



Dear PA Bridal Exhibitor:

STETSON CONVENTION SERVICES, INC. is pleased to be your Official Service Contractor for the Pennsylvania Bridal & Wedding Expo on Sunday, November 3, 2024 at the David L. Lawrence Convention Center. 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.

Ali Campbell
Exhibitor Services Representative
acampbell@stetsonexpo.com

OFFICIAL SERVICE CONTRACTOR:

STETSON CONVENTION SERVICES
2900 Stayton St.
Pittsburgh, PA 15212
Phone: 412-223-1090
Fax: 412-223-1094
Mobile: 412-339-8574
acampbell@stetsonexpo.com
www.stetsonexpo.com

FACILITY:

DAVID L. LAWRENCE CONVENTION CENTER
HALL C
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222
Phone: 412-565-6000

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

- Online Ordering - username and password can be emailed, call or email to request
- By Credit Card - email or fax to your exhibitor services representative
- By Check - mail to Stetson Convention Services, 2900 Stayton St., Pittsburgh, PA 15212

SEE BELOW FOR NAVIGATION TOOLS!

SHOW INFORMATION

[Important Dates & Booth Equipment](#)
[Show Site Work Rules](#)

PAYMENT TERMS & CONDITIONS

[Terms & Conditions](#)
[Payment Authorization Form](#)

RENTAL ORDER FORMS (payment will be processed pre-show)

[Furniture, Accessories, & Carpeting Order Form](#)
[Booth Package Order Form](#)

FACILITY PROVIDED SERVICES

[Electrical Order Form](#) [Internet Order Form](#) [Cleaning Order Form](#)



Stetson Discount Deadline

Friday, October 218

Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate.

***If using an EAC, please make sure to have all forms (including COI) no later than 30 days prior to move-in**

Exhibitor Move-in / Show Site Receiving

Saturday, November 2

12:00pm to 5:00pm

All shipments must arrive during these times to avoid surcharges or possible shipment refusal.

Sunday, November 3

8:00am to 1:00pm

Show Hours

Sunday, November 3

1:00pm to 5:00pm

Exhibitor Move-out

Sunday, November 3

5:00pm to 8:00pm

BOOTH EQUIPMENT:

THE BOOTH IS AN EMPTY BOOTH PACKAGE, SO NO FURNISHINGS ARE PROVIDED

Show Colors

8' Back Drape White

3' Side Drape White

Booth ID Sign

The Exhibit Hall is not carpeted. For those exhibitors who are interested in carpet rental, see [page 8](#). Carpet is a great way to improve the comfort of your space and enhance your branding.

IMPORTANT DATES & BOOTH EQUIPMENT



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 call or email Stetson Convention Services.

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 400 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 through email or phone call.

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 **DAVID L. LAWRENCE CONVENTION CENTER** 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 teamsters within move-in/move-out hours.

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 and gas 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 David L. Lawrence Convention Center.
- 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.

PAYMENT TERMS & CONDITIONS



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.



BOOTH PACKAGE - 10% SAVINGS

The booth packages below are provided at a discounted rate versus ordering items a la carte. If you wish to make any substitutions, you must order those separately from the furniture, accessory, and carpet order forms.

BOOTH PACKAGE - OPTION A		
6' L x 30" H Skirted Table - White 2 Folding Chairs Wastebasket with Compostable Liner	DISCOUNT PRICE \$125.00	STANDARD PRICE \$162.50

BOOTH PACKAGE - OPTION B		
6' L x 30" H Skirted Table - White 2 Folding Chairs Wastebasket with Compostable Liner 10' x 10' Booth Carpet - Graphite	DISCOUNT PRICE \$240.00	STANDARD PRICE \$312.00

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____

EXHIBIT COMPANY NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____

CITY/STATE/ZIP _____ EMAIL _____

PHONE _____ EXT _____ FAX _____

▶ EXHIBITOR SIGNATURE _____ PRINT NAME _____

BOOTH PACKAGE OPTIONS



FURNITURE, ACCESSORIES, & CARPETING

UNSKIRTED TABLES: 24" wide	DISCOUNT	STANDARD	QTY
4'L x 30"H TABLE	\$55.00	\$65.00	
4'L x 40"H TABLE	\$65.00	\$75.00	
6'L x 30"H TABLE	\$65.00	\$75.00	
6'L x 40"H TABLE	\$75.00	\$85.00	
8'L x 30"H TABLE	\$75.00	\$85.00	
8'L x 40"H TABLE	\$85.00	\$95.00	
ADD A SKIRT—30"H	\$10.00	\$20.00	
ADD A SKIRT—40"H	\$15.00	\$25.00	
Indicate skirt preference—includes table top covering BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE			
BOOTH DRAPE: Back and Side	DISCOUNT	STANDARD	QTY
8' BACK DRAPE	\$7.00 PLF	\$8.00 PLF	
3' SIDE DRAPE	\$5.00 PLF	\$6.00 PLF	
Indicate drape preference: If no color is indicated, show color will be selected by Stetson. BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE GREEN RASPBERRY MARGARITA VIOLET ORANGE			
PEDESTAL TABLES	DISCOUNT	STANDARD	
Formica Topped Cocktail Tables	PRICE	PRICE	
30" Round x 30" H Table	\$60.00	\$70.00	
30" Round x 40" H Table	\$80.00	\$90.00	
Spandex Linen	\$30.00	\$40.00	
Please select color—if none, color will be selected by Stetson. AQUA YELLOW WHITE BLACK FUCHSIA PURPLE ROYAL BLUE RED ORANGE LIME GREEN			

SEATING	DISCOUNT	STANDARD	QTY
FOLDING CHAIR	\$25.00	\$32.50	
UPHOLSTERED ARMCHAIR	\$50.00	\$60.00	
SWIVEL DESK CHAIR	\$70.00	\$80.00	
UPHOLSTERED STOOL	\$75.00	\$85.00	
ACCESSORIES	DISCOUNT	STANDARD	QTY
WASTEBASKET	\$10.00	\$15.00	
EASEL	\$35.00	\$45.00	
FISH BOWL	\$20.00	\$25.00	
ROPE & STANCHION (PER SET)	\$65.00	\$85.00	
CARPET	DISCOUNT	STANDARD	QTY
CARPET PADDING-PER SQ. FT.	\$3.50 PSF	\$3.70 PSF	
VISQUEEN-PER SQ. FT.	\$2.95 PSF	\$3.15 PSF	
10' x 10' BOOTH CARPET	\$115.00	\$145.00	
10' x 20' BOOTH CARPET	\$215.00	\$245.00	
10' x 30' BOOTH CARPET	\$315.00	\$345.00	
PLEASE CONTACT STETSON FOR ADDITIONAL CARPET SIZES & PRICING			
Indicate Carpet Color: If no color is indicated, show color will be selected by Stetson. BLACK BLUE GRAY GREEN RED			

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____

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

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

RENTAL ORDER FORM



PAYMENT AUTHORIZATION

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

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

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax, (e)mail, or online (an individualized username and password will be emailed). Email orders to Stetson at acampbell@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

BOOTH PACKAGE	\$ _____
FURNITURE	\$ _____
ACCESSORY	\$ _____
CARPET	\$ _____
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

2024 REQUEST FOR ELECTRICAL SERVICES



***Online ordering services available at www.pittsburghcc.com**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

Electrical Service <small>(Electrical outlets approximately 120/208 A.C. 60 Cycle)</small>	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$148.10	\$186.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$305.65	\$409.10	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$546.70	\$755.25	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$719.50	\$955.50	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$564.20	\$595.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$1,017.00	\$1,426.50	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,418.90	\$1,970.85	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,103.90	\$1,318.80	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,379.20	\$1,647.20	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,954.18	\$2,335.73	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,336.70	\$2,792.75	\$
<i>Cable Service:</i>					
Digital service with digital converter box (does not include monitor)			\$360.50	\$360.50	\$
Advanced Rate pricing: In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.				Total	

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time			\$93.00	
			Total	

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<i>Electrical Equipment:</i>				
• Extension Cord: 3 wire, multi plug, does not include power		\$38.00	\$41.75	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$94.75	\$101.00	\$
			Subtotal	
			Tax (7%)	
			Total	

Total for all Electrical Services:

2024 REQUEST FOR ELECTRICAL SERVICES



(PLEASE PRINT)

Name of Event _____ Event Dates _____ Booth # _____

Company Name _____ Phone # _____ Fax # _____

TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Requests for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show close.
14. All exhibitors' cords must be of the 3-wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
17. A receipt for services is available upon request.
18. Utility will be installed at the back of the booth and/or in the most convenient manner.
 - * If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

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To pay by check, please mail this form with payment to:
Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009,
exhibitorservices@pittsburghcc.com



Internet Services Order Form

ORDER ONLINE: www.shownets.net

Phone: 800-310-4454 | Email: orders@shownets.net

Company Name:	Booth/ Room #:		
Billing Address:	City:	State:	Zip:
Event Name:	Event Run Dates:		
On-Site Contact:	Phone:		
Email Address:	Fax:		

Exhibit Area Network / Voice Services (Advanced pricing is greater than 14 days prior to event start with full payment)

A. BASIC WIRED INTERNET SERVICES - NOT FOR STREAMING

Includes: 1 Private IP Address, Routers prohibited and will not work	Qty	Advanced	Standard	Total
Up to 3 Mbps (DHCP) intended for light internet usage		\$895	\$1,368	
Additional Device (s) Per Device up to 4 (6 or more please contact sales at the number below)		\$150	\$275	

B. STANDARD WIRED INTERNET SERVICES - FOR STREAMING, GAMING & WEBCAST

Includes: multiple Private IP Addresses, Routers SUPPORTED	Qty	Advanced	Standard	Total
Dedicated 5 Mbps		\$3,495	\$4,3704	
Dedicated 10 Mbps		\$5,900	\$7,3750	
Dedicated 15 Mbps		\$11,700	\$14,630	
Dedicated 20 Mbps		\$15,500	\$19,380	
For Public Routed Addresses please contact us at the number below				

C. ADDITIONAL PRODUCTS AND SERVICES - for more options please contact us at the number below

Products or Services	Qty	Advanced	Standard	Total
Additional Wired Connections (section A)		\$100	\$125	
Switch Rental - managed or unmanaged up to 23 host ports		\$185	\$225	
Patch Cable Rental		\$50	\$62	
Distance Fee of \$500 Internet / \$100 Telephone for each line extended outside the venue				
For extension of 3rd party data circuits please contact us at the number below				

D. VOICE / PBX SERVICES - US long distance included, International long distance charged by individual usage

Products or Services	Qty	Advanced	Standard	Total
Single Line		\$275	\$345	
Multi-line option (1 main with 1 roll over line) - includes device rental		\$415	\$620	
Speaker Phone line - includes device rental		\$465	\$575	
To disable "DIAL 9" access as default circle "Yes"		Yes		
To enable International Long Distance, circle "Yes"		Yes		

E. WIRELESS SERVICES - for more options please contact us at the number below

SUBTOTAL	
Estimated 7% TAX/ FEE	
GRAND TOTAL	

Custom solutions tailored to your requirements as well as additional bandwidth and hardware options are available by calling the number below



Internet Services Order Form

To avoid additional charges, your order is not complete until you include a diagram of your booth indicating your drop location(s).

Payment Type: Please select one. Credit card payments appear as "showNets, LLC" on monthly statements.

- Check Payable to: showNets, LLC
- Credit Card: AMEX MASTERCARD VISA

Credit Card #: _____ Ex. Date: _____ Sec. Code: _____ (3-4 Digits)

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Cardholder Name (Print)

Cardholder Name (signature)

Information and Conditions

showNets (Supplier) is the exclusive provider for wired and wireless network services at the David L. Lawrence Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service.

DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES. Customers/exhibitors accept responsibility to ensure that all of their files are adequately duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control. Services Order Request and Payment THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION TWO WEEKS PRIOR THE START OF SHOW TO QUALIFY FOR THE ADVANCED RATE. Orders received inside of the two week period will be charged the standard rate. Both wireless access and on-site orders will go through our automated system and will require a credit card for payment. For a wired connection, booth location and location of the Network Connection must be identified to process your order. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit can not be given for service installed and not used. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems. A \$50.00 service fee will be charged for all returned checks. Services Installation And Equipment Use For a wireless connection, the process is automated. Open a browser and enter the information requested, choose a service level and enter your credit card information. There is a \$10.00 Service fee for all Manual Wire transactions. For a private wired connection, you will receive access to the Internet via a userid and password for one device. If you order prior to the event, connect your machine to the Cat5 cable that is installed at your location. Open a browser and enter your userid and password to access the Internet. If you order on-site, connect your machine to the Cat5 cable installed in your location. Open a browser and enter the information requested, choose a service level and enter your credit card information. For a public IP wired connection, a printed copy of the full TCP/IP address information will be provided to you prior to the event to facilitate your configuration of the demonstration machine. To connect additional devices to the network you will need to order additional network connections. Please see the Order Form. Enter your IP information into your machine and then connect your machine to the Cat5 cable that is installed at your location. Keep in mind; the Internet is a public domain. We do not guarantee the performance of any connection outside of the facility. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the David L. Lawrence Convention Center network and is received by the ISP's POP router and beyond.. REMEMBER, ONE (1) PUBLIC OR PRIVATE TCP/IP ADDRESS MUST BE ORDERED FOR EACH MACHINE TO BE CONNECTED TO THE INTERNET. NO ROUTERS, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, STREAMING APPLICATIONS OR VOIP ARE ALLOWED WITH ANY OF OUR SERVICES. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION. NO WIRELESS DEVICES ARE ALLOWED ON THE NETWORK WITHOUT SHOWNETS PRIOR WRITTEN CONSENT. IF YOU REQUIRE YOUR OWN WIRELESS NETWORK WITHIN YOUR LOCATION, WE WILL REVIEW YOUR REQUEST AND FOLLOW UP WITH A WRITTEN QUOTATION IF APPROPRIATE. Cancellation Policy showNets must be notified in writing two (2) weeks prior to show date to cancel an Internet Access Order. The cancellation fee is \$200.00. Orders placed inside 2 weeks of the show cannot be cancelled and are non-refundable.

Customer Acceptance of Information and Conditions (see above).

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Customer - Print Authorized Name

Customer - Authorized Signature

Date

2024 REQUEST FOR CUSTOM CLEANING SERVICES



***Online ordering services available at www.pittsburghcc.com**

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Company Address	City/State	Zip Code
Email Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)		
Daily Vacuum		\$0.35 / sq. ft.	\$0.40 / sq. ft.	\$		
Service needed (check box):		Prior to show opening	Day 2	Day 3	Day 4	Day 5

Advanced Rate pricing:

In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day.

Total Days Needed	
Subtotal	
Tax (7%)	
Total <small>(Total Days x Daily Vacuum Cost + 7%)</small>	

Periodic Porter Service	Dates Service Needed	Begin Service Time (AM/PM)	End Service Time (AM/PM)	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$59.00 / hr	
					\$59.00 / hr	
					\$59.00 / hr	
					\$59.00 / hr	
Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.					Subtotal	
					Tax (7%)	
					Total	

Total for all Custom Cleaning Services:

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In order to make your service ordering experience quick and efficient, we invite you to order all services provided by the DLCC, through our website.

The following are services provided by the DLCC:

Electric
Custom Cleaning and Porter Service
Plumbing and Compressed Air
Security
Steel Plate for Heavy Equipment Displays
Internet Services
Booth Catering

Please click on the link to place your order now:

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

If you require assistance, please call our Exhibitor Services Department.

412-325-6102

Exhibitorservices@pittsburghcc.com