

World Class
TRAINING

Electrical Training Alliance/NTI Tradeshow

July 27-28, 2024

Eastern Michigan University

George Gervin GameAbove Center

Ypsilanti, Michigan

**IMPORTANT
EXHIBITOR
PACKET**

IMPORTANT EXHIBITOR INFORMATION

NTI 2024 Tradeshow
Eastern Michigan University
George Gervin GameAbove Center
799 N Hewitt Road, Ypsilanti, Michigan

Thank you for participating in the 2024 NTI/ETA tradeshow. All Convention and Expo Services is the official Tradeshow Service Contractor for the event. ACES will assist you with your tradeshow and shipping needs for the NTI Tradeshow on July 27-28, 2024.

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 mike@allconventionexpo.com or Fax 865-200-8689. Questions, please call Mike Julian---865-207-5767.

Pre-Order Deadline: July 5, 2024

Show Colors are: Blue, Gold, and White

STANDARD BOOTH

Booth Package includes:

- 10' wide x 10' 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
- (1) 110-5amp Electrical Outlet at the back of the booth
- Blue Booth Carpet

ISLAND BOOTH

Booth Package includes:

- Square Footage
- (1) 6'x24"x30" skirted table (per 100 sq/ft)
- Blue Booth Carpet
- (1) 110-5amp Electrical Outlet (per 100 sq/ft)
 - *Table and Electrical Service will only be placed at the exhibiting company's request.*
 - *Electrical Service will be installed at the back of the booth (to have electrical service moved to a different location is an additional fee and an electrical grid layout must be submitted with the order.*

Schedule

Wednesday, July 24, 2024

Overhead signs to be installed 8:00am-noon
Vehicles and trailers moved onto the arena floor 2:00pm-4:00pm
Contact Denise Jenkins to schedule 301-715-2344 or dj@etalliance.org

NO OVERHEAD SIGNS, VEHICLES, OR TRAILERS WILL BE PERMITTED TO MOVE IN OTHER THAN THE TIME ALLOTTED ON THE SCHEDULE.

Thursday, July 25, 2024

*Early Exhibitor move-in 8:00am - 4:00pm
**By appointment only, contact Denise Jenkins to schedule 301-715-2344 or dj@etalliance.org*

Friday, July 26, 2024

Exhibitors move-in 7:00am - 3:00pm

Saturday, July 27, 2024

Ribbon Cutting 8:55am
Tradeshow open 9:00am-5:00pm

Sunday, July 28, 2024

Tradeshow opens 8:30am-12:00pm
Tradeshow closes 12:01pm
Exhibit Breakdown 12:01pm-4:00pm
Exhibit Breakdown to stop 4:00pm-7:00pm
Exhibit Breakdown to resume 7:00pm-10:00pm
Building closes 10:30pm

All Exhibitor materials must be removed from Facility by 10:00pm on Sunday July 28, 2024.

Discount Pricing

To qualify for Discount Pricing:

- Credit card must be on file regardless of payment method.
- Payment must be paid in full by July 5, 2024.
- If mailing check, payment must be received by July 5, 2024.
- **Orders received after July 5th will be charged show floor pricing.**

Discount Drayage applies only if using ABF Freight (Official Show Carrier) for freight transportation services.

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.

REFUNDS:

- Equipment or Services canceled prior to July 5th will receive a 50% refund.
- No refund for equipment or services after July 5th.
- See Electrical Service for Refund Policy on Electrical Service.

Equipment Rental Form

Booth / Company Name: _____ **Electrical Training Alliance/NTI**

Booth # _____ **Pre-Order Deadline: July 5, 2024**

Quantity	Description	*Pre-Order Pricing	Total	Show Floor Pricing	Total
	Upholstered Leather Chair	\$80.00		\$95.00.	
	Upholstered Stool	\$70.00		\$80.00	
	Straight Chair	\$5.00		\$10.00	
	Waste Basket w/ Liner	\$5.00		\$8.00	
	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					
	8' Masking Drape	\$5.00/linear/ft		\$6.00/linear/ft	
	3' Masking Drape	\$3.00/linear/ft		\$4.00/linear/ft	
CARPET					
	10' Wide x Length x Cost	\$1.00/sq. ft.		Not Available after	
	Carpet Color: Blue, Gray, Red, Black, Green			June 30th	
	Carpet Padding 10' Wide x Length x Cost ONLY AVAILABLE If Ordering Additional Carpet	\$0.95/sq.ft.		Not Available after June 30th	
SUB TOTAL					
Sales Tax 6%					
GRAND TOTAL					
NAME OF EXHIBITING COMPANY					
BOOTH#					
Contact Name					
Address of Company					
City			State		Zip
Phone			Fax		
Email:					

ELECTRICAL SERVICE

Included in Booth Package:

- 110 electrical service installed at the back of your booth (drape line).
- Exhibitors cannot install their own electric service. ALL ELECTRICAL SERVICE Must come through All Convention and Expo Services.

Specific electrical location order:

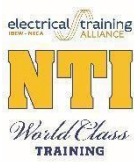
- Electrical grid layout with placement must be included with order.
- All placements must be placed under the carpet.
- A fee of \$100.00 per outlet will be charged and must be paid by July 5, 2024.
- Any electrical service move order after July 5th will be charged an additional \$60.00 fee per location.
- Exhibitors cannot install their own electric service. ALL ELECTRICAL SERVICE Must come through All Convention and Expo Services.

ADDITIONAL ELECTRICAL SERVICE

- Electrical grid layout with placement for additional plug(s) must be included with order.
- All placements must be placed under the carpet.
- An additional \$160.00 fee per outlet will be charged and must be paid by July 5, 2024.
 - Any order after July 5, 2024, will be charged an additional \$60 fee per location.
- Exhibitors cannot install their own electric service. ALL ELECTRICAL SERVICE Must come through All Convention and Expo Services.

ORDERS RECEIVED WITHOUT A GRID LAYOUT WILL NOT BE PLACED AND WILL BE CHARGED THE ADDITIONAL FEE ONCE THE GRID LAYOUT IS RECEIVED.

NO REFUND will be given for Electrical Service ordered and NOT USED or CANCELED prior to the show.



Electrical Service Order Form



Booth / Company Name: _____ **Electrical Training Alliance/NTI**
Booth# _____ **Pre-Order Deadline: July 5, 2024**

Outlets: Nominal 120 Volt Standard Outlets (for lights, appliances, motors, etc.) Prices are per outlet, or Combinations of outlets with electrical load not to exceed Ampere rating indicated.

Quantity	110 Voltage	*Pre-Order Pricing	Floor Pricing	Amount
	5 amp	\$197.00	\$248.00	
	10 amp	\$203.00	\$260.00	
	20 amp	\$209.00	\$265.00	
	30 amp	\$592.00	\$750.00	
	220 Voltage			
	30 amp	\$640.00	\$775.00	
	50 amp	\$1265.00	\$1,660.00	

Spotlights, Extension cords, Power strips

	Spotlights (2-150 Watt Bulbs)	\$80.00	\$115.00	
	Extension Cord 25' or less	\$68.00	\$85.00	
	Extension Cord 25' or more	\$79.00	\$105.00	
	Power Strip	\$79.00	\$105.00	

Labor

Monday thru Friday 8:00 am – 4:00 pm except holidays pay Pre-Order Price
 Weekend and Holiday pay Floor Price

	Electrician (Minimum 1 hour)	\$203.00 per hour	250.00 per hour	
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SUB TOTAL				
Sales Tax 6%				
GRAND TOTAL				

Pre-Order Must be Paid In Full When Order Is Placed
Electrical Service Will Not Be Turned on Until Payment Has Been Made In Full

NAME OF EXHIBITING COMPANY _____ **BOOTH#** _____

Contact Name _____

Address of Company _____

City	State	Zip
------	-------	-----

Phone	Fax
-------	-----

E-mail _____

Electrical Service Order



Booth / Company Name: _____ Electrical Training Alliance/NTI

Booth # _____ **Pre-Order Deadline:** July 5, 2024

Quantity	Description	*Pre-Order Pricing	Total	Show Floor Pricing	Total
	Move provided outlet from back of booth to specific location in booth	\$100.00		\$160.00	
	Install additional electrical outlet(s) to specific location(s) in booth	\$160.00		\$220.00	
SUB TOTAL					
Sales Tax 6%					
GRAND TOTAL					

All Electrical Service Orders Must Be Paid In Full At Time Order Is Placed. No Refunds On Electrical Service Orders.

NAME OF EXHIBITING COMPANY

BOOTH#

Contact Name

Address of Company

City

State

Zip

Phone

Fax

Email

Electrical Grid



Booth / Company Name: _____ **Electrical Training Alliance/NTI**
Booth # _____ **Pre-Order Deadline: July 5, 2024**

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

MATERIAL HANDLING POLICY

All Convention Expo Services 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 one trip by yourself using no equipment. After that All Convention Expo Services will assist you.

All Convention Expo Services maintain control of the loading dock area including all dock doors and parking lot. 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.

Services available:

- Assistance with unloading/loading of vehicle
- The use of forklifts will be under control of All Convention Expo Services.
- Unloading and loading of all contract carriers will be handled by All Convention and Expo Service.

EXHIBITOR PARKING WILL NOT BE ALLOWED IN THE DOCK AREA OF THE CENTER.

Once exhibitors have checked in at the Training Partner registration which will be in the Atrium, they may then park in the South Lot of the George Gervin GameAbove Center and use Door D to unload onto the concourse level or use the elevator to access the arena floor.

Official Transportation Provider

via the ABF Freight® Network

33RD ANNUAL
NTI
World Class
TRAINING

July 27-28, 2024
George Gervin
Game Above Center
Ypsilanti, MI

Let ArcBest® make your next trade show the easiest you have ever attended!

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest
More Than Logistics®

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

Official Show Carrier/Advance Warehouse:

ABF Freight
NTI/ETA
6250 Inkster Road
Romulus, MI 48174

Contact ABF Freight Customer Service for additional information regarding rates. The Electrical Training Alliance/NTI is requesting that all drayage be shipped with ABF Freight.

ABF Freight Customer Service: 1-800-654-7019, 24/hours/7days a week
or email tradeshow@arcb.com

First Day to Receive Freight at Advance Warehouse:

- July 5, 2024
- 8:00am - 2:30pm
- Monday –Friday

Last Day to Receive Freight at Advance Warehouse

- Thursday July 18, 2024

Early Advance warehouse fees: Any shipment received prior to July 5, 2024, at the Advance Warehouse will be charged an additional \$75.00 per CWT, Min 100 lbs. Shipments under 100lb will be charged an additional \$50.00 per package.

Show Site Shipments: any freight/materials shipped directly to show site will be billed at \$165.00 per CWT Minimum \$495.00. Shipments 100 lbs or less will be charged \$50.00 per package.

- Shipments of any kind will not be received at the show site facility prior to 9:00 am July 23, 2024.
- Any shipment received **prior to July 23, 2024**, at the show site will be charged an additional \$65.00 per CWT, Min 100 lbs. or \$50.00 per package for small package delivery (100lbs or less)

Show Site Address: (to be received July 23, 2024, 9:00am-3:00pm)

Electrical Training Alliance

% All Convention and Expo Services—**Booth #** _____

Eastern Michigan University, George Gervin GameAbove

1201 Westview Street Ypsilanti, MI 48197

ADVANCE SHIPPING WAREHOUSE

1. All Shipments must arrive pre-paid.
2. Uncrated or Unmarked shipments will not be received.
3. Freight handling charges (drayage) will be applied to all shipments received by All Convention and Expo Services, ABF Freight, 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. Boxed, crated, or palletized shipments may be received beginning July 5, 2024, 8:00am-2:30pm, Monday – Friday. Shipments received prior to July 5, 2024, will be charged an additional \$75.00 per/CWT.
6. Address for Advance Warehouse is **ABF Freight - 6250 Inkster Rd. Romulus, MI 48174**
7. All shipments must have a bill of lading which shows the number of pieces, type of merchandise, and certified weight.
8. 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.
9. All Convention and Expo Services will deliver the shipments to the exhibitor's booth based on the installation schedule. All Convention and Expo Services will not be responsible for shipments after the shipment is placed in the exhibitor's booth.
10. Shipping Labels must have the following information:
Electrical Training Alliance/NTI Booth #
% ABF Freight

6250 Inkster Road
Romulus, MI 48174

DAYAGE RATES

2024 ETA/NTI

	<u>ABF Freight</u>	<u>Other Carrier</u>
Inbound and Outbound	\$75.00 per *CWT \$260.00 Minimum	\$95.00 per *CWT \$280.00 Min

***ALL WEIGHTS ARE ROUNDED UP TO THE NEXT 100 LBS**

Small Package Delivery 100lbs. or less For Deliver to the Show Site see pricing for show site shipping.

1-20 lbs \$45.00 per
package 21-100lbs \$50.00 per
package

Over 100lbs, then the above CWT weight applies

Outbound Small Package (*using Federal Express, UPS etc. .EXHIBITOR MUST HAVE AN ACCOUNT NUMBER WITH CARRIER to use this service*)

- \$50.00 per pick up (if shipment is split going to separate address then (2) separate pick-up charges would apply)
- This Service is NOT AVAILABLE for OUTBOUND SHIPPING from Electrical Training Alliance/NTI TRADE SHOW

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

For assistance regarding the above information, Contact: Mike Julian at 865.207.5767 or e-mail mike@allconventionexpo.com

Drayage Order

Booth / Company Name: _____ Electrical Training Alliance/NTI

Booth # _____ **Pre-Order Deadline:** July 5, 2024

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

(Name of your Company) _____ will ship _____ LBS. @

RATE per one hundred weights. (See rate chart for correct charge) with Name of Freight

SUBTOTAL _____

SALES TAX (6%) _____

GRAND TOTAL \$ _____

NO ACCOUNT BILLING ON DRAYAGE SERVICE

Credit card MUST be on file

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

Company Name (Exhibitor): _____ Booth: _____

Phone Number: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Print Name: _____

Signature: _____

EMPTY CRATE STORAGE

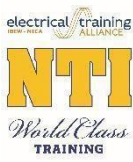
1. Properly labeled empty containers of freight handled by All Convention and Expo Services will be removed and returned to the booth, empty labels will be available at the service desk.
 - a. **Affixing new labels is the sole responsibility of the exhibitor or representative, and the exhibitor or representative 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 per Michigan Fire Marshal regulations.
4. Empty containers will be returned to your booth at the close of the show on July 28, 2024.
5. Handling and Storage of empty containers, cases, crates, boxes, or pallets not brought in by **ABF Freight will be charged at \$80.00 per box, crate, or pallet each way.**
6. Storage rates are included in the drayage rate if freight is handled through ABF Freight.
7. **THERE WILL NOT BE ANY STORAGE AVAILABLE IN THE FACILITY FOR CONTAINERS, CASES, CRATES, BOXES, OR PALLETS DURING 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 the carrier, if other than the official show carrier (ABF Freight).
4. All Convention and Expo Services will move shipments from the exhibitor's booth to the outbound carrier.
5. Drivers for carriers other than ABF Freight **MUST CHECK IN by 3:00pm on July 28, 2024,** at the All Convention and Expo Services Service Desk. **NO EXCEPTIONS.**
 - a. Freight reassigned will be shipped collect to the destination on the bill of lading.
6. 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. ABF Freight will have a shipping specialist on the show floor Sunday, July 28, 2024, to assist you with Outbound Shipping Needs
5. **ALL INBOUND AND OUTBOUND SHIPMENTS MUST COME THROUGH All Convention and Expo Services.**
6. Any shipment received at location will be charged drayage rates based on weight from Bill of Lading



Mobile Unit / Trailers

Booth / Company Name: _____ Electrical Training Alliance/NTI

Booth # _____ Pre-Order Deadline: July 5, 2024

MOTORIZED VEHICLES and TRAILERS WILL BE ALLOWED TO DISPLAY ON THE SHOW FLOOR.

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided to prevent damage that may occur to exhibits, property of others or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have All Convention and Expo Services supply an operator when available.

It is the responsibility of the exhibitor to advise their drivers of the correct placement of mobile units within the booth or exhibitor must be present when vehicles are moved into the booth to advise correct placement within the booth. If no instructions are provided, general spotting will be determined.

**RE-SPOTTING OF VEHICLES ONCE THEY HAVE BEEN PLACED IN THE BOOTH
WILL BE CHARGED AT THE PREVAILING RATES.**

SPOTTING FEE

MOBILE UNITS \$500.00 PER UNIT (Round Trip}

Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height _____ Width _____ Length _____ Weight _____

Will you require a forklift (additional charges will apply)? _____

Comments/Special Handling Requirements: _____

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

Union Regulations

UNION REGULATIONS

Union labor is required for certain aspects of exhibit handling. Below you will find union regulations regarding installation and dismantling of exhibits.

EXHIBIT INSTALLATION AND DISMANTLING

All Convention and Expo Services and The Electrical Training Alliance/NTI, have an agreement with IATSE Local 395 to provide labor for erecting and dismantling exhibits.

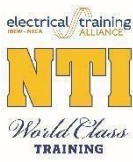
Full-time employees of the Company/Exhibitor booth may set their own exhibits without assistance from IATSE Local 395. However, any labor services required beyond what your regular full-time employees can provide **MUST** be rendered by All Convention and Expo Services and IATSE Local 395.

Supervision for assembling and/or dismantling the exhibit may come from an exhibit house employee, but the labor if other than the exhibiting company's full-time employees must come from the union.

Only (1) one Supervisor from an exhibit house will be permitted to assist in installation. No other Union will be permitted to work on the show floor unless contracted through All Convention and Expo Services.

Labor can be ordered in advance by returning the Display Labor order form.

Proof of full-time employment status may be required by the Union Steward or All Convention and Expo Services, of any personnel working in your booth.



Labor Service Order



Booth / Company Name: _____ **Electrical Training Alliance/NTI**

Booth # _____ **Pre-Order Deadline: July 5, 2024**

Straight Time is Monday – Friday, 8:00am – 4:00pm Double 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 = \$			
Double Time Min 3 hours per person	# of men: x # of Hrs. x \$200 = \$			
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 = \$			
Double Time Min 3 hours per person	# of men: x # of Hrs. x \$200 = \$			
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.**

Pre-Order Deadline:

- Orders must be received before **July 5, 2024**
- **Orders received after July 5, 2024**, will incur an additional 10% increase in the hourly rate per man/per hour.

Tipping:

- Tipping of All Convention Expo Services Employees or IATSE Local 395 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.
-

OVERHEAD SIGNS OR RIGGING:

- Overhead signs or rigging from hang points in the ceiling is available for this venue. Call for quote on equipment, labor, and special instructions for shipping overhead displays.

Move Out

The Tradeshow will close Sunday, July 28, 2024, at 12 Noon

Carts:

- Are not available for exhibitors to use for move in or move out.

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, located by the roll up door.
- 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 \$75.00 for filling out paperwork.

For your convenience we will have a representative from ABF Freight available on Sunday, July 28, 2024, to answer and assist you with shipping questions or charges.

No shipments will be held until Monday for carrier pickup.

Private Carrier/UPS/Fed Ex or other:

- You are required to schedule pick up with carrier
- Carriers MUST check in by 3pm on Sunday, July 28, 2024, to ACES Customer Service Desk.
- Any outbound freight remaining at 3:00pm, other than ABF Freight, will be reassigned to ABF Freight for outbound shipping.
- All outside carriers must have a completed Bill of Laden and Correct Information (Paper copies) on your shipment before your shipment is released to them.

UPS and Fed EX Services are not available due to the Sunday move out.

Booth / Company Name: _____ **Electrical Training Alliance/NTI**

Booth # _____ **Pre-Order Deadline: July 5, 2024**

Electrical Training Alliance/NTI

PAYMENT FORM

Our **PAYMENT TERMS** require **100% payment** with order for service, tax and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to ACES in order for us to provide any equipment or services. Full payment of rental charges, must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. All orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$35.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

CREDIT CARD INFORMATION

PRINT Card Member Name _____

Charge to:



SECURITY CODE

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ACCOUNT NUMBER

Card Holder Signature _____ **Expiration Date** _____

Advance charges may be paid by company check but credit card information is required for freight (if applicable), additional services, or rentals ordered at the show site which will be invoiced to your credit card. No credit will be give after close of event on items or service ordered but not received. Please see service desk personnel prior to opening if you have any problem.

SERVICES AND EQUIPMENT ORDERED

If someone other than the exhibiting company will pay for items/services on this form, YOU MUST complete "Third Party Payment" information below.

Equipment Rental Order	Sub Total	\$ _____
Electrical Service Order	Sub Total	\$ _____
Labor Service Order	Sub Total	\$ _____
Drayage Service Order	Sub Total	\$ _____
	Sub Total	\$ _____
	6% Sales Tax	\$ _____
	Grand Total	\$ _____

CREDIT CARD or CHECK PAYMENT FOR THIS AMOUNT



THIRD PARTY PAYMENT

The existing firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and the payment for all services, we will agree to the third party payment if they supply the appropriate credit card information above. **Advance payment in full must accompany order including estimated labor and drayage charges.** Additionally, both exhibiting company and third party representative must sign acceptance of the following statement: All unpaid balances will be collected from third party representative in advance with order or at show site before services can be rendered.

We understand and agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the exhibiting company on demand.

(Exhibiting Firm)
By: _____ (Authorized Signature)

(Title)

(Display House/Third Party)
By: _____ (Authorized Signature)

(Title)

All rental charges include delivery to your booth, use during show, and removal at the end of the show. Any loss or damage to items or equipment is the exhibitor's responsibility and the replacement price of items will be paid by exhibitor, it is understood that in case of fire, flood, strikes, transportation or any cause beyond the control of the supplier, ALL CONVENTION AND EXPO SERVICES will be released from any legal obligation or performance.

FIRM NAME _____ **BOOTH NO.** _____
ADDRESS _____ **CITY** _____ **ST** _____ **ZIP** _____
SIGNATURE _____ **PHONE NO.** _____

Important Contact



All Convention Expo Services:

Show Contact: Mike Julian Direct Line: 865-207-5767

Email: Mike@allconventionexpo.com

Official Show Carrier/Advance Warehouse:

ABF Freight

6250 Inkster Road

Romulus, MI

48174

Show Site Address for deliveries:

Electrical Training Alliance

% All Convention and Expo Services—**Booth #**

Eastern Michigan University

George Gervin GameAbove Center

1201 Westview Street

Ypsilanti, MI 48197