



Dear Vartech Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for Vartech 2022 on September 12-13, 2022 at the Orlando Rosen Shingle Creek. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. If you have any questions or require an item not included in this manual, please contact Stetson Convention Services. We look forward to working with you.

-Haley Sandherr
Exhibitor Services Representative

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

SEE BELOW FOR NAVIGATION TOOLS!

SHOW INFORMATION

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- [Important Dates & Booth Equipment](#)
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- [Signage Order Form](#)
- [Display Order Form](#)
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Browse [Custom Display Options](#) or our [Pinterest Page](#) for Ideas!

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

- [Cleaning Order Forms](#) **See our new options for daily thorough cleaning!*
- [Labor Order Form](#)
- [Labor Order Instructions](#)

SHIPPING WITH STETSON LOGISTICS

- [Shipping Quote Form](#)

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

- [Material Handling Guidelines](#)
- [Material Handling FAQs](#)
- [Material Handling Estimation—Advance](#)
- [Warehouse Shipping Labels](#)

MISC. ORDER FORMS

- [Encore Exhibit Order Form—Audio Visual](#)
- [Encore Exhibit Order Form- Internet](#)
- [Encore Exhibit Order Form- Rigging](#)
- [Millennium Technology Group](#) ***10x10 booths & TEConnect Pods will come with (1) 5 AMP outlet**
- [LEAD Retrieval- Cvent](#)

CUSTOM FURNITURE

- [Custom Furniture Catalog](#)

OFFICIAL SERVICE CONTRACTOR:

STETSON CONVENTION SERVICES

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

EXHIBITOR SERVICES REPRESENTATIVE

Haley Sandherr
Mobile: 412-287-1300
hsandherr@stetsonexpo.com

PREFERRED CARRIER:

STETSON LOGISTICS

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

FACILITY:

ORLANDO ROSEN SHINGLE CREEK

9939 UNIVERSAL BLVD
Orlando, FL 32819
Phone: 866-996-9939

SHIPPING EXHIBITION MATERIALS:

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.

All shipments must be sent to the Advance Warehouse.

NEW ADVANCE TO WAREHOUSE:

Florida Freight and Cartage LLC
c/o Stetson / Vartech
Exhibit Company Name
9664 Oak Crossing Rd. Suite 300
Orlando, FL 32837

Receiving Dates:

Monday, August 8 to Friday, September 9
M-F, 9:00am to 4:00pm

FACILITY PROVIDED SERVICES:

Electrical, Plumbing/Air, Internet, Audio/Visual & Rigging: Please submit these forms in the manner requested by each provider. Order forms are linked on the first page, as well as under "Forms" on the boomer online portal.

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

- Online Ordering - username and password will be emailed
- By Credit Card - email or fax to your exhibitor services representative
- By Check - mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212
- By Wire - please contact us for information

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>	Friday, August 26	*If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in
Warehouse Receiving <i>Any materials received outside of these dates will incur a 25% surcharge.</i>	Monday, August 8 to Friday, September 9	M-F 9:00am to 4:00pm
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>	Friday, September 9	
Exhibitor Move-in / Show Site Receiving <i>All shipments must arrive during these times to avoid surcharges or possible shipment refusal.</i>	Sunday, September 11	10:00am to 6:00pm
Show Hours	Monday, September 12 Tuesday, September 13	*Provided by BlueStar *Provided by BlueStar
Exhibitor Move-out <i>Empty containers will be returned once aisle carpet is removed</i>	Tuesday, September 13	1:30pm to 5:30pm
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>	Tuesday, September 13	4:30pm

BOOTH EQUIPMENT:

<u>Booth Drape</u>	
8' Back Drape	TBD
3' Side Drape	TBD

Items included in Full Booth Package

- Booth Drape and Booth ID Sign
- (1) 6' Skirted Table—TBD
- (2) Folding Chairs
- (1) Wastebasket

***10x10 booths & TEConnect Pods will come with (1) 5 AMP outlet, additional power is extra as needed.**

***10x20 booths will receive one booth furnishing package with pipe & drape**

The Exhibit Hall is carpeted with standard print carpet. For those exhibitors who are interested in carpet rental, see [carpet rental page](#). Carpet is a great way to improve the comfort of your space and enhance your branding.

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

INSTALLATION & DISMANTLING:

Stetson Personnel handles the installation and dismantle of display units and exhibit booths. Exhibitors requiring labor services can complete the enclosed [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

CARPENTRY: Flooring: Exhibitor owned carpet over 200 square ft. must be installed by Stetson Personnel due to safety liability rules and regulations. Exhibitor provided tape may not be used on the facility's flooring, only specific flooring tape provided by Stetson and can be ordered onsite as available or pre-ordered on labor form.

Displays: Exhibitors may install and dismantle their own displays using tools and ladders they have supplied on their own. Exhibitors will take full responsibility over the safety of their crew while using such tools and must be completed during the published move-in/move-out periods.

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

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

SHIPPING AND FREIGHT HANDLING:

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

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

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

ELECTRICAL JURISDICTION: All booth electrical work must be performed by the contracted electrical supplier. Please see enclosed [ELECTRICAL ORDER FORM](#).

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

MISCELLANEOUS:

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

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

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

DEFINITIONS:

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

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

MATERIAL HANDLING TERMS & CONDITIONS

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.

PAYMENT AUTHORIZATION

EXHIBIT COMPANY NAME

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 your exhibitor services representative: hsandherr@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 the same amount on another.
- **DELIVERY:** Payment must be received by install date to confirm delivery of items to your booth.
- **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.

SUMMARY OF ORDER

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

METHOD OF PAYMENT: We will use this authorization to charge your credit card account 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 transfer, however, we require a credit card on file to confirm your order.

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

PAYMENT AUTHORIZATION FORM

EXHIBITOR AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting firm, are ultimately responsible for the payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

*This portion to be filled out by exhibiting company

EXHIBIT COMPANY NAME

EXHIBIT ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT.

FAX

▶ EXHIBITOR SIGNATURE

PRINT NAME

EXHIBITING COMPANY INFORMATION

Stetson will agree to third party payment arrangements provided the following are met:

- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the Discount Deadline date.
- Third Party and exhibiting company are subject to all of the Terms & Conditions as included in the Exhibitor Service Manual.
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- All Stetson services will be invoiced to the third party unless otherwise indicated by third party below.

The following services are to be invoiced to the Third Party:

- | | |
|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I&D Labor / Supervision | <input type="checkbox"/> Rental Furniture/Carpet/Accessory |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Display/Signage |
| <input type="checkbox"/> Stetson Logistics | <input type="checkbox"/> Other: _____ |

THIRD PARTY COMPANY NAME

THIRD PARTY ADDRESS

CITY/STATE/ZIP

EMAIL

PHONE

EXT.

FAX

▶ THIRD PARTY SIGNATURE

PRINT NAME

METHOD OF PAYMENT: We 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 transfer, however, we require a credit card on file to confirm your order. Credit card will be run if check or wire is not received by Discount Deadline or 15 days post show.

- MasterCard
 Visa
 American Express
 Discover

Account Number Exp. Date / CVC

- Check
 Wire Transfer

CARDHOLDER NAME (PRINT)

▶ SIGNATURE

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

PHONE

EXT.

EMAIL

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

*This portion to be filled out by third party company

THIRD PARTY PAYMENT AUTHORIZATION

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

A non-official contractor is a company other than the official contractors listed in the Exhibitor Service Manual that provides a service and needs access to your booth during the installation and dismantling. Due to the necessity of coordination and for security purposes, exhibitors who choose to use these contractors for activities during the move-in/out must complete this form, comply with all rules and regulations (listed on previous page), and supply Stetson Convention Services with all necessary information 30 days in advance of exhibitor move-in.

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Please see next page for the Conditions to use an Exhibitor Appointed Contractor. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

The Exhibitor Appointed Contractor (EAC) MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will NOT be permitted to service your exhibit. It is the responsibility of the exhibitor to ensure that the EAC abides by all official rules and regulations of this event.

A representative from the exhibiting company must fill out this page if they choose to use a firm which is not the official service contractor. Please complete and send to your exhibitor services representative along with any third party billing and Certificate of Insurance (COI).

If multiple EACs will be used, please provide a form for each.

EXHIBIT COMPANY NAME _____

EAC COMPANY NAME _____

EAC ADDRESS _____

CITY/STATE/ZIP _____

EXHIBITOR SIGNATURE _____ PRINT NAME _____

EAC CONTACT AT SHOW _____

ON-SITE PHONE _____ EMAIL _____

Exhibitor Appointed Contractor will provide the following services:

- All Services
- I&D Labor / Supervision
- Display/Signage
- Logistics
- Booth Cleaning
- Rental Furniture/Carpet/Accessory
- Other: _____

REMINDER: THIS FORM AND THE CERTIFICATE OF INSURANCE MUST BE SENT TO YOUR EXHIBITOR SERVICES REP AT LEAST 30 DAYS IN ADVANCE OF EXHIBITOR MOVE IN.

Deadline to submit this form and Certificate of Insurance: Friday, September 3

NOTICE OF INTENT TO USE EAC

CONDITIONS FOR EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS:

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Stetson to perform and provide necessary services and equipment, Stetson is appointed to:

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

EXHIBITOR APPOINTED CONTRACTORS:

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

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

GENERAL FAQs

ARE RENTAL PRICES PER DAY?

- Rental prices are applicable for the duration of the show for Stetson provided equipment.

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—CAN WE WORK SOMETHING OUT?

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

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

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

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

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

WHEN WILL MY CREDIT CARD BE CHARGED?

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

FURNITURE

SKIRTED TABLES All tables are 24" deep—skirted on 3 sides		DISCOUNT PRICE	STANDARD PRICE	COUNTER HIGH SKIRTED TABLES All tables are 24" deep—skirted on 3 sides		DISCOUNT PRICE	STANDARD PRICE
4' long x 30" high Table	\$183.75	\$239.00	4' long x 40" high Table	\$202.25	\$263.00		
6' long x 30" high Table	\$202.25	\$263.00	6' long x 40" high Table	\$220.50	\$286.75		
8' long x 30" high Table	\$220.50	\$286.75	8' long x 40" high Table	\$239.00	\$310.75		
4th Side Skirt	\$55.25	\$72.00	4th Side Skirt	\$73.50	\$95.75		

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

BLACK BLUE BURGUNDY GREEN GOLD RED SILVER TEAL WHITE

UNSKIRTED TABLES All tables are 24" deep—topped		DISCOUNT PRICE	STANDARD PRICE	PEDESTAL TABLES Formica Topped Cocktail Tables		DISCOUNT PRICE	STANDARD PRICE
4' long x 30" high Table	\$147.00	\$191.25	30" round x 30" high Table	\$174.75	\$227.25		
6' long x 30" high Table	\$165.50	\$215.25	30" round x 40" high Table	\$211.50	\$275.00		
8' long x 30" high Table	\$183.75	\$239.00	Spandex Linen	\$110.25	\$143.50		
COUNTER HIGH UNSKIRTED All tables are 24" deep			Please select color—if none, color will be selected by Stetson. AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN				
4' long x 40" high Table	\$165.50	\$215.25	SPECIALTY DRAPE Select color below		DISCOUNT PRICE	STANDARD PRICE	
6' long x 40" high Table	\$183.75	\$239.00	3' Drape per ln. ft.	\$18.50	\$24.25		
8' long x 40" high Table	\$202.25	\$263.00	8' Drape per ln. ft.	\$27.75	\$36.25		
CHAIRS AND SEATING			Please select color—if none, color will be selected by Stetson. BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE CHARCOAL GRAY FRENCH BLUE				
Folding Chair	\$43.75	\$57.00	TABLE RISERS (12" H-WOOD) Select color below		DISCOUNT PRICE	STANDARD PRICE	
Plastic Contour Chair—Black	\$110.25	\$143.50	4' Skirted Table Top Riser	\$110.25	\$143.50		
Upholstered Arm Chair—Gray	\$165.50	\$215.25	6' Skirted Table Top Riser	\$128.75	\$167.50		
Upholstered Stool—Gray/Ct. Height	\$183.75	\$239.00	Please select color—if none, color will be selected by Stetson. BLACK BLUE RED WHITE				
Swivel Desk Chair—Black/Armless	\$272.25	\$354.00					
Swivel Desk Chair—Black/Arms	\$211.50	\$275.00					

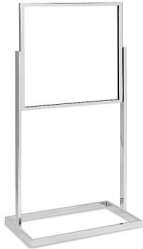
TOTAL OF ALL ITEMS ORDERED : \$ _____

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

FURNITURE ORDER FORM

ACCESSORIES

SIGN HOLDER



LITERATURE RACK



GARMENT RACK



GRIDWALL



IPAD STAND



ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Wastebasket		\$40.00	\$52.00	
Fish Bowl		\$73.50	\$95.75	
Easel <input type="checkbox"/> Add 22"x28" Sign <input type="checkbox"/> Add 28"x44" Sign		\$73.50 *add sign \$70.00 *add sign \$137.00	\$95.75 *add sign \$91.00 *add sign \$178.25	
22" x 28" Sign Holder <input type="checkbox"/> Add 22"x28" Sign		\$156.25 *add sign \$70.00	\$203.25 *add sign \$91.00	
Literature Rack		\$156.25	\$203.25	
Chrome Stanchion (rope not included)		\$92.00	\$119.75	
Rope—7 ft. Sections (stanchions not included)		\$36.75	\$48.00	
Black Tensa Barrier with 7 ft. Expandable Belt		\$128.75	\$167.50	
2 Armed Bag Holder—Waterfall or Straight (please circle)		\$183.75	\$239.00	
4 Armed Bag Holder—Waterfall or Straight (please circle)		\$202.25	\$263.00	
iPad Stand		\$174.75	\$227.25	
Grid Wall—3 Arms Per Grid Wall <input type="checkbox"/> Straight Arms _____Number of Feet <input type="checkbox"/> Waterfall Arms _____Number of Clamps		\$165.50	\$215.25	
Poster Board (91" x 44.5" usable space) *tacks not included		\$303.25	\$394.25	

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.

ACCESSORY ORDER FORM

CARPET & PADDING

ENVIRONMENTAL INLINE BOOTH CARPET (14 oz.): 100% EcoSolution Q® type 6 solution dyed yarn recyclable into fiber and backing

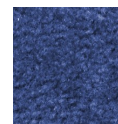
QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	10' x 10' Booth Space	\$323.75	\$421.00	
	10' x 20' Booth Space	\$647.50	\$841.75	
	10' x 30' Booth Space	\$971.25	\$1,262.75	
	10' x 40' Booth Space	\$1,295.00	\$1,683.50	

Choose carpet color: If none chosen, show color will be selected by Stetson.

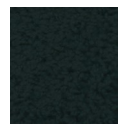
CUSTOM CUT & LAY CARPET (ISLAND & PENINSULA BOOTHS):

Includes Seaming & Special Cutting *100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Booth Size _____ x _____ = _____	\$6.75 psf	\$9.00 psf	

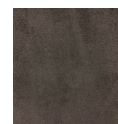
BLUE



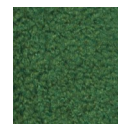
BLACK



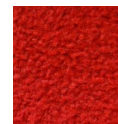
GRAPHITE



GREEN



RED



PLUSH CARPET (24 oz.):

Must be ordered 30 days prior to move in to guarantee. *100 square feet minimum, per square foot	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Booth Size _____ x _____ = _____	\$8.00 psf	\$10.50 psf	

CARPET PADDING AND PLASTIC PROTECTION:

100 square feet minimum, 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Carpet Padding—per sq. ft. Booth Size _____ x _____ = _____	\$3.25 psf	\$4.25 psf	
Visqueen Protection—per sq. ft. Booth Size _____ x _____ = _____	\$1.75 psf	\$2.50 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.
- 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.

CARPET ORDER FORM

PLANT & FLORAL

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

 GREEN PLANTS—RENTAL ONLY				
QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Boston Fern: Table Size	\$119.50	\$155.50	
	Green Plant: 1' - 2' Tall	\$119.50	\$155.50	
	Green Plant: 2' - 3' Tall	\$156.25	\$203.25	
	Green Plant: 3' - 5' Tall	\$193.00	\$251.00	
	Green Plant: 5' - 7' Tall	\$229.75	\$298.75	

BLOOMING PLANTS & FRESH FLORAL ARRANGEMENTS				
QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Seasonal Blooming Plant	\$119.50	\$155.50	
	Table Flower Arrangement - Flat Backed	\$183.75	\$239.00	
	Table Flower Arrangement - Full Round	\$193.00	\$251.00	
	Large Floor Arrangement	\$257.25	\$334.50	

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

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.

PLANT & FLORAL ORDER FORM

DISPLAY, STRUCTURE & SIGNAGE 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 and is exclusive at the Rosen Shingle Creek. Please contact the exclusive vendor, Encore**
- 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

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 be saved with content 6 inches from the bottom.
- 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).

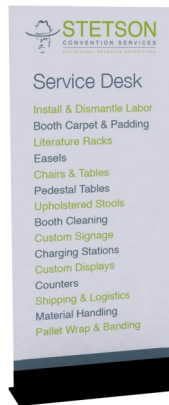
SIGNAGE

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.

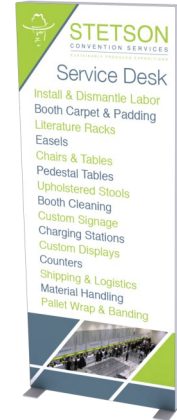
ROLL UP BANNER



METER BOARD WITH BASE



LIGHT BOX DISPLAY



BANNER



LOGO TABLE CLOTH



FLOOR DECAL



ADDITIONAL ITEMS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Roll Up Banner with Stand (2.75' wide x 6.5' high) *travel friendly, includes case	\$250.00	\$325.00	
	Meter Board Sign (37.5" x 86.5") with Base	\$380.50	\$494.75	
	Light Box Display (39.38" x 95.44") *Double Sided	\$1,306.50	\$1698.50	
	Vinyl Banner with 3 Grommets (6' wide x 2' high)	\$225.00	\$292.50	
	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!	\$265.00	\$344.50	
	Floor Decal (2' x 2')	\$100.00	\$130.00	

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

SIGNAGE ORDER FORM

SIGNAGE CUSTOMIZATION

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	DISCOUNT PRICE	STANDARD PRICE	DESIGN
Bio Board - easel signs, meter boards 	\$16.00 psf	\$21.00 psf	<input type="checkbox"/> Stetson (\$50.00 per hour) <input type="checkbox"/> 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

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Special Cut Graphic (not standard square)	\$55.00 per cut	\$71.50 per cut	

Description of signage application:

GRAPHIC DESIGN LABOR







PROJECT NAME	TOTAL HOURS (ESTIMATE)	LABOR RATE (BILLED IN HALF HOUR INCREMENTS)	TOTAL
Ex: 1M Counter, Display #1, etc:		\$25.00	\$
Ex: 1M Counter, Display #2, etc:		\$25.00	\$
LABOR SUBTOTAL:			_____

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

CUSTOM SIGNAGE ORDER FORM

COUNTERS, DISPLAY CASES & CHARGING STATIONS









COUNTERS AND DISPLAY CASES		QTY.	DISCOUNT PRICE	STANDARD	TOTAL
	COUNTER: 1 METER STRAIGHT X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$212.50		\$638.75	\$830.50	
	COUNTER: 1 METER CURVED X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$238.25		\$735.00	\$955.50	
	COUNTER: 2 METER STRAIGHT X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$431.00		\$918.75	\$1,194.50	
	COUNTER: 2 METER CURVED X 1/2 METER X 42" HIGH <input type="checkbox"/> Shelf <input type="checkbox"/> Lock <input type="checkbox"/> Drilled Hole --> \$25.00 each <input type="checkbox"/> Front Panel Signage --> \$482.50		\$1,006.25	\$1,308.25	
CHARGING DISPLAYS		QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CHARGING COUNTER: 1/2 METER GEO CUBE Charging apparatuses included <i>*4 panels of custom signage included</i>		\$1,088.50	\$1,415.25	
	CHARGING STATION: 1 METER STRAIGHT 8' high structure 3' wide x 4' high back graphic 42" high, 1 meter straight counter <i>*Includes custom signage and back panel to cover cords</i> <i>*Charging apparatuses included</i>		\$1,562.00	\$2,030.75	
	CHARGING KIOSK—BLACK WITH (2) 22"X28" SIGNAGE <i>*Charging apparatuses included</i>		\$1,806.00	\$2,348.00	

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

DISPLAY ORDER FORM

10' BOOTH DISPLAYS

	10' DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 1: 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>	\$2,388.75	\$3,105.50	
	DISPLAY 2: 10' TURNKEY GRAPHIC HARD WALL 8' high back wall, signage in three panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$2,889.25	\$3,756.25	
	DISPLAY 3: 10' TRADESHOW BOOTH 8' high back wall, signage in three panels <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$3,651.50	\$4,747.00	
	DISPLAY 4: 10' HARD WALL WITH 2 METER COUNTER 8' high back wall, signage in three panels 24" deep counter <i>*AV mounting package available. See below.</i> <i>*Counter panels and side panels can be printed at an additional cost.</i>	\$4,354.00	\$5,660.25	
	DISPLAY 5: 10' INSET HARD WALL WITH 3' SIDE WALL 8' high back wall, signage in three panels <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$4,504.25	\$5,855.75	
	DISPLAY 6: 10' TURNKEY HARD WALL WITH COUNTERS 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> <i>*Back wall can be printed as an overlay at an additional cost.</i>	\$5,411.00	\$7,034.50	
	DISPLAY 7: 10' OVERLAY HARD WALL 8' high back wall, signage in three panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$3,239.25	\$4,211.25	
	DISPLAY 8: 10' OVERLAY HARD WALL WITH RIGHT TOWER 8' high back wall with full overlay 1M wide x 1/2M deep tower <i>*AV mounting package available. See below.</i>	\$4,602.50	\$5,983.25	

ADDITIONAL ITEMS:







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

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

10' DISPLAY ORDER FORM

20' BOOTH DISPLAYS








	20' DISPLAYS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DISPLAY 9: 20' TENSION FABRIC STRAIGHT WALL 8' high back wall, total graphic area of 236.5" x 92". <i>*This item is a full purchase—carrying case, structure, and exhibitor created graphic included.</i>	\$8,662.50	\$11,261.25	
	DISPLAY 10: 20' INSET HARD WALL 8' high back wall, signage in six panels <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$5,664.75	\$7,364.25	
	DISPLAY 11: 20' OVERLAY HARD WALL 8' high back wall, 6 meter overlay signage for seamless look <i>*Side panels can be printed at an additional cost. See below.</i>	\$6,364.75	\$8,274.25	
	DISPLAY 12: 20' DELUXE HARD WALL WITH 2 COLUMNS 8' high back wall, 4 meter center overlay Two 1 meter x 1/2 meter deep columns <i>*AV mounting package available. See below.</i> <i>*Side panels can be printed at an additional cost. See below.</i>	\$7,558.00	\$9,825.50	
	DISPLAY 13: 20' OVERLAY HARD WALL WITH CONTOUR CUT SIDES 8' high back wall, split overlay with contour cut sides <i>*AV mounting package available. See below.</i>	\$7,093.75	\$9,222.00	
	DISPLAY 14: 20' OVERLAY HARD WALL WITH OFFICE STORAGE 8' high back wall, overlay signage on back wall and office area <i>*Door with lock and key included.</i> <i>*AV mounting package available. See below.</i>	\$8,823.50	\$11,470.75	
ADDITIONAL ITEMS: <input type="checkbox"/> 32" monitor with mounting package --> \$500.00 <input type="checkbox"/> Outer side panels printed --> \$360.00 <input type="checkbox"/> LED light(s) --> \$50.00 each QTY: _____ <input type="checkbox"/> Overlay Option (20' Display) --> \$400.00				

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

20' DISPLAY ORDER FORM

SHIELD PROTECTION DISPLAYS

	PLEXI GLASS DISPLAYS	DISCOUNT PRICE	STANDARD	TOTAL
	DISPLAY 15: FRAMED METER BOARD_PLEXI SHIELD 8' high x 1M wide framed plexi shield	\$630.00	\$819.00	
	DISPLAY 16: 1M CHARGING KIOSK_PLEXI SHIELD 8' high kiosk with plexi shield Custom front kick panel, white sides, and plexi glass included. <i>*Side panels can be printed at an additional cost.</i> <i>*Charging apparatuses can be rented at an additional cost.</i>	\$1,254.75	\$1,631.25	
	DISPLAY 17: 1M STRAIGHT COUNTER_PLEXI SHIELD 1M counter with plexi shield Custom front kick panel, white sides, and plexi glass included. <i>*Side panels can be printed at an additional cost.</i>	\$1,098.25	\$1,427.75	
	DISPLAY 18: 2M STANDARD REGISTRATION COUNTER_PLEXI SHIELD 2M registration style counter with plexi shield Custom front kick panel and header, white sides, plexi glass and work counter included. <i>*Side panels can be printed at an additional cost.</i>	\$1,641.50	\$2,134.00	
	DISPLAY 19: (2) 2M COUNTER WORK STATION_PLEXI SHIELD Work space design with 2M counters and plexi shields (2) 2M counters with custom top headers (2) and kick panels (2), white sides, and plexi glass (1) included. <i>*Side panels can be printed at an additional cost.</i> <i>*Charging apparatuses can be rented at an additional cost.</i>	\$3,792.25	\$4,930.00	
	DISPLAY 20: 2M STRAIGHT COUNTER_PLEXI SHIELD 2M counter with plexi shield Custom front kick panel, white sides, and plexi glass included. <i>*Side panels can be printed at an additional cost.</i>	\$1,848.00	\$2,402.50	
	DISPLAY 21: 20' STORE FRONT_PLEXI SHIELD 8' high storefront display with plexi shields Full custom signage and plexi shields included.	\$3,754.75	\$4,881.25	

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

SHIELD PROTECTION DISPLAY ORDER FORM

ISLAND & PENINSULA CUSTOM DISPLAYS

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





Browse our [Pinterest Page](#) for Ideas!



CUSTOM DISPLAY OPTIONS

HANGING STRUCTURES

	HANGING STRUCTURES	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	HANGING STRUCTURE 1: SMALL CUBE BANNER 36" square x 34" high *4 single-sided, foam core graphic panels *Rigging cables included <input type="checkbox"/> Light(s) --> \$50.00 each <input type="checkbox"/> Double-sided graphics --> \$200.00	\$1,566.25	\$2,036.25	
	HANGING STRUCTURE 2: LARGE CUBE BANNER 96" square x 34" high *4 single-sided, foam core graphic panels *Rigging cables included <input type="checkbox"/> Light(s) --> \$50.00 each <input type="checkbox"/> Double-sided graphics --> \$500.00	\$3,403.75	\$4,425.00	
	HANGING STRUCTURE 3: *Single-sided frame with pillowcase slip cover *Rigging cables included SMALL CIRCLE BANNER 10' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$500.00 MEDIUM CIRCLE BANNER 12' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$1,265.00 LARGE CIRCLE BANNER 15' diameter x 5' high <input type="checkbox"/> Double-sided graphics --> \$2,207.50	\$3,298.75	\$4,288.50	
	HANGING STRUCTURE 4: TAPERED CIRCLE BANNER 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 --> \$1,095.00 (additional cost)	\$3,982.25	\$5,177.00	
	HANGING STRUCTURE 5: SQUARE BANNER 12' square x 24" 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 --> \$950.00 (additional cost)	\$5,289.50	\$6,876.50	

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

TOTAL OF ALL ITEMS ORDERED: \$ _____

HANGING STRUCTURE ORDER FORM

BOOTH CLEANING

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

VACUUMING:

		DISCOUNT PRICE	STANDARD PRICE
___	Vacuuming Carpet—OPENING DAY ONLY (min. 100 sq. ft.)	\$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. \$0.40 sq. ft. # of event days total

PORTER SERVICE:

Daily emptying of wastebaskets through show period as needed.

		DISCOUNT PRICE PER DAY	STANDARD PRICE PER DAY
___	Exhibit Area 399 sq. ft. and below	\$119.50	\$155.50
___	Exhibit Area 400 sq. ft. to 799 sq. ft.	\$138.00	\$179.50
___	Exhibit Area 800 sq. ft. and Above	\$156.25	\$203.25

Booth size: ___ x ___ = ___ sq. ft. @ _____ x _____ = \$ _____
 (Ex.) 20' x 20' = 400 sq. ft. price per day # of event days total

Check back with us for more ways to keep your booth healthy!

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.

CLEANING ORDER FORM

Stetson Convention Services is ready to support our clients, partners, exhibitors, and attendees impacted by COVID-19. The health and safety of all involved within the trade show industry is our top priority. We are committed to producing safe and healthy events. Stetson has created best practices, company wide for safe and healthy event production.



- ✓ Disinfect all equipment & rental items
- ✓ Repeated sanitizing of show floor high touch, high traffic areas
- ✓ Verify show site staff & labor crews are in good health
- ✓ Increase hand sanitizer stations on show floor

Want to add a daily thorough disinfectant cleaning to your booth?

		DISCOUNT PRICE (PER DAY)	STANDARD PRICE (PER DAY)
___	Booth Thorough Clean—ONCE a DAY OPENING ONLY (per 100 per sq. ft.)	\$1.25	\$1.95
___	Booth Thorough Clean—3 TIMES a DAY (per 100 per sq. ft.)	\$2.50	\$3.25

Booth size: ___ x ___ = ___ sq. ft. @ _____ x _____ = \$ _____
 (Ex.) 20' x 20' = 400 sq. ft. price # of a days total

Each Booth Disinfectant Clean Includes:

- Wiping with disinfectant of all hard surface and high touch areas (ie. tables, chairs, counters, displays, etc.)
 - Complete disinfectant spray of all surfaces that cannot be wiped (ie, drapes, carpeting,, etc)
 - Hand Sanitizer Pump at booth
 - Vacuum or wet mop of flooring (disinfectant would be done after vacuuming)
 - Porter Service
- 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.

TOTAL OF ALL ITEMS ORDERED: \$ _____

CLEANING / SANITIZING ORDER FORM

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	\$121.00	\$157.50
OVERTIME:	Saturdays and weekdays 4:31pm to 7:59am	\$181.50	\$236.00
DOUBLE TIME:	All day Sunday and holidays	\$242.00	\$314.75

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.

I&D LABOR ORDER FORM

OPTION 1 - STETSON CONVENTION SERVICES 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: PLEASE CIRCLE ONE OF EACH FOR THE FOLLOWING

SET-UP PLANS / PHOTOS: *Please send copies to Stetson in addition to sending with exhibit	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
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*COMMENTS:

SPECIAL TOOLS OR HARDWARE REQUIRED:

*Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary.

INBOUND SHIPPING INFORMATION

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

OUTBOUND SHIPPING INFORMATION

SHIP TO:	
BILL TO:	

METHOD OF SHIPPING

<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		

LABOR ORDER INSTRUCTIONS



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



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: _____		
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 & DRAYAGE SERVICES

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

ADVANCE SHIPMENTS TO WAREHOUSE:

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

DIRECT SHIPMENTS TO SHOW SITE:

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

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

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

ACCESSIBLE STORAGE:

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

EXPLANATION OF MATERIAL HANDLING TERMS

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

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

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor, or equipment to unload, sort, or deliver. Federal Express and UPS are included in this category. Please see below for specific definitions:

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

ADDITIONAL CHARGES

- **Early/Late to Warehouse—**Freight received before the 30-day window or after the deadline date will incur a 25% surcharge.
- **Off Target—**Freight received outside of designated exhibitor move-in times or target times will incur a 25% surcharge.
- **Mobile Rolling Rate/Spotting Fee—**this is a flat rate fee for any item on wheels (display vehicle, piano, heavy machinery, etc.) that enters/exits the exhibit hall with labor assistance (please call for details).
- **Jockey Fee—**Shipments arriving at the warehouse after the transfer date will incur an additional delivery charge if the exhibitor wishes to have the materials delivered to the show. This charge is based upon weight, dimensions, show location, weekday/weekend, after hours, and/or holidays.

MONEY SAVING TIPS: SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

- Express shipments such as FedEx, UPS, and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.
(i.e.) Three separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
All three shipped together: 190 lbs. @ 200 lb. minimum

BENEFITS OF STETSON LOGISTICS

- Stetson Logistics will be on site at the close of your show. We provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- **Benefits:**
 - Exhibitors will not have to worry about carrier “wait” times and the charges those incur.
 - Exhibitors will not have to wait for their carrier to show up.
 - Representatives will be on site to answer all questions regarding shipment, delivery and charges.
 - Overtime charges can be avoided.

SHIP EARLY

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

MATERIAL HANDLING FAQS

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND MATERIAL HANDLING?

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

CAN I CARRY MY OWN MATERIALS IN?

- You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

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

HOW DO I ESTIMATE MY COST?

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

WHAT IS A BILL OF LADING?

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

HOW DO I LABEL MY PACKAGES?

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

WHAT DOES "NO DOCUMENTATION" MEAN?

- Shipments arriving without an individual Bill of Lading (with multiple tracking numbers) require additional time, labor, and equipment to process.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing policies. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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.

<u>ADVANCE TO WAREHOUSE</u>	<u>PRICE PER CWT</u>	<u>200 LB. MINIMUM</u>
CRATED OR SKIDDED.....	\$211.50.....	\$423.00
SPECIAL HANDLING.....	\$264.25.....	\$528.50
SMALL PACKAGE.....	\$101.50 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.) *Carrier that provides Bill of Lading	500 lbs. ÷ 100 = 5		\$211.50 <i>*Crated or Skidded Rate</i>	\$1,057.50
Example: 3 boxes, 1 display case (25, 25, 55, 150 lbs. = 255 lbs.) *Carrier provides individual tracking #s	300 lbs. ÷ 100 = 3		\$264.25 <i>*Special Handling Rate</i>	\$762.75
Example: 2 boxes (20 and 15 lbs. = 35 lbs.) *Total weight per shipment under 50 lbs.	2 pieces		\$101.50 <i>*Small Package Rate</i>	\$203.00

DESCRIPTION	WEIGHT (ROUNDED UP TO NEAREST 100)	CWT	PRICE PER CWT (CHOOSE APPROPRIATE RATE)	ESTIMATED TOTAL 200 LB. MINIMUM
Shipment #1	_____ ÷ 100 = _____		\$	\$
Shipment #2 (if applicable)	_____ ÷ 100 = _____		\$	\$
Small Package(s)	_____ pieces		\$101.50 per piece	\$
Carrier Name: _____			Estimated Date of Arrival: _____	

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.

MATERIAL HANDLING ESTIMATION—ADVANCE TO WAREHOUSE

RUSH—EXHIBITION FREIGHT



Florida Freight and Cartage LLC
c/o Stetson Convention Services
9964 Oak Crossing Rd. Suite 300
Orlando, FL 32837

ADVANCE WAREHOUSE
VARTECH

Exhibitor _____

Pieces _____ of _____

Must arrive between August 8 to September 9 to avoid
surcharge

RUSH—EXHIBITION FREIGHT



Florida Freight and Cartage LLC
c/o Stetson Convention Services
9964 Oak Crossing Rd. Suite 300
Orlando, FL 32837

ADVANCE WAREHOUSE
VARTECH

Exhibitor _____

Pieces _____ of _____

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ADVANCE WAREHOUSE
VARTECH

Exhibitor _____

Pieces _____ of _____

Must arrive between August 8 to September 9 to avoid
surcharge

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS	
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER			
BILLING ADDRESS		CITY	STATE OR PROVINCE	POSTAL CODE	COUNTRY
ORDERD BY	EMAIL		PHONE		

ADVANCE RATES are available if order is placed 30 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature. A service charge of 26% and 6.5% sales tax will be applied to all orders. Labor charges at a rate of **\$135/hr** may also be applied.

POWER - 120 VOLT	QUANTITY	ADVANCE RATE	STANDARD RATE
5 AMP (500 WATTS)		\$125	\$170
10 AMP (1000 WATTS)		\$185	\$260
15 AMP (1500 WATTS)		\$215	\$305
20 AMP (2000 WATTS)		\$240	\$345
25' EXTENSION CORD		\$32	\$32
POWER STRIP (6 OUTLETS)		\$32	\$32

VIDEO EQUIPMENT	QUANTITY	DAY RATE	SHOW RATE	SCREEN ORIENTATION	
				HORIZONTAL	VERTICAL
24" MONITOR (TABLETOP ONLY) *		\$145	\$290		
32" MONITOR (TABLETOP OPTIONAL)*		\$275	\$550		
46" MONITOR *		\$525	\$1050		
55" MONITOR *		\$710	\$1420		
70" MONITOR *		\$1195	\$2390		
72" MONITOR FLOOR STAND <i>(only available as add-on equipment for monitors rented from Encore)</i>		\$125	\$125	N/A	
LAPTOP		\$250	\$250	N/A	

* All monitors listed on this form are not capable of supporting a USB flash drive plugged directly into the screen to display images/videos. You will have to connect a computer in order to properly display your content. However, you may rent a device from Encore that helps provide this functionality, please talk to an Encore representative about possible options.

RIGGING REQUESTS

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 Volt Services, Island Booths, and any drops that are not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.

If You Are Experiencing Technical Difficulties On-Site
Please Contact Encore At 407-616-4556 or 407-996-4556

ADVANCE RATES are available if order is placed 30 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature. A service charge of 26% and 6.5% sales tax will be applied to all orders. Labor charges at a rate of **\$135/hr** may also be applied.

POWER – 208 VOLT SINGLE PHASE	QUANTITY	ADVANCE RATE	STANDARD RATE
20 AMPS		\$400	\$565
30 AMPS		\$495	\$710
60 AMPS		\$670	\$950
100 AMPS		\$835	\$1180
POWER – 208 VOLT THREE PHASE	QUANTITY	ADVANCE RATE	STANDARD RATE
20 AMPS		\$550	\$785
30 AMPS		\$720	\$1030
60 AMPS		\$985	\$1400
100 AMPS		\$1245	\$1785
200 AMPS		\$1860	\$2320
400 AMPS		\$2740	\$3485
COMPRESSED AIR SERVICE	QUANTITY	ADVANCE RATE	STANDARD RATE
MASTER LINE DROP		CONSULTATION REQUIRED	CONSULTATION REQUIRED
ADDITIONAL CONNECTIONS		\$60	\$80
WATER LINE SERVICE	QUANTITY	ADVANCE RATE	STANDARD RATE
MASTER LINE DROP		CONSULTATION REQUIRED	CONSULTATION REQUIRED
ADDITIONAL CONNECTIONS		\$60	\$80

There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 Volt Services, Island Booths, and any drops that are not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.

LABOR IS CHARGED AT \$135/hr

RIGGING REQUESTS

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

- Please indicate, on the grid, the location of your power drop(s) and amount of amperage per drop (e.g., 10A)
- If no location is indicated, the power drop will be placed in the middle back of the booth.
- For all equipment supplied, read the ratings from the metal plate attached to the unit (see example below). If the rating is in watts, order by wattage. If the rating is in amps, order by amperage.

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

0	V120 PH1	0	120V SinglePhase	10	V230	0	230Volts
	Hz60		= 60Cycle		A30		= 30Amps
0	W1000	0	1000Watts	0	PH3	0	3 Phase

- For island booth/non-standard installations, a scaled floorplan must accompany orders showing locations of electrical outlet(s), main drop location, connections, and/or AV equipment. **Labor is a minimum of 2.5 hours at \$135/hr.**
- The expo hall is already carpeted. Will you be using additional carpeting in your booth that we may have to run electrical lines under? Please check one.
 - Yes, there **WILL** be additional carpet in the booth.
 - No, there **WILL NOT** be additional carpet in the booth.
- Each square in the diagram below is _____ feet since our booth is _____ feet wide by _____ feet long.

Company Name:		
---------------	--	--

Back of Booth _____

Left Side of Booth

Right Side of Booth

Front of Booth _____

RIGGING: If rigging is required, please use the following link to request approval. <https://www.encoreglobal.com/rigging-portal/>



COMPANY/BOOTH NAME				
CREDIT CARD NUMBER			EXPIRATION DATE	
BILLING ADDRESS	CITY		STATE	ZIP CODE
CARDHOLDER'S NAME			PHONE NUMBER	
EMAIL ADDRESS (FOR RECEIPT)				

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order. As well as any additional amounts incurred as a result of all show site changes ordered by myself or my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancelation fees or damages/losses owed per Encore Terms and Conditions/Exhibit Regulations and General Information.

Signature: _____ Date: _____

1. Orders must be received with payment a minimum of thirty (30) days prior to scheduled event set up for advance price. Orders received less than thirty (30) days prior to scheduled event set up or without payment will be charged at the standard price.
2. Encore electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be completed by an Encore electrician. Encore will not be responsible for any damage or loss of equipment, component, computer hardware or software, and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than an Encore electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for Encore and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Under normal circumstances, all electrical outlets will be placed on the floor in the back of the booth. Island booth outlets may be brought to one (1) location at Encore's discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of two and a half (2 ½) hours labor charge, one and a half (1 ½) hour to install, and one (1) hour for dismantle. Time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment, regardless of source of power, must comply with Federal, State, and local codes. Encore reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Encore is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by Encore for this service order is furnished on a rental basis, remains the property of Encore, and shall be removed ONLY by Encore Employees. Price also includes all necessary disposable supplies.
13. Encore Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered, nor adjustments made unless filed in writing by the exhibitor prior to close of event. This claim must be verified by an Encore Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Encore its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds Encore harmless for any and all losses of power beyond Encore's control including, but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
19. As the official Electrical Contractor, Encore will be responsible for all under carpet distribution of electrical wiring and all motor and equipment hook-ups requiring hardware connections. The above items require electrical labor.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside the booth. For the safety of all, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays or the use of 2-wire clamp on fixtures is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.
22. **Event Cancellation.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by Encore, which will be payable by the Customer. Cancellations received 29 to 15 days before the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Event Quote. Cancellations received 14 to 3 days before the first day of the event will be subject to cancellation charges of 75% of the total charges contained in the Event Quote. Cancellations received less than three days (72) hours before the first day of the Event or after equipment has departed from its storage facility will be subject to cancellation charges of 100% of the total charges contained in the Event Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer.

EXHIBITOR PRE-ORDER TECHNOLOGY FORM

ALL ORDERS MUST BE RECEIVED BY August 26, 2022 IN ORDER TO RECEIVE PRE-ORDER PRICING.
RENTAL EQUIPMENT AND INTERNET PRICING ARE LENGTH OF SHOW. (Up to 5 Days)

Event Name: VARTECH 2022
 Booth Company Name _____

Install Date and Time: _____ On-Site Contact: _____
 Removal Date and Time: _____ On-Site Contact Cell #: _____
 On-Site Test and Time: _____ On-Site Contact Email: _____

Wireless Internet Prices are per booth, length of event. Connections capped at a maximum speed of 3Mbps.	Pre-Order Rate	Rack Rate	Total
1-5 Wireless Connections	\$600	\$720	
6-10 Wireless Connections	\$1,020	\$1,200	
11-15 Wireless Connections	\$1,305	\$1,490	
16-20 Wireless Connections	\$1,500	\$1,890	
21-25 Wireless Connections	\$1,650	\$1,980	
26-30 Wireless Connections	\$1,800	\$2,160	
For more than 30 wireless users in a booth, please call for pricing.			

Wired Internet/ Dedicated Bandwidth Prices are per location, length of event, with private IP addresses. If cabling under carpet, please call to schedule location and provide diagram.	Pre-Order Rate	Rack Rate	Total
5Mbps Dedicated Connection	\$3,000	\$3,600	
10Mbps Dedicated Connection	\$4,500	\$5,400	
15Mbps Dedicated Connection	\$7,500	\$9,000	
20Mbps Dedicated Connection	\$9,000	\$10,800	
Additional Connections within the same location (One time Fee)	\$100	\$150	

HD Monitors Includes a table stand and 5ft cable. (Add'l sizes available upon request.)	Price	Qty.	Total
24" Monitor	\$245		
32" Monitor	\$350		
40" Monitor	\$550		
46" Monitor	\$650		
55" Monitor	\$795		
65" Monitor	\$995		

Laptops/ Tables	Price	Qty.	Total
Laptop	\$225		
Apple MacBook Pro	\$315		
Tablet	\$185		

Monitor Accessories Monitors do not include dual pole stands.	Price	Qty.	Total
Dual Pole Stand with Laptop Tray (Only available with rented monitors)	\$95		

Internet SUBTOTAL	\$
26% Service Fee	\$
6.5% Tax on Service Fee Only	\$
INTERNET GRAND TOTAL	\$

Rental Equipment SUBTOTAL	\$
26% Service Fee	\$
SUBTOTAL	\$
6.5% Sales Tax (On Rental Equipment & Service Fee)	\$
RENTAL EQUIPMENT GRAND TOTAL	\$

Telecommunication SUBTOTAL	\$
26% Service Fee	\$
12.72% Communication Tax (TELECOMMUNICATION SUBTOTAL ONLY)	\$
6.5 % Sales Tax (SERVICE FEE ONLY)	\$
TELECOMMUNICATION GRAND TOTAL	\$

Telecommunication Services Additional Phone options and international calling available. Please call for assistance.				
Cisco Digital Phones Installation fee of \$150 included in first day pricing.	Qty.	Single Day Rate	Add'l Days	Total
House Phone		\$180	\$30	
DID or Polycom Local/ 800		\$250	\$100	
DID or Polycom Local/ 800/ Long Distance		\$300	\$150	
ATA (Analog Phone Adapter)		\$250	\$100	

Network Configuration	Pre-Order Rate	Rack Rate	Qty.	Total
Static IP (One Time Fee)	\$150/each			
Network Extension / Drop	\$250	\$300		
Private VLAN	\$1,200	\$1,450		
Public VLAN	\$1,800	\$2,160		
Custom SSID	\$1,200	\$1,500		

Technology Accessories for Purchase	Price	Qty.	Total
5ghz Wireless Dongle	\$40		
USB to Ethernet Dongle	\$40		
HDMI Cable (25ft)	\$40		
VGA Cable (25ft)	\$40		

Ask us about our sponsorship opportunities!

Please Note the Following:

- * Internet and Rental Equipment prices are for the length of the show (Up to five days).
- * Additional \$150 fee for all orders placed on site, service charge and applicable taxes will be applied.
- * Millennium does not supply power. For power needs, please contact the exhibition company.
- * Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee.
- * Dedicated bandwidth recommended for VOIP, video streaming or video conferencing.
- * Any unauthorized equipment will be disconnected.
- * Support will only be provided to MTG equipment.

Booth Diagram

Mark "X" where connections should be located
 Front



Please note that your order is not complete until payment has been received.

Billing Information
Please Type or Print Clearly and Provide Business Card

Name of Event

Card Holder's Name

Phone #

Company Name

Billing Address of Credit Card

City

State

Zip Code

Email Address

Once the form is completed and submitted, a Millennium Technology Sales Managers will input your information. Invoice(s) will be sent to the email address listed above for your credit card payment to be submitted.

- * Due to PCI compliance, we can no longer accept any CC authorization forms. **Please do not include your CC numbers on this form.**
- * Please provide all information requested. Incomplete forms will delay processing.
- * Make sure to write the billing address of the credit card that will be used for payment.
- * Full payment is required prior to services being rendered.
- * Millennium Technology Group (MTG) accepts Visa, MasterCard, American Express, and Discover.

I agree in placing this order and I have accepted Millennium Technology Group's Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.

X

Cardholder's Signature

Date

Fax or Email order to Millennium Technology Group Attn: Convention Technology Sales Address: 9939 Universal Blvd, Orlando, FL 32819
Phone: (407) 996-5865 On-Site Support: (407) 996-2589 Fax: (407) 996-5866 Email: ConventionSales@MTG-FL.com

TECHNOLOGY TERMS AND CONDITIONS LIMITATION OF LIABILITY

EXCEPT FOR CLAIMS FOR PHYSICAL INJURY TO PERSONS, MILLENNIUM TECHNOLOGY GROUP (MTG) AND ITS SUPPLIERS OR SUBCONTRACTORS WILL NOT BE LIABLE FOR ANY SPECIAL, OR CONSEQUENTIAL DAMAGES OR FOR LOSS, DAMAGE OR EXPENSE DIRECTLY OR INDIRECTLY ARISING FROM CUSTOMER'S USE OR INABILITY TO USE THE SYSTEM EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT OR SOFTWARE OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS PROFITS) BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY WHETHER OR NOT MTG OR ITS SUPPLIERS OR ITS SUBCONTRACTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. IN NO EVENT SHALL LIABILITY EXCEED A REFUND OF AMOUNTS ACTUALLY PAID TO MTG BY COMPANY FOR THEIR NETWORK ATTACHMENT. SERVICES ARE PROVIDED BY MTG ON AN 'AS IS' AND 'AS AVAILABLE' BASIS. MTG MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE OPERATION OF MTG SERVICE OR THE INFORMATION, CONTENT, MATERIALS, OR PRODUCTS INCLUDED IN MTG SERVICE.

NO WARRANTIES ARE MADE OTHER THAN PROVIDING YOU WITH OUR EQUIPMENT IN GOOD WORKING ORDER. YOU ACKNOWLEDGE THAT BOTH THE EQUIPMENT AND THE MANUFACTURERS OF SAID EQUIPMENT ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY EITHER EXPRESSED OR IMPLIED INCLUDING BUT NOT LIMITED TO: A) THE FITNESS OR DESIGN OF THE EQUIPMENT; B) THE MERCHANTABILITY OF THE EQUIPMENT OR ITS FITNESS FOR ANY PARTICULAR PURPOSE; C) ANY PATENT, COPYRIGHTS OR TRADE SECRET INFRINGEMENTS AND D) THE COMPLIANCE OF THE EQUIPMENT WITH ANY REQUIREMENTS OF LAW, RULES, SPECIFICATIONS OR CONTRACT.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.

2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.

3. **TITLE:** Only MTG personnel are authorized to modify system wiring or cabling. Material and equipment furnished by MTG for this service order shall remain the property of MTG. You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment.

4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.

5. **MODIFICATION AND ADDITIONAL WORK:** If, at the request of or with prior consent from the Customer, MTG has performed work or rendered other performances which goes beyond the substance or scope of the agreed services, the Customer shall pay for that work or performance according to our usual rates. Expanding or modifying a system analysis, a design or specifications shall also constitute additional work.

6. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from every day wear and tear. If the equipment malfunctions, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. If the equipment is damaged in any manner you will be responsible for all costs, including but not limited to service fees, repair fees, or full replacement costs.

7. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.

8. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.

9. **PAYMENT:** Payment & Order forms must be received no later than 14 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill. Checks must be received a minimum of ten days prior to the first day of service. **The Customer shall pay invoices in accordance with the payment conditions stated on the invoice. The Customer shall not be entitled to set off or to suspend a payment.**

10. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

11. **SHARED INTERNET SERVICES SPECIFIC:** Proxy Servers are not allowed with any of MTG's shared Internet/Network Services. This includes, but is not limited to, Premium Internet & Basic Internet. MTG can engineer a custom dedicated network(s) to accommodate such special requests.

12. **ORDER FORM:** Rates listed include a single IP address with standard installation to the booth in the most convenient manner. To connect additional devices to the bandwidth product a MTG assigned IP address or additional device charge must be purchased.

13. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

14. **GENERAL PROVISIONS:** a) The laws of the State of Florida shall govern this Agreement between you and MTG. b) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. c) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. d) Paragraph headings are for convenience only.

15. **PUBLICITY:** Notwithstanding anything to the contrary in the Agreement or applicable Statements of Work, MTG shall be permitted to disclose in summary form the nature of work performed for clients under the applicable Statement of Work; however, MTG shall not disclose the proprietary business processes of Client or otherwise result in any breach of any other term of this Agreement.

16. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

17. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term.

18. **PERFORMANCE:** MTG shall, to the best of its ability, do its utmost to perform the services with due care and, where appropriate, in accordance with the agreements and procedures recorded in writing with the customer. All of MTG's services shall be performed on the basis of a best efforts obligation, unless and insofar as the MTG has expressly promised a result in the written Agreement and the result concerned has also been described with sufficient definiteness. Any agreements concerning a service level must always be expressly agreed in writing.

19. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.

20. **VIRUS PROTECTION REQUIREMENT – WARNING –** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.

21. **CUSTOMER EQUIPMENT:** Customers wishing to place their equipment within the IDFs must obtain authorization to do so through MTG. MTG nor Rosen Hotel & Resorts will be held responsible for the loss or damage of customer provided equipment. This includes but not limited to damage due to power, liquids, leaks, or other naturally occurring events. Plugging in to any outlet or circuit currently utilized by MTG equipment or Rackspace is strictly prohibited. Power must be ordered from the hotel's convention power provider. All access to IDF's require a representative from MTG to be present at all times. No keys will be issued to a customer or group and the door must remain securely locked at all times. All patching and un-patching of ports and or fiber can only be performed by a MTG representative.

22. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.

23. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, will be charged a cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.

24. **INDEMNIFICATION:** a. You shall defend, indemnify and hold MTG harmless against all costs and expenses, including reasonable attorney's fees, associated with the defense or settlement of any claim that: i. MTG's use, access or modifications of any software that you have requested that we use, access or modify as part of the Services infringes any patent, copyright, trademark, trade secret or other intellectual property right, or ii. Your use of any Services in violation of any requirements or representations in this agreement violates any law or infringes any patent, copyright, trademark, trade secret or other intellectual property right. b. You further shall pay any judgments or settlements based on any such claims.

25. **ENTIRE AGREEMENT:** These terms and conditions together with any documents expressly referred to in them, contain the entire agreement between us relating to the subject matter covered and supersede any previous agreements, arrangements, undertakings or proposals, written or verbal: between us in relation to such matters. No verbal explanation or verbal information given by any party shall alter the interpretation of these terms and conditions. In agreeing to these terms and conditions, you have not relied on any representation other than those expressly stated in these Terms and Conditions and you agree that you shall have no remedy in respect of any misrepresentation, which has not been made expressly in these Terms and Conditions.

26. **PERSONAL DATA PROTECTION** a. "Personal Data" means any information regarding any identified or identifiable person associated with the meeting, that may be provided or discovered during the course of performing under the meeting Agreement. Hotel may process and use the Personal Data only to the extent necessary to perform its obligations under the meeting Agreement. Hotel may disclose the Personal Data only to Hotel's agents, employees and subcontractors as necessary to perform the Hotel's obligations under the meeting Agreement, who have received training on the handling of Personal Data from Hotel, and who are bound by confidentiality obligations. Hotel may disclose Personal Data as required to fulfill regulatory or legal requirements within the travel industry. Hotel may not sell, rent or lease Personal Data to any other party. Hotel may not use any Personal Data to send direct marketing materials to Client, its members or employees, unless they have provided their explicit written consent or have otherwise provided personal data for such purpose, i.e. have opted in to receive such materials from Hotel. b. Hotel will use the same reasonable degree of care to prevent the unauthorized use, dissemination or publication of the Personal Data, as it uses to protect its own information of similar nature, and will implement any technical and organizational measures to protect personal data which are required by the applicable law. Hotel will adhere to all applicable export, personal data protection and security laws, regulations and rules when collecting, using, storing, transferring and otherwise processing Personal Data. Hotel agrees to notify Client if it becomes aware of any actual, suspected or alleged unauthorized use of, disclosure of, or access to Personal Data by itself or others that also creates a notification obligation to affected individuals under state or federal law. In the event of such a security incident, Hotel will cooperate with Client in accordance with the applicable laws, including: conducting the investigation; cooperating with authorities; and notifying affected persons, credit bureaus, other persons or entities deemed appropriate by the Client.

LeadCapture for VARTECH 2022



Looking to purchase lead retrieval licenses? Continue to enhance your experience at the **VARTECH 2022** with an easy-to-use lead retrieval tool. We have partnered with Cvent to provide lead retrieval services through their LeadCapture product. We appreciate your support at our event and want you to be able to track the impact of attending our Conference.

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LeadCapture for VARTECH 2022



1 FINISH SETTING UP YOUR EXHIBITOR ACCOUNT

- [Click here](#) - Enter your details and click **Create Account**.
- You will soon receive the email “Welcome to VARTECH 2022 from vartech@bluestarinc.com.” Click **Log In** within the email.
- Don't remember your password? Click on “**Forgot?**” to set up your password. You will soon receive the email “Reset your Onsite Solutions Password”
 - If you have LeadCapture login credentials from past events, log in with your email and previously created password. Once logged in, click **Switch Event** (top left) and click Join Event. Search the Event Code: H3NFKHFS437 and add VARTECH 2022 to the list of events you're exhibiting at.

2 LOGGING BACK IN TO YOUR EXHIBITOR PORTAL

- Log back-in to your Portal with [this link](#). Do not click **Add your company**.
- Use this Portal to:
 - *Purchase additional LeadCapture licenses, if necessary*
 - *Assign licenses to registered onsite staff*
 - *Create lead-qualifying questions*
 - *Export your leads after the event*

SUPPORT

New to LeadCapture or want additional help? [This how-to](#) is all you need to get set up. Questions? Email leadcapture@cvent.com with any general LeadCapture questions.