTAL OF ALL ITEMS ORDERED: \$ _____

- Click [here](#) for signage terms and conditions.
- The above prices include assembly labor (building the structure). Additional rigging labor is required for all hanging structures and can found here.
- 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

VIDEO EQUIPMENT

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

DESCRIPTION	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
32" Smart HD 1080p Monitor with Audio		\$546.00	\$710.00	
43" Smart HD 1080p Monitor with Audio		\$682.50	\$887.25	
50" Smart HD 1080p Monitor with Audio		\$1,020.50	\$1,326.75	
LCD/Plasma Floor Stand With Monitor Order		\$136.50	\$177.50	
LCD/Plasma Floor Stand Without Monitor Order		\$286.00	\$372.00	
HDMI Cable		\$19.50	\$19.50	
USB Cable		\$19.50	\$19.50	

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.
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EXHIBIT COMPANY NAME

BOOTH #

▶ EXHIBITOR SIGNATURE

PRINT NAME

VACUUMING

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

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

Booth size: ___ x ___ = ___ sq. ft. @ _____ x _____ = \$ _____

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

\$0.45 sq. ft.

of event days

total

PORTER SERVICE

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

	DESCRIPTION	DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
___	Exhibit Area 399 sq. ft. and below	\$88.50	\$115.25
___	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$102.75	\$133.75
___	Exhibit Area 800 sq. ft. and Above	\$115.75	\$150.50

Booth size: ___ x ___ = ___ sq. ft. @ _____ x _____ = \$ _____

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

price per day

of event days

total

TOTAL OF ALL ITEMS ORDERED: \$ _____

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

INSTALLATION & DISMANTLE LABOR

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

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

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

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

LABOR RATES: one (1) hour per worker minimum charge, thereafter half-hour increments		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	\$115.00	\$149.50
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$172.50	\$224.25
DOUBLE TIME:	All day Sunday and holidays	\$230.00	\$299.00

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

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

TOTAL ESTIMATED I&D LABOR: \$ _____

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

EXHIBIT COMPANY NAME _____

BOOTH # _____

▶ EXHIBITOR SIGNATURE _____

PRINT NAME _____

STETSON SUPERVISED LABOR ORDER INSTRUCTIONS

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

SET UP INFORMATION

SET-UP PLANS / PHOTOS: <small>*Please send copies to Stetson in addition to sending with exhibit</small>	Attached	Sent with Exhibit	In Crate # _____
CARPET / FLOORING:	Ordered from Stetson	Sent with Exhibit	No Flooring
ELECTRICAL PLACEMENT:	Attached	Sent with Exhibit	Placed under Carpet
*COMMENTS:			
GRAPHICS:	Sent with Exhibit		Shipped Separately
*COMMENTS:			
SPECIAL TOOLS OR HARDWARE REQUIRED:			
<small>*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.</small>			

INBOUND SHIPPING

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

OUTBOUND SHIPPING

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

FORKLIFT INFORMATION & ORDERING

A forklift may be required during assembly of displays and uncrating, positioning, and re-skidding of equipment and/or machinery.

FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR		DISCOUNT PRICE	STANDARD PRICE
STRAIGHT TIME:	Weekdays 8:00am to 4:30pm	\$212.75	\$276.50
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$319.00	\$414.70
DOUBLE TIME:	All day Sunday and holidays	\$425.50	\$553.00

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

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

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME



STETSON

SHIPPING & LOGISTICS

WE MAKE IT SIMPLE TO SHIP

Benefit from all of the advantages of shipping with Stetson Logistics

- ✓ Stetson Provides One Convenient Invoice That Includes All Stetson Show Services
- ✓ Material Handling Discounts Applied On Roundtrip Shipping Services
- ✓ Avoid Warehouse & Show Site Arrival Deadlines And Surcharges
- ✓ Pre-Printed Shipping Labels And Outbound Paperwork
- ✓ Personalized Customer Service
- ✓ No Carrier Waiting Fees
- ✓ Fast & Easy Quotes



AVAILABLE SERVICES

- ✓ Ground
- ✓ Air Freight
- ✓ Expedited
- ✓ LTL Service
- ✓ Hot Shots
- ✓ Large & Small Package Shipments
- ✓ Green Trucking
- ✓ Designated Truck Load
- ✓ International Shipments
- ✓ Crating, Packing and Banding

Contact us to request a quote and schedule your pickup!

P | 412.223.1090

shipping@stetsonexpo.com

 Stetson Convention Services

 @StetsonExpo

 @StetsonConventionServices

To learn more about our company
please visit our website at

StetsonExpo.com

STETSON LOGISTICS SHIPPING QUOTE FORM

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

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

EXHIBITOR: _____	BOOTH #: _____	
SHIPPING CONTACT:		
NAME: _____	EMAIL: _____	PHONE: _____
BILLING CONTACT:		
NAME: _____	EMAIL: _____	PHONE: _____

	INBOUND SHIPPING INFORMATION	OUTBOUND SHIPPING INFORMATION
ORIGIN INFO:	ADDRESS: _____	<input type="checkbox"/> SHOW SITE <input type="checkbox"/> OTHER ADDRESS: _____
DESTINATION INFO:	<input type="checkbox"/> ADVANCE WAREHOUSE <input type="checkbox"/> DIRECT TO SHOW SITE	<input type="checkbox"/> RETURN TO ORIGIN <input type="checkbox"/> OTHER ADDRESS: _____ IS THIS GOING TO ANOTHER SHOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SHIPPING:	<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> GROUND/DEFERRED	<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> GROUND/DEFERRED
SHIPMENT DETAILS:	ESTIMATED INBOUND PIECE COUNT _____ <small>*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES</small> #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____	ESTIMATED OUTBOUND PIECE COUNT _____ <small>*PLEASE CALL US IF YOU ARE SHIPPING MORE THAN FOUR (4) PIECES</small> #1 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #2 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____ #3 H: _____ L: _____ D: _____ WEIGHT: _____ DESCRIPTION: _____
ADDITIONAL SERVICES:		\$25.00 EACH: <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> BANDING <small>*DISCOUNTED FOR STETSON LOGISTICS CUSTOMERS ONLY</small>
FACILITY DETAILS:	PICK UP DATE: _____ FACILITY HOURS: _____	FACILITY HOURS: _____
DOCK AVAILABLE:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

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

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	\$175.25.....	\$350.50
SPECIAL HANDLING	\$219.00.....	\$438.00
SMALL PACKAGE	\$84.25 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) <small>*Carrier that provides Bill of Lading</small>	500 lbs. ÷ 100 = 5		\$175.25 <i>*Crated or Skidded Rate</i>	\$876.25
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) <small>*Carrier provides individual tracking #s</small>	300 lbs. ÷ 100 = 3		\$219.00 <i>*Special Handling Rate</i>	\$657.00
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) <small>*Total weight per shipment under 50 lbs.</small>	2 pieces		\$84.25 <i>*Small Package Rate</i>	\$168.50

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	<small>*rounded up to nearest 100</small>		<small>*choose appropriate rate</small>	<small>*200 lb. minimum</small>
Shipment #1	_____ ÷ 100 = _____		\$ _____	\$ _____
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$ _____	\$ _____
Small Package(s)	_____ pieces		\$84.25 per piece	\$ _____
Carrier Name: _____	Estimated Date of Arrival: _____			

• [Click here for material handling guidelines.](#) **TOTAL ESTIMATED MATERIAL HANDLING: \$ _____**

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

RUSH—EXHIBITION FREIGHT



24/7 Courier
c/o Stetson Convention Services
800 Airpark Center Dr., Suite 822B
Nashville, TN 37217

ADVANCE WAREHOUSE
ECCE 2023

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between October 2 - October 27 to avoid surcharge

RUSH—EXHIBITION FREIGHT



24/7 Courier
c/o Stetson Convention Services
800 Airpark Center Dr., Suite 822B
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800 Airpark Center Dr., Suite 822B
Nashville, TN 37217

ADVANCE WAREHOUSE
ECCE 2023

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive between October 2 - October 27 to avoid surcharge

MATERIAL HANDLING—DIRECT TO SHOW SITE

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

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

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

<u>DIRECT TO SHOW SITE</u>	<u>PRICE PER CWT</u>	<u>200 LB. MINIMUM</u>
CRATED OR SKIDDED	\$188.50	\$377.00
SPECIAL HANDLING	\$235.75	\$471.50
SMALL PACKAGE	\$75.50 PER PIECE.....	MAX WEIGHT 50 LBS. PER SHIPMENT

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

OUTBOUND—CHARGES IN ADDITION TO THE ABOVE RATES

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

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

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates (175 and 250 lbs. = 425 lbs.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$188.50 <i>*Crated or Skidded Rate</i>	\$942.50
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$235.75 <i>*Special Handling Rate</i>	\$707.25
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$75.50 <i>*Small Package Rate</i>	\$151.00

DESCRIPTION	WEIGHT	CWT	PRICE PER CWT	ESTIMATED TOTAL
	*rounded up to nearest 100		*choose appropriate rate	*200 lb. minimum
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$75.50 per piece	\$
Carrier Name: _____	Estimated Date of Arrival: _____			

• [Click here for material handling guidelines.](#) **TOTAL ESTIMATED MATERIAL HANDLING: \$ _____**

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

EXHIBIT COMPANY NAME

BOOTH #

► EXHIBITOR SIGNATURE

PRINT NAME

RUSH—EXHIBITION FREIGHT



Music City Center-Hall B
c/o Stetson Convention Services
201 Rep. John Lewis Way South
Nashville, TN 37203

DIRECT TO SHOW SITE
ECCE

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, October 30, 8:30am - 3:00pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT



Music City Center-Hall B
c/o Stetson Convention Services
201 Rep. John Lewis Way South
Nashville, TN 37203

DIRECT TO SHOW SITE
ECCE

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, October 30, 8:30am - 3:00pm
to avoid surcharge or shipment refusal

RUSH—EXHIBITION FREIGHT



Music City Center-Hall B
c/o Stetson Convention Services
201 Rep. John Lewis Way South
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RUSH—EXHIBITION FREIGHT



Music City Center-Hall B
c/o Stetson Convention Services
201 Rep. John Lewis Way South
Nashville, TN 37203

DIRECT TO SHOW SITE
ECCE

Exhibitor _____
Booth # _____
Pieces _____ of _____

Must arrive during move in, October 30, 8:30am to 3:00pm
to avoid surcharge or shipment refusal

CARTLOAD SERVICE

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

To qualify for this service:

- You must arrive in a privately owned vehicle; no trailers, box trucks, or bobtails
- No more 200 lbs. (over this amount will be billed at the material handling rates), charged per cart load

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

ACCEPTABLE (Sedan, Pickup, Van, SUV):



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



SPOTTING SERVICE

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

To qualify for this service:

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

DOCK ACCESS			
	DOCK OPEN	TIME	YOUR ESTIMATED ARRIVAL TIME
MOVE IN:	MONDAY, OCTOBER 30	8:30AM—3:00PM	
MOVE OUT:	TUESDAY, OCTOBER 31	5:30PM—10:00PM	

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

ONE ROUNDTRIP CARTLOAD\$273.00
EACH ADDITIONAL CARTLOAD ON THE MOVE IN\$136.50

SPOTTING FEE

ONE ROUNDTRIP SPOTTING FEE \$253.00
EACH ADDITIONAL SPOTTING RUN \$136.50

TOTAL OF ALL ITEMS ORDERED: \$ _____

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

EXHIBIT COMPANY NAME _____

BOOTH # _____

▶ EXHIBITOR SIGNATURE _____

PRINT NAME _____

GENERAL FAQs

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

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

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

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

ARE RENTAL PRICES PER DAY?

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

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

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

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

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

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

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

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

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

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

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

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

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

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

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

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

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

WHEN WILL MY CREDIT CARD BE CHARGED?

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

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

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

DEFINITIONS:

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

PAYMENT TERMS

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

LABOR TERMS, RESPONSIBILITY, INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

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

MATERIAL HANDLING TERMS & CONDITIONS

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

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

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

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

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at jnuttridge@stetsonexpo.com.
- **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:** Call to set up.
- **ORDER CONFIRMATION / INVOICES:** Email confirmation will be sent.
- **FREIGHT / SHIPPING ESTIMATE:** Final charges will be processed once items are accepted or shipped and can be actualized.

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

SUMMARY OF ORDER

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

MasterCard
 Visa
 American Express
 Discover

Account # Exp. Date / CVC

Check
 Wire Transfer

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

CARDHOLDER NAME (PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS FOR INVOICE _____

▶ CARDHOLDER SIGNATURE _____

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

Electrical Order Form

Order online at

<https://www.nashvillemcc.com/exhibitors>

or complete this form and submit with payment via mail.

***Payment must be received 14 days prior to 1st move in date to receive Advance Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	Email: _____	
City, State, Zip: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	*Advance Rate	Floor Order	Amount
0-500 Watts (5 amps, single outlet)		\$87	\$120	\$
501-1000 Watts (10 amps, single outlet)		\$100	\$145	\$
1001-1500 Watts (15 amps, single outlet)		\$110	\$160	\$
1501-2000 Watts (20 amps, single outlet)		\$120	\$175	\$
Connections Subtotal		Subtotal		\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY</i>		9.75%		\$
<i>Special Placement Labor (1 hr)</i>		See Labor Rate Schedule below		\$
120V Standard Total		Total		\$

Miscellaneous Electrical Supplies	QTY	*Advance Rate	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$9	\$10	\$
Power Strip (6 outlets)		\$23	\$33	\$
				\$
Sub-Total Miscellaneous		Sub-Total:		\$
<i>Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY</i>		9.75%		\$
Miscellaneous Total		Total		\$

Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)

208V Single Phase Connections:	QTY	*Advance Rate	Floor Order	Amount
<i>Labor minimum: 2 hours per drop (1 hour in / 1 hour out)</i>				
10 amps: <input type="checkbox"/> neutral required?		\$165	\$260	\$
20 amps: <input type="checkbox"/> neutral required?		\$185	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$265	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$425	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$430	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral req'd?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
Connections Subtotal		Subtotal		\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY</i>		9.75%		\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule below		\$
208V Single Phase Total		Total		\$

208V Three Phase Connections:	QTY	*Advance Rate	Floor Order	Amount
<i>Labor minimum: 2 hours per drop (1 hour in / 1 hour out)</i>				
10 amps: <input type="checkbox"/> neutral required?		\$205	\$300	\$
20 amps: <input type="checkbox"/> neutral required?		\$225	\$335	\$
30 amps: <input type="checkbox"/> neutral required?		\$305	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$415	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral req'd?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
Connections Subtotal		Subtotal		\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY</i>		9.75%		\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule below		\$
208V Three Phase Total		Total		\$

480V Please call Service Representative for quote 615-401-1440				
<i>Labor minimum: 2 hours per drop (1 hr in/ 1 hr out)</i>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (0.5%) Charged on Connections ONLY</i>		9.75%		\$
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule below		\$
480V Total		Total		\$

Section Totals - Labor included	Amount
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total	\$
TOTAL DUE:	\$

HOURLY LABOR RATE SCHEDULE:		
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.		
	*Advance Rate	Floor Order
Monday - Friday; 8 a.m. - 5 p.m.	\$60	\$75
Saturday, Sunday, and after 5 p.m. Monday-Friday	\$90	\$120
Holidays	\$120	\$150

Service Placement
For special placement, please fax a drawing and add 1 hr labor

Island Booth
(standard placement is middle of booth)

Standard Booth
(standard placement is back of booth)

Make check payable to:
Music City Center
Mail to: Exhibitor Services
201 5th Avenue South
Nashville, TN 37203

Your signature on this form serves as acceptance of the Terms and Conditions found on page 2.

Name: _____ Date: _____

Signature: _____

2021

Music City Center
Terms and Conditions of Electrical Services

**PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.*

BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state, and local safety codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the MCC and shall be removed by MCC staff only at the close of show. A replacement fee will be charged to the exhibitor for any supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized, fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and does not include connecting equipment or wiring.
15. 24-Hour Service: Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will incur additional labor charges.
18. Obstructions blocking utility floor pockets, distribution panels, quad boxes or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's Office.
19. Any requirements over and above those listed on this form should be attached and returned to MCC.
20. Payment in full must be rendered prior to service installation.
21. Credit will not be issued for service installed and not used.
22. Claims will not be considered unless filed by the exhibitor prior to close of show.
23. Prices are subject to change without notice.

2021



Technology Services

Order online at

<https://www.nashvillemcc.com/exhibitors>

***Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____ Company Name: _____ Address: _____ City, State, Zip: _____	Event Date: _____ Booth/Room: _____ Ordered By: _____ Phone _____ Fax: _____ E-mail: _____
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WIFI ACCESS

The Music City Center now offers free WIFI in all spaces. Connect your device to "MCC WIFI" and follow the on screen instructions.

INTERNET PACKAGES	QTY	*Advance Rate	Floor Order	Amount	
WIRED PLATINUM INTERNET PACKAGE Connection speeds from 3-10 Mbps or more. Required for Audio/Visual HD Streaming/Interactive Presentation/Demonstration/ Accessing Remote Resources/Web Casting WIRELESS ROUTERS/SWITCHES ALLOWED	Dedicated Internet Service (3Mbps)	\$ 3,025.00	\$ 4,235.00		
	Dedicated Internet Service (6Mbps)	\$ 4,950.00	\$ 6,930.00		
	Dedicated Internet Service (10Mbps)	\$ 6,752.00	\$ 9,450.00		
	Additional Devices for Platinum Service	\$ 150.00	\$ 210.00		
Please call for Dedicated Internet Service above 10 Mbps					
SHARED INTERNET SERVICE NO WIRED OR WIRELESS ROUTERS ALLOWED	Shared bandwidth up to 10 Mbps Required for Cyber Café (wired) /Social Media Feeds/Multimedia Downloads/Uploads)	\$ 900.00	\$ 1,170.00		
	Additional Devices for Shared Internet Service	\$ 150.00	\$ 210.00		
ADDITIONAL SERVICES					
Fiber Optic Cable Dry Pair		\$ 800.00	\$ 800.00		
VLAN Setup and Configuration		\$ 2,500.00	\$ 2,500.00		
Tech Support/Labor (per hour)		\$ 70.00	\$ 75.00		
Misc. Services		\$	\$		
			Internet Services & Labor Total:		
TELEPHONE SERVICES	QTY	*Advance Rate	Floor Order	Amount	
VOIP Telephone Service		\$ 285.00	\$ 375.00		
Polycom Conference Speakerphone		\$ 335.00	\$ 450.00		
Misc. Services		\$	\$		
			Telephone & Equipment Sub Total:		
Misc. Equipment Rental	(DOES NOT INCLUDE POWER)	QTY	*Advance Rate	Floor Order	Amount
Personal Printer B&W			\$ 125.00	\$ 150.00	
Cable TV Box			\$ 250.00	\$ 350.00	
COMMENTS:		Sales Tax (9.25%) + CBID Fee (0.5%) Charged on Equipment & Services ONLY		9.75%	
			Telephone & Equipment Total:		
		Installed by: _____	Date: _____	Total Due	

Your signature on this form serves as acceptance of the Terms and Conditions listed on page 2.

Name: _____ Date: _____

Signature _____

Service Placement For special placement, please fax a drawing and add 1 hr labor. Island Booth <small>(standard placement is middle of booth)</small> Standard Booth <small>(standard placement is back of booth)</small>	Make check payable to: Music City Center Mail to: Exhibitor Services 201 Rep. John Lewis Way, South Nashville, TN 37203
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Terms and Conditions

* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.

BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

- 1. PROCESSING THE SERVICE ORDER FORM** requires: A. Payment in US dollars for ALL services ordered. B. All information completed on the Service Order form (missing information will delay processing). C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room, fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. Customer is responsible for all lost, stolen or damaged equipment.
- 3. UNLESS OTHERWISE DIRECTED,** Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** A. Payment in full is required before service can be connected. B. Credit card payments should be made through <https://www.nashvillemcc.com/exhibitors> prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet cancelled will apply when request for cancellation is made less than ten (10) days prior to the event start date. **(*Specially ordered services must be paid for in full, including all installation fees. Once the order is placed by MCC, no refunds will be given.)** D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F. Internet speeds are not guaranteed. G: Power must be ordered separately. Price does NOT include power.
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. VOIP TELEPHONE:** A. Service will be delivered over a standard ethernet cable (RJ45). B. All lines will be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. Power must be ordered separately if needed. Price does NOT include power.
- 7. MCC INTERNET/DATA SERVICES:** A. Service will be delivered over a standard RJ45 jack. B. Wired service is 10/100/1000Mbps over a 20Gb fiber-optic backbone. C. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. D. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. E. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. F. Internet speeds are not guaranteed. G. Power must be ordered separately. Price does NOT include power.
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) E. Any customer device that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. F. Customer must provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100/1000 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 12. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, it's representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed.
- 13. COMMUNICATION SERVICES** are to be ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 14. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 15. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication.
- 16. PRICES** are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.

The Music City Center serves as its own, exclusive Telecommunications and Internet Service Provider.

2023

Rigging Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Questions? Email: orderservices@nashvillemcc.com

***Payment must be received 21 days prior to 1st move in date to receive Advanced Rate**

Name of Event: _____	Event Date: _____	Booth/Room#: _____
Company Name: _____ Ordered by: _____		
Address: _____ City, State, Zip: _____		
Email: _____ Phone: _____ Fax: _____		

Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized estimate for services. After receiving your estimate, please remit signed form and payment to complete your order.

DESCRIBE SERVICES NEEDED

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? <small>(*power requires a separate electrical services order form)</small>					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

Check here to request an exclusive crew. *(5 hour minimum charge will apply)* Check here to have your order completed first come, first served.

Requested Install Date/Time: _____ / _____ / _____ Requested Removal Date/Time: _____ / _____ / _____

ATTACH PDF, DRAWING, PICTURE OR RENDERING

Payment, Authorization & Fee Acceptance: Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Sales tax of 9.75% will be added to all applicable fees. **TERMS AND CONDITIONS** on page 2. Should **TERMS AND CONDITIONS** not be attached please contact orderservices@nashvillemcc.com for current order terms.

Company check or U.S. bank money order in the amount of \$ _____ (make checks payable to Music City Center)	Please fax or mail order form. Please do not email form with credit card information.
Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____	
Credit Card Number: _____ Expiration Date: _____	
Cardholder Name: _____ Signature: _____ Date: _____	

******* FOR RIGGING/EXHIBITOR SERVICES USE ONLY *******

Location of Requested Rigging:	General Pricing Information	
<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D)	*Advanced Rate	Floor Order
<input type="checkbox"/> Grand Ballroom	8 AM-5 PM Rigging Labor*	\$ 99/hr \$148.50/hr
<input type="checkbox"/> Davidson Ballroom	5 PM-12 AM Rigging Labor*	\$148.50/hr \$223/hr
<input type="checkbox"/> Public Spaces	12 AM-8 AM Rigging Labor*	\$198/hr \$297/hr
<input type="checkbox"/> Exterior Banners	Daily Lift Rental	32' - \$600/day
<input type="checkbox"/> Other <small><i>*if requesting service in more than one location, please submit a separate form for each.</i></small>		40' - \$800/day
		50'-64' - \$1,000/day

All rates include shackles, carabiners, rope, etc.
*Minimum crew based on scope of work.

Client Signature _____ Date _____

A firm quote will be provided within five (5) business days. See page 2 of order form for terms and conditions .

2023 Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Rep John Lewis Way, South, Nashville, TN 37203

MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 5 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on Saturday and Sunday will be billed at overtime. All hours scheduled on a holiday will be billed at double time. (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- 16 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A five (5) hour minimum may be required.
- 20 Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A five (5) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the MCCRigging.com, Resources page for additional details and information.