



**NTI TRADE SHOW**  
**July 25-26, 2026**

**Exhibitor Service Kit**

Eastern Michigan University  
George Gervin GameAbove Center (G3)  
799 N Hewitt Road  
Ypsilanti, Michigan 48197

# IMPORTANT EXHIBITOR INFORMATION

2026 NTI Tradeshow  
Eastern Michigan University  
George Gervin GameAbove Center  
799 N Hewitt Road, Ypsilanti, Michigan 48197

Thank you for participating in the 2026 NTI Trade Show. 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 25-26, 2026.

Enclosed are the various rental and service order forms that you may need. It is highly recommended that you review and complete all applicable forms. Please return completed forms to [mike@allconventionexpo.com](mailto:mike@allconventionexpo.com). Questions, please call Mike Julian (865) 207-5767.

**Pre-Order Deadline: July 3, 2026**

**Show Colors: Blue, Gold and White**

## STANDARD BOOTH

Booth Package includes:

- Blue Booth Carpet
- 10' wide x 10' deep booth with 8' back drape wall and 3' side dividers
- 6'x24"x30" tall Skirted Display Table
- Folding Chairs
- Wastebasket
- Company ID Sign
- (1) 110-5amp Electrical Outlet at the back of the booth

## ISLAND BOOTH

Booth Package includes per square footage:

- Blue booth carpet
- (1) 6'x24"x30" skirted table (per 100 sq/ft)
- (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 there is an additional fee and **an electrical grid layout must be submitted** with the order (see electrical service order form).*

## NTI Trade Show SHOW SCHEDULE

### Wednesday, July 22, 2026

Vehicles and trailers move in on the arena floor between 10:00 am – 2:00 pm, by appointment. Contact Denise Jenkins to schedule your appointment 301-715-2344, [dj@etalliance.org](mailto:dj@etalliance.org).

**No vehicle or trailer will be permitted to move in on the arena floor without an appointment.**

### Thursday, July 23, 2026

Early Exhibitor move-in 8:00 am - 4:00 pm

*By appointment only, contact Denise Jenkins to schedule 301-715-2344, [dj@etalliance.org](mailto:dj@etalliance.org).*

### Friday, July 24, 2026

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

### Saturday, July 25, 2026

Ribbon Cutting 8:55 am

Tradeshow open 9:00 am - 5:00 pm

### Sunday, July 26, 2026

Tradeshow opens 8:30 am - 12:00 pm

Tradeshow closes 12:01 pm

Exhibit Breakdown 12:01 pm - 4:00 pm

Exhibit Breakdown to stop 4:00 pm - 7:00 pm

Exhibit Breakdown to resume 7:00 pm - 9:00 pm

Building closes 10:30 pm

**All exhibitor materials must be removed from the facility by 9:00 pm on Sunday July 26, 2026.**

## NTI Trade Show CONTACT INFORMATION

**Booth #** \_\_\_\_\_

### **Exhibitor**

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **Exhibit House Information**

Exhibit House Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### **On Site Contact**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

## NTI Trade Show PRICING AND PAYMENT

### DISCOUNT PRICING

To qualify for Discount Pricing:

- Credit card must be on file regardless of payment method.
- Pre-order Payments must be paid in full by July 3, 2026.
- If mailing checks, payment must be received by July 3, 2026.

**Orders received after July 3<sup>rd</sup> 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 the opening of the show will be charged an additional 25% surcharge of the total balance. Any Credit Card that is offered for payment of equipment or services and is declined will be charged an additional 25% surcharge of the total balance. This applies to both Pre-Order and Show Floor Orders.
- Any Advance Order that is received without payment will not qualify for the Advance Discount Pricing.

### REFUNDS

- Equipment or Services canceled prior to July 3, 2026, will receive a 50% refund.
- No refund for equipment or services after July 3, 2026.
- See Electrical Service for Refund Policy on Electrical Service.

## NTI Trade Show EQUIPMENT RENTAL FORM

**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Pre-Order Deadline:** July 3, 2026

| Quantity   | Description  | *Pre-Order Pricing | Total | Show Floor Pricing | Total |
|--|--|--------------------|-------|--------------------|-------|
|  | Upholstered Leather Chair                                  | \$100.00           |       | N/A                |       |
|  | Upholstered Stool  | \$80.00            |       | \$100.00           |       |
|  | Straight Chair   | \$8.00             |       | \$12.00            |       |
|  | Waste Basket w/ Liner                                      | \$5.00             |       | \$8.00             |       |
|  | Easel  | \$35.00            |       | \$45.00            |       |
|  | Literature Rack  | \$65.00            |       | N/A                |       |
|  | Chrome Bag Holder  | \$75.00            |       | N/A                |       |
|  | Chrome Garment Rack  | \$75.00            |       | N/A                |       |
|  | Un Skirted Table 4',6',8'                                  | \$85.00            |       | \$100.00           |       |
|  | 4' Skirted   | \$90.00            |       | \$105.00           |       |
|  | 6' Skirted   | \$100.00           |       | \$110.00           |       |
|  | 8' Skirted   | \$110.00           |       | \$125.00           |       |
|  | 42"H Pedestal Table w/ Linen<br>Colors: Black, Blue, White | \$110.00           |       | \$125.00           |       |
| Counter Height Table add \$25.00 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 July 3, 2026 |
| Carpet Color: Blue, Gray, Red, Black, Green          |   |                |  |                                  |
|  | *Carpet Padding<br>10' Wide x Length x Cost | \$0.95/sq. ft. |  | Not Available after July 3, 2026 |
| <b>*ONLY AVAILABLE if ordering additional carpet</b> |   |                |  |                                  |

|              |  |
|--------------|--|
| SUB TOTAL    |  |
| Sales Tax 6% |  |
| GRAND TOTAL  |  |

## NTI Trade Show 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 services must come through All Convention and Expo Services.**

Specific electrical location order:

PROVIDED OR ADDITIONAL OUTLET(S)

- Electrical grid layout with placement must be included with order.
- All placements must be placed under the carpet.
- A fee of \$150.00 per outlet will be charged and must be paid by July 3, 2026.
- Any electrical service move order after July 3, 2026, will be charged an additional \$60.00 fee per location.

**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.

## NTI Trade Show ELECTRICAL SERVICE ORDER FORM

**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Pre-Order Deadline:** July 3, 2026

**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 | Total | Show Floor Pricing | Total |
|----------|-------------|--------------------|-------|--------------------|-------|
|          | 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 |  | \$1660.00 |  |

### Extension Cords and Power Strips

|  |                            |         |  |          |  |
|--|----------------------------|---------|--|----------|--|
|  | 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 per Pre-Order Price

Weekend and Holiday pay Floor Price

|  |                              |                 |  |                 |  |
|--|------------------------------|-----------------|--|-----------------|--|
|  | Electrician (minimum 1 hour) | \$203.00 p/hour |  | \$250.00 p/hour |  |
|--|------------------------------|-----------------|--|-----------------|--|

### Extension Cords and Power Strips

|  |   |          |  |          |  |
|--|---|----------|--|----------|--|
|  | Move the provided outlet(s) or each additional outlet(s) to specific location(s) in booth | \$150.00 |  | \$210.00 |  |
|--|---|----------|--|----------|--|

|              |  |
|--------------|--|
| 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.**

**No Refunds on Electrical Service Orders.**

# NTI Trade Show ELECTRICAL GRID

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Pre-Order Deadline: July 3, 2026

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
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Adjacent Booth or Aisle # \_\_\_\_\_

## NTI Trade Show

# MATERIAL HANDLING POLICY

All Convention Expo Services provide 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 with your move in and make necessary charges for labor.

All Convention Expo Services maintains 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 the 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 counter 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.

## NTI Trade Show

# SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

### Official Show Carrier / Advance Warehouse

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

Contact ABF Freight Customer Service for additional information regarding rates. The NTI Trade Show 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](mailto:tradeshow@arcb.com)

### First Day to Receive Freight at Advance Warehouse

July 6, 2026  
8:00am - 2:30pm  
Monday –Friday

### Last Day to Receive Freight at Advance Warehouse

Thursday July 16, 2026

### Early Advance Warehouse fees

Any shipment received prior to July 6, 2026, at the Advance Warehouse will be charged an additional \$85.00 per CWT, Min 100 lbs. Shipments under 100lb will be charged an additional \$60.00 per package.

### Show Site Shipments

- Any freight/materials shipped directly to show site will be billed at \$195.00 per CWT Minimum \$390.00. Shipments 100 lbs or less will be charged \$85.00 per package.
- Shipments of any kind will not be received at the show site facility prior to 9:00 am July 21, 2026.
- Any shipment received **prior to July 21, 2026**, at the show site will be charged an additional \$85.00 per CWT, Min 200 lbs. or additional \$20.00 per package for small package delivery (100lbs or less).

### Show Site Shipping Address

To be received after July 21, 2026, between 9:00 am - 3:00 pm

NTI Trade Show / *electrical training ALLIANCE*  
% All Convention and Expo Services / **Exhibiting Company Name**  
Eastern Michigan University, George Gervin GameAbove Center  
**1201 Westview Street Ypsilanti, MI 48197**

## NTI Trade Show

# ADVANCE SHIPPING WAREHOUSE

- All Shipments must arrive pre-paid.
- Uncrated or Unmarked shipments will not be received.
- 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.
- The drayage charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated, or palletized shipments may be received beginning July 6, 2026, 8:00 am - 2:30 pm, Monday – Friday. Shipments received prior to July 6, 2026, will be charged an additional \$85.00 per/CWT.
- Address for Advance Warehouse is **ABF Freight - 6250 Inkster Rd. Romulus, MI 48174**
- All shipments must have a bill of lading which shows the number of pieces, type of merchandise, and certified weight.
- On shipments without a bill of lading, the estimated weight will be billable, if a certified weight receipt is not provided prior to moving out.
- Drayage is based on INCOMING WEIGHT.
- Any partial hundreds are rounded up to the next hundred.
- 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.

### **Shipping Labels must have the following information**

NTI Trade Show / ETA / Company Name

% ABF Freight

6250 Inkster Road

Romulus, MI 48174

**NTI Trade Show  
DRAYAGE RATES  
are for Advance Warehouse**

|                             | <b>AFB FREIGHT</b>                   | <b>OTHER CARRIER</b>                  |
|-----------------------------|--------------------------------------|---------------------------------------|
| <b>Inbound and Outbound</b> | \$80.00 per *CWT<br>\$240.00 Minimum | \$110.00 per *CWT<br>\$315.00 Minimum |

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

**Advanced Warehouse Small Package Delivery – 100lbs or less**

Advance Warehouse \$55.00 each

Show Site \$85.00 each

**Outbound Small Package - using Federal Express, UPS etc.**

**This Service is NOT AVAILABLE for OUTBOUND SHIPPING from 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 (865) 207-5767, 9:00 am – 4:00 pm EST M-F

[mike@allconventionexpo.com](mailto:mike@allconventionexpo.com)

## NTI Trade Show DRAYAGE ORDER FORM

**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Pre-Order Deadline:** July 3, 2026

| Drayage Type | Number of | Weight | Total |
|--------------|-----------|--------|-------|
| Crates       |           |        |       |
| Cartons      |           |        |       |
| Cases        |           |        |       |
| Carpets      |           |        |       |
| Other Items  |           |        |       |

| Total | Number of Pieces | *Total Weight |  |
|-------|------------------|---------------|--|
|       |                  |               |  |

\*If Partial Weight: round weight up to next 100 lbs.

**No Account billing on drayage service. Credit Card must be on file.**

|              |  |
|--------------|--|
| SUB TOTAL    |  |
| Sales Tax 6% |  |
| GRAND TOTAL  |  |

## NTI Trade Show

# STORAGE AND SHIPPING

### Empty Crate Storage

- Properly labeled empty containers of freight handled by All Convention and Expo Services will be removed and returned to the booth, and empty labels will be available at the service desk.
- **Affixing new labels is the sole responsibility of the exhibitor or representative, and the exhibitor or representative must remove all old labels.**
- EMPTY CONTAINERS WILL NOT BE ACCESSIBLE BY EXHIBITORS DURING THE SHOW.
- Empty Containers and boxes CANNOT be stored behind your booth during the show per Michigan Fire Marshal regulations.
- Empty containers will be returned to your booth at the close of the show on July 26, 2026.
- Handling and Storage **of empty containers, cases, crates, boxes, or pallets not brought in by ABF Freight will be charged at \$85.00 per box, crate, or pallet each way.**
- Storage rates are included in the drayage rate if freight is handled through ABF Freight.
- THERE WILL NOT BE ANY STORAGE AVAILABLE IN THE FACILITY FOR CONTAINERS, CASES, CRATES, BOXES, OR PALLETS DURING THE SHOW.
- **If your empties are not labeled with an ACES empty label it will be considered trash and disposed of.**

### Outbound Shipping

- All Convention and Expo Services will have shipping labels, bill of lading, and shipping information available prior to moving out.
- 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.
- The exhibitor will be responsible for contacting the carrier, if other than the official show carrier (ABF Freight).
- All Convention and Expo Services will move shipments from the exhibitor's booth to the outbound carrier.
- Drivers for carriers other than ABF Freight **MUST CHECK IN by 2:00 pm on July 26, 2026**, at the All Convention and Expo Services Service Desk. **NO EXCEPTIONS.**
- Freight reassigned will be shipped collect to the destination on the bill of lading.
- If shipment is 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, this fee includes having to prepare outbound paperwork.
- All outbound shipments must have a hardcopy BOL on file with the service desk. Digital copies of BOL's will not be accepted.

### General Conditions

- 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.
- 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.
- All Convention and Expo Services will not be responsible for items tendered to common carriers.
- ABF Freight will have a shipping specialist on the show floor Sunday, July 26, 2026, to assist you with Outbound Shipping Needs
- ALL INBOUND AND OUTBOUND SHIPMENTS MUST COME THROUGH All Convention and Expo Services.
- Any shipment received at Advanced Warehouse or location will be charged drayage rates based on weight from Bill of Laden

## NTI Trade Show MOBILE UNIT AND TRAILERS

**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Pre-Order Deadline:** July 3, 2026

Motorized Vehicles and Trailers will be allowed to display on the show floor.

Motorized Vehicles and Trailers must arrive Wednesday, July 22, between 10:00 am – 2:00 pm to be placed on the show floor.

**Contact Denise Jenkins to schedule your appointment 301-715-2344, [dj@etalliance.org](mailto:dj@etalliance.org).**

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.

Vehicles or Trailers must be out of the building by 10:00pm Sunday July 26, 2026

It is the responsibility of the exhibitor to advise their drivers of the correct placement of mobile units within the booth or the 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 \_\_\_\_\_

### Driver Information

Driver Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Will you require a forklift: YES or NO

*Additional charges will apply*

Comments/Special Handling Requirements:

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## NTI Trade Show 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 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 or dis-mantle. 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.

**If you have questions regarding any information on this page**, please contact Mike Julian (865) 207-5767 or [mike@allconventionexpo.com](mailto:mike@allconventionexpo.com) with All Convention and Expo Services prior to your arrival for setup.

## NTI Trade Show

# LABOR POLICY AND GENERAL INFORMATION

### 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 for 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 3, 2026**.

**Orders received after July 3, 2026**, 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 Service

- Not available for this venue

## NTI Trade Show LABOR SERVICE ORDER FORM

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Pre-Order Deadline: July 3, 2026

**Straight Time is Monday – Friday, 8:00 am – 4:00 pm**

**Double Time is anytime outside of that**

**Orders received after July 3, 2026, will incur an additional 10% increase in the hourly rate per man/per hour.**

| INSTALLATION                                 | Time:  | Date: | Supervised <input type="checkbox"/> | Unsupervised <input type="checkbox"/> |
|--|--|-------|-------------------------------------|---------------------------------------|
| <b>Straight Time</b><br>Min 2 hrs per person | # of men _____ x # of hours _____ x \$100.00 = |       | \$                                  |                                       |
| <b>Double Time</b><br>Min 3 hrs per person   | # of men _____ x # of hours _____ x \$200.00 = |       | \$                                  |                                       |
| <b>TOTAL</b>                                 |  |       | \$                                  |                                       |

| DISMANTLE                                    | Time:  | Date: | Supervised <input type="checkbox"/> | Unsupervised <input type="checkbox"/> |
|--|--|-------|-------------------------------------|---------------------------------------|
| <b>Straight Time</b><br>Min 2 hrs per person | # of men _____ x # of hours _____ x \$100.00 = |       | \$                                  |                                       |
| <b>Double Time</b><br>Min 3 hrs per person   | # of men _____ x # of hours _____ x \$200.00 = |       | \$                                  |                                       |
| <b>TOTAL</b>                                 |  |       | \$                                  |                                       |

| LOADING / UNLOADING                              | Equipment delivered to booth / delivered to vehicle |  |    |
|--|---|--|----|
| <b>1 person with cart</b><br>Min 1 hr per person | # of men _____ x # of hours _____ x \$100.00 =      |  | \$ |
| <b>TOTAL</b>                                     |   |  | \$ |

**This labor is not for installation or dismantling of your exhibit booth.**

## NTI Trade Show MOVE OUT INFORMATION

**Tradeshow will close Sunday, July 26, 2026, at 12 Noon**

### **Carts**

- Are not available for exhibitors to use for moving in or moving 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 and Freight**

- A Bill of lading **MUST** be filled out and **TURNED INTO ACES** Customer Service Desk prior to departing booth.
- Digital BOL will not be accepted from outbound carriers.
- All materials must be packed and labeled before turning your 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.

For your convenience we will have a representative from ABF Freight available on Sunday, July 26, 2026, 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 with ACES in person by 2:00pm on Sunday, July 26, 2026, at ACES Customer Service Desk.
- Any outbound freight remaining at 2:00pm, other than ABF Freight, will be reassigned to ABF Freight for outbound shipping.
- All outside carriers must have a complete Bill of Laden and Correct Information (Paper copies) on your shipment before your shipment is released to them.
- No digital bill of lading will be accepted.

**UPS and Fed EX Services are not available on Sunday, July 26, 2026, for move out.**

## NTI Trade Show **CREDIT CARD PAYMENT FORM**





**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Pre-Order Deadline:** July 3, 2026

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**


**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 . . . . .   | <b>Sub Total</b>    | \$ _____ |
| Electrical Service Order . . . . .   | <b>Sub Total</b>    | \$ _____ |
| Labor Service Order . . . . .  | <b>Sub Total</b>    | \$ _____ |
| Drayage Service Order . . . . .  | <b>Sub Total</b>    | \$ _____ |
|  | <b>Sub Total</b>    | \$ _____ |
|  | <b>6% Sales Tax</b> | \$ _____ |
| <b>CREDIT CARD or CHECK PAYMENT FOR THIS AMOUNT</b>  | <b>Grand Total</b>  | \$ _____ |

### 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 _____      | Display House/Third Party _____ |
| Authorized Signature _____ | Authorized Signature _____      |
| Title _____                | 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.** \_\_\_\_\_

PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ORDER TO RECEIVE ADVANCE RATE. NO EXCEPTIONS PLEASE! PAYMENT IN FULL MUST BE RENDERED PRIOR TO START OF EVENT. NO EXCEPTIONS PLEASE! PLEASE RETURN YELLOW COPY WITH YOUR ORDER.

## NTI Trade Show QUICK REFERENCE

### 2026 NTI Tradeshow

Eastern Michigan University  
George Gervin GameAbove Center  
799 N Hewitt Road, Ypsilanti, Michigan 48197

### All Convention Expo Services – Show Decorator

Show contact - Mike Julian (865) 207-5767, 9:00 am - 4:00 pm (EST), M-F  
[mike@allconventionexpo.com](mailto:mike@allconventionexpo.com)

### Official Show Carrier / Advance Warehouse

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

### ABF Freight Customer Service

1-800-654-7019, 24 hours / 7days a week or email [tradeshow@arcb.com](mailto:tradeshow@arcb.com)

### Show Site Shipping Address

NTI Trade Show / *electrical training ALLIANCE*  
% All Convention and Expo Services / **Exhibiting Company Name**  
Eastern Michigan University, George Gervin GameAbove Center  
**1201 Westview Street Ypsilanti, MI 48197**

Received after July 21, 2026, between 9:00 am - 3:00 pm

### NTI Trade Show / *electrical training ALLIANCE*

Denise Jenkins  
Assistant Director of NTI  
3521 Central Park Blvd  
Louisville, TN 37777  
301-715-2344  
[dj@etalliance.org](mailto:dj@etalliance.org)

# Official Transportation Provider

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# 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