



Dear WOW Exhibitor:

STETSON CONVENTION SERVICES, INC. (SCS) is pleased to be your Official Service Contractor for World of Wheels on January 20-22, 2023 at the David L. Lawrence Convention Center (DLCC). Please read the enclosed rules and regulations and the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact Stetson Convention Exhibitor Services. We look forward to working with you.

Savannah McIntyre
Senior Exhibitor Coordinator
smcintyre@stetsonexpo.com

OFFICIAL SERVICE CONTRACTOR:

Stetson Convention Services

2900 Stayton Street
Pittsburgh, PA 15212
Phone: (412) 223-1090
Fax: (412) 223-1094

[Important Dates / Booth Equipment - page 2](#)
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FACILITY:

David L. Lawrence Convention Center

1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222
Phone: (412) 565-6000

**Facility Order Forms: Electrical, Internet, Cleaning and Plumbing order forms are located [online!](#)

WAYS TO ORDER: Please include show name, company name and booth number with all orders.

By Credit Card

Fax: (412) 223-1094

smcintyre@stetsonexpo.com

By Check

Stetson Convention Services

Exhibitor Services

2900 Stayton Street

Pittsburgh, PA 15212

Stetson Online Ordering Instructions:

1. Use the following link to access our online ordering storefront:
<https://stetson.boomerecommerce.com>
2. On the right hand side under the login box, follow the link stating "Click here to register now".
3. Click "Create a New Company". A dropdown box will open below. Add Company Name, Address, and Phone. Click "Next".
4. Add Contact Information. Click "Register".
5. Login information will be sent to email provided. ***Be sure to check your spam!**
6. A temporary password will be included in the email, use this to login with your username (email provided).
7. Once you are logged in, you will be prompted to set a new password.
8. You will then be directed to the Online Storefront. Click "Shop Now: under your event name.
9. Add needed packages/items to your cart and follow steps to check out. That's it!



IMPORTANT DATES:

Stetson Discount Deadline	Friday, January 6	<i>Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.</i>
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Exhibitor Move-in	Wednesday, January 18	12:00pm to 9:00pm
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	Thursday, January 19	8:00am to 8:00pm
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Show Hours	Friday, January 20	3:00pm to 9:00pm
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	Saturday, January 21	10:00am to 9:00pm
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	Sunday, January 22	10:00am to 6:00pm
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Exhibitor Move-out	Sunday, January 22	6:00pm to 10:00pm
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IMPORTANT DATES & BOOTH EQUIPMENT



Union jurisdictions apply for various unions working within the **David L Lawrence Convention Center**. Please review each section. Should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412-223-1090.

INSTALLATION & DISMANTLING:

The **Carpenters Union** 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.

HOURS:	<u>Straight time:</u>	Monday through Friday	8:00am to 4:30pm
	<u>Overtime:</u>	Monday through Friday	4:31pm to 7:59am
		Saturday	12:00am to 11:59pm
	<u>Double time:</u>	Sunday and Holidays	12:00am to 11:59pm

CARPENTERS: Flooring: Exhibitors are permitted to lay their own flooring for booths/displays no larger than 400 sq. ft. Any booth/display larger must be installed by the Carpenters Union. 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 no larger than 400 sq. ft. They are permitted to use battery operated tools for installation and dismantle. Exhibitors may NOT borrow tools, ladders, or any other equipment from the facility or Stetson. You are responsible for your own safety. If tools are needed, labor charges will apply. Rates are indicated on the **LABOR ORDER FORM**.

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

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

ELECTRICAL WORKERS UNION: All booth electrical work must be performed by the Electrical Workers Union.

PLUMBERS UNION: All air, water, and gas work must be performed by the Plumbers Union.

CLEANING: All carpet vacuuming must be performed by the DLCC personnel.

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



SKIRTED TABLES: 24" wide	DISCOUNT	STANDARD	QTY	SEATING	DISCOUNT	STANDARD	QTY
4'L X 30"H TABLE - skirt on 3 sides	\$45.00	\$58.50		FOLDING CHAIR	\$25.00	\$32.50	
4'L X 40"H TABLE	\$55.00	\$71.50		UPHOLSTERED ARMCHAIR	\$50.00	\$60.00	
6'L X 30"H TABLE	\$55.00	\$71.50		SWIVEL DESK CHAIR	\$70.00	\$80.00	
6'L X 40"H TABLE	\$65.00	\$84.50		UPHOLSTERED STOOL	\$75.00	\$85.00	
8'L X 30"H TABLE	\$65.00	\$84.50		ACCESSORIES			
8'L X 40"H TABLE	\$75.00	\$97.50		WASTEBASKET	\$20.00	\$23.00	
ALL SIDES SKIRTED—30"H	\$20.00	\$26.00		EASEL	\$35.00	\$45.00	
ALL SIDES SKIRTED—40"H	\$30.00	\$39.00		ROPE & STANCHION (PER SET)	\$35.00	\$45.00	
Indicate skirt preference—includes table top covering Black Blue Burgundy Gold Red Silver Teal White				CARPET			
UNSKIRTED TABLES: 24" wide	DISCOUNT	STANDARD	QTY	CARPET PADDING-PER SQ. FT.	\$1.50 PSF	\$1.95 PSF	
4'L X 30"H TABLE	\$35.00	\$45.50		VISQUEEN-PER SQ. FT.	\$0.95 PSF	\$1.25 PSF	
4'L X 40"H TABLE	\$45.00	\$58.50		10' X 10' BOOTH CARPET	\$160.00	\$208.00	
6'L X 30"H TABLE	\$45.00	\$58.50		10' X 20' BOOTH CARPET	\$320.00	\$416.00	
6'L X 40"H TABLE	\$55.00	\$71.50		10' X 30' BOOTH CARPET	\$480.00	\$624.00	
8'L X 30"H TABLE	\$55.00	\$71.50		VEHICLE CARPET SQUARES	\$10.00 EACH	\$12.00 EACH	
8'L X 40"H TABLE	\$65.00	\$84.50		Carpet Tape (approx. one roll per 10' x 10')	\$25.00 per roll	\$25.00 per roll	
BOOTH DRAPE / METAL: Back and Side				PLEASE CONTACT STETSON FOR ADDITIONAL CARPET SIZES & PRICING			
8'H BACK DRAPE	\$7.00 PLF	\$8.00 PLF		Indicate Carpet Color: Black Blue Graphite Green Red			
3'H SIDE DRAPE	\$5.00 PLF	\$6.00 PLF		Indicate drape preference: If no color is indicated, show color will be selected by Stetson.			
3'H METAL ONLY	\$2.50 PLF	\$3.50 PLF		BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE			
LABOR RATES (DISPLAYS, TAPE DOWN CARPET): 1/2 hour per worker minimum, thereafter 1/2 hour increments				STANDARD PRICE	SHOW SITE PRICE	# OF MEN / # OF HOURS	START DATE / TIME
STRAIGHT TIME:	Weekdays 8:00 am to 4:30 pm			\$121.00	\$157.50		
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59am			\$181.50	\$236.00		
DOUBLE TIME:	All day Sunday and holidays			\$242.00	\$314.75		

TOTAL OF ORDER \$ _____ + 7% SALES TAX = \$ _____

To qualify for discount pricing, orders must be received with payment on or before discount date. Orders cancelled after this date will receive a 50% refund. We use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative.

MasterCard Visa American Express Discover Personal Credit Card Company Credit Card

Account Number Exp. Date

CARDHOLDER NAME (PRINT) _____ EXHIBITING COMPANY _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____ BOOTH # _____

EMAIL ADDRESS FOR INVOICE NOTIFICATION _____ PHONE _____

CARDHOLDER SIGNATURE _____

RENTAL/LABOR ORDER FORM