

Maui+Derm

NP+PA FALL

Maui + Derm
NP + PA Fall
Sept. 27-30, 2023

Omni Grove Park Inn
Asheville, NC

IMPORTANT
EXHIBITOR PACKET

Maui + Derm
NP + PA Fall

Thank you for participating in the 2023 Maui+Derm NP+PA Fall tradeshow. All Convention and Expo Services (ACES) is the official Tradeshow Service Contractor for the event. ACES will assist you with your tradeshow and shipping needs for the event on Sept. 27 – 30, 2023.

Enclosed are the various rental and service order forms in The Exhibitor Service Manual. It is highly recommended that you review and complete all applicable forms. Please return completed forms to Beth@acesknox.com or Fax 865-200-8689. Questions, please call 865-200-8687.

For Pre-Order Pricing, Forms should be received no later than:

Pre-Order Deadline: Sept. 13, 2023

Show Colors are: White

STANDARD BOOTH

Booth Package includes:

- 10' wide x 8' deep booth with 8' back drape wall and 3' side dividers
- (1) 6'x24"x30" tall Skirted Display Table
- (2) Folding Chairs
- (1) Wastebasket
- Company ID Sign

Schedule

Wednesday, Sept 27, 2023

Exhibitor move-in & Set up

2:00pm - 6:00pm

Thursday, Sept 28, 2023

Trade Show Open

7:00am – 11:15am

Friday, Sept 29, 2023

Trade Show Open

7:00am – 11:15am

Saturday, Sept 30, 2023

Tradeshow open

7:00am - 11:15am

Saturday Sept 30, 2023

Dismantle

11:00am – 1:00pm

All Exhibitor materials must be removed from Facility by 5:00pm on Saturday Sept 30, 2023.

DISCOUNT PRICING

To qualify for Discount Pricing:

- Credit card must be on file regardless of payment method.
- **Orders received after Sept 13th will be charged show floor pricing.**

PAYMENT POLICY

- 100% payment is required with order for any service, equipment orders, sales tax, and anticipated freight charges.
- A Credit Card Authorization Form must be completed and included with your completed order form.
- Any additional charges at the show site will be charged to card on file prior to show opening or at time of services rendered. Please be sure that all company representatives have the capability to clear any balances.
- Any balance left unpaid at end of show will be charged an additional 25% surcharge of the total balance.
- Any Advance Order that is received without payment will not qualify for the Advance Discount Pricing.

Equipment Rental Form

Booth / Company Name: _____

Booth # _____ **Pre-Order Deadline:** Sept 13, 2023

Quantity	Description	*Pre-Order Pricing	Total	Show Floor Pricing	Total
	Upholstered Leather Chair	\$80.00		\$95.00.	
	Upholstered Stool	\$70.00		\$80.00	
	Folding Padded Chair	\$25.00		\$35.00	
	Waste Basket w/ Liner	\$20.00		\$30.00	
	Easel	\$25.00		\$35.00	
	Literature Rack	\$45.00		\$55.00	
	Chrome Bag Holder	\$75.00		\$85.00	
	Chrome Garment Rack	\$60.00		\$75.00	
	Un Skirted Table 4',6',8'	\$70.00		\$85.00	
	4' Skirted	\$80.00		\$95.00	
	6' Skirted	\$90.00		\$100.00	
	8' Skirted	\$100.00		\$115.00	
	42"H Pedestal Table w/ Linen Colors: Black, Blue, White	\$100.00		\$115.00	
Counter Height Table add \$20.00 to above table prices					
CARPET					
	10' Wide x Length x Cost	\$2.25/sq. ft.		Not Available after	
	Carpet Color: Blue, Tuxedo, Red, Black,			Sept 22nd	
	Carpet Padding 10' Wide x Length x Cost	\$2.00/sq.ft.		Not Available after	
				Sept 22nd	
SUB TOTAL					
Sales Tax 7%					
GRAND TOTAL					
NAME OF EXHIBITING COMPANY					
BOOTH#					
Contact Name					
Address of Company					
City			State		Zip
Phone			Fax		
Email:					

MATERIAL HANDLING POLICY

ACES provides services to assist with exhibitor move in/out. This service is here to assist you and make your move in/out experience easy and seamless. This service includes unloading/loading boxes, freight and any material needed for your booth.

Exhibitors are welcome to hand carry materials in by yourself using no equipment. If you need assistance, ACES is here for you.

Service can be pre-ordered or ordered at the Customer Service Counter upon your arrival, services are available at an hourly rate. Labor will be provided in order that it is placed, pre-orders have priority over orders placed onsite.

DRAYAGE TO ADVANCE SHIPPING WAREHOUSE POLICY:

1. All Shipments must arrive pre-paid.
2. Uncrated, Loose or Unmarked shipments will not be received.
3. Freight handling charges (drayage) will be applied to all shipments received by ACES, or any freight delivered directly to the show site.
4. The drayage charges are the responsibility of the exhibitor for whom the shipment is addressed.
5. All shipments must have a bill of lading which shows the number of pieces, type of merchandise, and certified weight.
6. **Drayage is based on INCOMING WEIGHT.**
 - a. Any partial hundreds are rounded up to the next hundred.
 - b. On shipments without a bill of lading, the estimated weight will be billable, if a certified weight receipt is not provided prior to move out.
7. ACES will deliver the shipments to the exhibitor's booth based on the installation schedule. ACES will not be responsible for shipments after the shipment is placed in the exhibitor's booth.
8. Shipping Labels must have all information: Show name, Booth #, Company Name and Shipper's name.
9. **YOUR COMPANY CREDIT CARD MUST BE ON FILE WITH ACES TO USE MATERIAL HANDLING/SHIPPING SERVICES.**

Advance Warehouse:

To reduce material handling costs and ensure your packages will be in your booth when you arrive at the show site, please have your freight/packages sent to the Advance Warehouse.

First Day to Receive Freight at Advance Warehouse:

- Monday, Sept 4th, 2023
- 8:00am - 3:30pm
- Monday –Friday

Last Day to Receive Freight at Advance Warehouse

- Friday Sept 22, 2023

Advance Warehouse Address:

All Convention & Expo Services

C/O: Maui Derm Show

Booth #: _____

6041 Tazewell Pike

Knoxville, TN 37918

Material Handling / Drayage Rates:

Inbound and Outbound Freight: \$95.00 per 100lbs, with a minimum of \$285.00.

***All weights are rounded up to the next 100lbs**

Small Package Delivery (FED EX, UPS, etc.) up to 100lbs.

1-20 lbs \$50.00 per package

21-100lbs \$60.00 per package

Over 100lbs, then the above CWT weight applies

Small Package using Fed Ex, UPS or other for OUTBOUND ONLY:

- **EXHIBITOR MUST HAVE AN ACCOUNT NUMBER WITH CARRIER to use this service.**
- **Exhibitor must contact carrier to order package pick up at event site.**
- If shipments are not picked up by 5pm Sat. Sept 30th, packages will be returned to the advance warehouse for pick up.

Early Advance warehouse fees: Any shipment received prior to Sept 4, 2023, at the Advance Warehouse will be charged an additional \$65.00 per 100lbs, Min 100 lbs. Shipments under 100lbs will be charged an additional \$25.00 per package.

Show Site Material Handling:

Show Site Shipments: any freight/materials shipped directly to show site will be billed at \$130.00 per 100lbs Minimum \$390.00. Shipments 100lbs or less will be charged \$100.00 per package.

- Shipments of any kind will not be received at the show site facility: **prior to 9:00am, Sept 26, 2023.**
 - If your shipment arrives prior **to Sept 26, 2023** at the show site, you will be charged an additional \$130.00 per 100lbs or \$30.00 per package for small package delivery (100lbs or less)
- Any fee charged by facility to ACES for Direct to Show Shipping will be passed to Exhibitor.

Show Site Address: (to be received Sept 26, 2023, 9:00am-3:00pm)

The Omni Hotel
C/O All Convention and Expo Services
Maui Derm: **Booth #**
290 Macon Ave
Asheville, North Carolina, 28804

In Order To Use Any of the Above Drayage Service, A Credit Card Number Must Be On File With The Display Contractor

Material Handling/Drayage Order Form



Booth / Company Name: _____

Booth # _____

Drayage Type:	Number of:	Weight:	Total:
Crates			
Cartons			
Cases			
Carpets			
Other Items:			
Total:	# of pieces:	*Total weight:	

*If Partial Weight: Round weight up to next 100th lb

SUBTOTAL: \$ _____

SALES TAX (7%): _____

TOTAL: \$ _____

NO ACCOUNT BILLING ON DRAYAGE SERVICE

CREDIT CARD MUST BE ON FILE

*Please fill out order form and return with payment form to All Convention and Expo Services

Company Name (Exhibitor): _____ Booth: _____

Phone Number: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Print Name: _____

Signature: _____

EMPTY CRATE STORAGE

1. Properly labeled empty containers of freight handled by All Convention and Expo Services will be removed and returned to the booth, empty labels will be available at the service desk.
 - a. **Affixing new labels is the sole responsibility of the exhibitor or representative, and the exhibitor or representative must remove all old labels.**
2. EMPTY CONTAINERS WILL NOT BE ACCESSIBLE BY EXHIBITORS DURING THE SHOW.
3. Empty Containers and boxes CANNOT be stored behind your booth during the show.
4. Empty containers will be returned to your booth at the close of the show.

OUTBOUND SHIPPING

1. All Convention and Expo Services will have shipping labels, bill of lading, and shipping information available prior to move out.
2. The exhibitor will be responsible for packing, palletizing, shrink wrapping, labeling, and returning completed bill of lading to the service desk when shipment is ready.
3. The exhibitor will be responsible for contacting carrier to pick up freight.
4. All Convention and Expo Services will move shipments from the exhibitor's booth to the outbound carrier.
5. If shipment is left not ready for outbound shipping, ACES will charge the exhibiting company \$100.00 for labor, plus materials needed to crate, palletize, or shrink wrap materials left for shipment.

GENERAL CONDITIONS

1. All Convention and Expo Services reserves the right to correct the number of pieces the exhibitor declares to be the actual pieces in the booth at the time of pick-up.
2. All Convention and Expo Services will not be responsible for concealed damages or loss of exhibit material left in booth for shipment at the close of the show.
3. All Convention and Expo Services will not be responsible for items tendered to common carrier.
4. ALL INBOUND AND OUTBOUND SHIPMENTS MUST COME THROUGH All Convention and Expo Services.
5. Any shipment received at location will be charged drayage rates based on weight from Bill of Lading.

Booth / Company Name: _____

Booth # _____

Straight Time is Monday – Friday, 8:00am – 4:00pm
Over Time is anytime outside of that.

Installation	Time: _____	Date: _____	<input type="checkbox"/> Supervised	<input type="checkbox"/> Unsupervised
Straight Time Min 2 hours per person	# of men: ____ x # of Hrs. ____ x \$100.00 = \$			
Over Time Min 3 hours per person	# of men: ____ x # of Hrs. ____ x \$150.00 = \$			
Total:				\$

Dismantle	Time: _____	Date: _____	<input type="checkbox"/> Supervised	<input type="checkbox"/> Unsupervised
Straight Time Min 2 hours per person	# of men: ____ x # of Hrs. ____ x \$100.00 = \$			
Over Time Min 3 hours per person	# of men: ____ x # of Hrs. ____ x \$150.00 = \$			
Total:				\$

Loading/Unloading	This Labor is not for installation or dismantling of exhibit.
Equipment delivered to booth/delivered to vehicle	
1 person with cart Min 1 hour per person.	# of men: ____ x # of Hrs. ____ x \$100 = \$
Total:	

NAME OF EXHIBITING COMPANY		BOOTH#
Contact Name		
Address of Company		
City	State	Zip
Phone	Fax	
E-mail		

Labor Service Policy:

- Orders must be paid in full at the time of order.
- Credit card must be on file with All Convention Expo Services.
- **Unsupervised Labor:** Instructions and/or drawings **MUST** be included with order form.
- **Supervised Labor:** Supervisors must sign in and out all labor assigned to the ticket.
 - **You will be billed from start time on order till you notify the service desk that work is complete, and labor is released.**

Tipping:

- Tipping of All Convention Expo Services Employees is **NOT** permitted.

SAFETY TIPS:

- Do not stand on chairs/tables or other rental furniture - Use a ladder.
- You are in an active work area with changing conditions during move-in and move out. Pay attention. Look for obstacles, machinery, and equipment that are in use.
- Stay clear of dock areas, trucks and trailers.
- Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantling of exhibits is **NOT** permitted by exhibitors.

The Tradeshow will close Saturday, Sept 30, 2023, at 11:00 am

Crate Return:

- Empty crates and boxes will be returned to booths as quickly as possible, please be patient.

Bills of Lading (Shipping Documents):

- Bills of Lading for shipments along with shipping labels will be available at All Convention and Expo Exhibitor Service Desk.
- ALL Exhibitors shipping materials/freight:
 - **A Bill of lading MUST be filled out and TURNED INTO ACES Customer Service Desk prior to departing booth.**
 - All materials must be packed and labeled before turning Bill of Lading into ACES.
 - ***DO NOT LEAVE YOUR BILL OF LADING AT BOOTH***
 - Any shipment left on the floor without paperwork on file at the service desk will be charged an administration fee of \$100.00 for filling out paperwork.

Private Carrier/UPS/Fed Ex or other:

- You are required to schedule pick up with your carrier.
- Any outbound freight remaining at 5:00pm, will be returned to ACES Advance Warehouse for outbound shipping.
- All outside carriers must have a completed Bill of Lading and Correct Information (Paper copies) on your shipment before your shipment will be released to them.

UPS and Fed EX Services may not be available due to the Saturday move out.



Booth / Company Name: _____
Booth # _____

Date: _____

Date of Show: _____

Show Name: _____

Company Name: _____

Name of Cardholder: _____

Billing Address for Credit Card: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Credit Card Information

MC VISA AMERICAN EXPRESS DISCOVER

Account Number: _____

Expiration Date: _____ V Code: _____

Amount of Charge: _____

AUTHORIZED SIGNATURE _____



All Convention Expo Services:

Show Questions / Shipping: Contact Beth Norris

Direct Line: 865-200-8687

Email: Beth@acesknox.com

Advance Warehouse for Freight and Shipping:

All Convention & Expo Services

C/O: Maui Derm Show

Booth #: _____

6041 Tazewell Pike

Knoxville, TN 37918

Direct to Show Site Shipping:

The Omni Hotel

C/O: ACES, Maui Derm, Booth #

290 Macon Ave

Asheville, North Carolina, 28804

All Convention & Expo Services
6041 Tazewell Pike
Knoxville, TN 37918
Office 865-200-8687
Fax 865-200-8689