

# Southeast Region

*of the*



Wound, Ostomy and  
Continence Nurses Society®

2017 Southeast Region Wound, Ostomy  
and Continence Nurses Society™  
Annual Conference  
September 28-30, 2017

Knoxville Convention Center  
701 Henley Street  
Knoxville, TN 37902

## EXHIBITOR INFORMATION



All Convention Expo Services  
6041 Tazewell Pike  
Knoxville, TN 37918  
(865) 251-6016  
F: 865-200-8687

**2017 WOCN Tradeshow  
Knoxville Convention Center  
Knoxville, TN**

Thank you for participating in the 2017 SER of the WOCN Society we are excited to be working with you. All Convention and Expo Services is the official Service Contractor for the event. Enclosed is various rental and service order forms in The Exhibitor Service Manual. To receive advance pricing (discount) forms must be received by September 18, 2017 orders received after September 18, 2017 will be charged at show rate. To ensure a successful event for you, your staff and company please make sure to provide a copy of your order form to your onsite staff.

**Show Colors** are: Blue

**Booth Package:**

Booth Package includes:

- 10' x 10' Pipe and drape (8' back drape wall and 3' side dividers)(Color TBD)
- (1) 6' x 24" x 30" skirted table (color TBD)
- (2) Padded Folding chairs
- (1) Wastebasket
- (1) Company ID sign

**SCHEDULE**

Thursday, September 28, 2017

- 12 PM - 4 PM Exhibitor Registration & Setup (no earlier than Noon)
- 4:15 - 7:00 PM Grand Opening of Exhibit Hall Reception

Friday, September 29 10:15 - 12:30 PM

- 10:15 – 12:30 Exhibits
- 12:30 - 2:30 PM \*\*Exhibit removal & tear down

\*\*All Exhibit material must be removed from the center on Friday, September 29, 2017 by 5:30pm

**PAYMENT POLICY**

Our Credit Policy requires that 100% payment with order for service, sales tax, and anticipated freight charges. Please complete the Payment Authorization Form and return with your completed order. Payment Authorization Form is enclosed.



Name of Show: 2017 SER WOCN Society

Pre-Order Deadline: September 18, 2017

### EQUIPMENT RENTAL FORM

Quantity	Description	*Pre-Order Pricing	Total	Show Floor Pricing	Total
	Chrome / Black Grid	\$35.00		\$45.00	
	Upholstered Stool	\$40.00		\$50.00	
	Padded Folding Chair	\$10.00		\$15.00	
	Waste Basket w/ Liner	\$10.00		\$15.00	
	Easel	\$25.00		\$35.00	
	Literature Rack	\$35.00		\$50.00	
	Chrome Bag Holder	\$50.00		\$65.00	
	Chrome Garment Rack	\$50.00		\$65.00	
	Un Skirted Table 4', 6', 8'	\$35.00		\$45.00	
	4' Skirted	\$55.00		\$65.00	
	6' Skirted	\$65.00		\$75.00	
	8' Skirted	\$75.00		\$85.00	
	42"H Pedestal Table w/ Linen Colors: Black, Blue, White	\$50.00		\$60.00	
Counter Height Table add \$10.00 to above table prices					
	8' Masking Drape	\$2.75/linear/ft		\$3.75/linear/ft	
	3' Masking Drape	\$1.75/linear/ft		\$2.75/linear/ft	
<b>CARPET</b>					
	10' Wide x Length x Cost	\$1.15/sq. ft.		\$1.50/sq.ft.	
	Carpet Color: Blue, Tuxedo/Grey, Red, Black				
	Carpet Padding 10' Wide x Length x Cost	\$0.65/sq.ft.		\$1.00/sq.ft.	
SUB TOTAL					
Sales Tax 9.25%					
GRAND TOTAL					
NAME OF EXHIBITING COMPANY					
BOOTH#					
Contact Name					
Address of Company					
City			State		Zip
Phone			Fax		
Email					

**MATERIAL HANDLING**

Exhibitors may hand carry in materials for conference or have material shipped to All Convention Expo Services and it will be delivered to your booth prior to your arrival. All Convention Expo Services employees can help unload car/truck for hourly rate of material handling. This service can be pre-ordered or you may order from the customer service counter upon arrival at KCC. Labor will be provided in the order of request. The use of forklifts will be under the control of All Convention and Expo Services. All Convention and Expo Services will control all access to the loading doors and dock, in order to provide for a safe and orderly move-in and out. Unloading and loading of any and all contract carriers will be handled by All Convention and Expo Service.

**EXHIBITOR PARKING WILL NOT BE ALLOWED IN THE DOCK AREA OF THE KNOXVILLE CONVENTION CENTER. THE DOCK AREA IS ONLY FOR UNLOADING AND LOADING.**

**Knoxville Convention Center**  
701 Henley Street, Knoxville, TN 37918





6041 Tazewell Pike  
Knoxville TN 37918  
Phone: 865-251-6016  
Fax: 865-200-8689

Email: wes@allconventionexpo.com

## **SHIPPING AND MATERIAL HANDLING INSTRUCTIONS**

### **Advance Warehouse**

All Convention Expo & Services  
6041 Tazewell Pike  
Knoxville, TN 37918

### **Date to Start Receiving at Advance Warehouse**

Monday, September 18 – September 25, 2017

### **Last Day to Receive at Advance Warehouse**

Monday, September 25, 2017

ANY SHIPMENT received prior to 8:30am September 18, 2017 at the Advance Warehouse will be charged an additional \$30.00 per CWT, Min 100 lbs

### **Shipping to Convention Center**

Shipments may be sent directly to show site between September 26 – 27, 2017. Any shipment received prior to September 26, 2017 at the show site will be charged an additional \$30.00 per CWT, Min 100 lbs.

Address for shipments to show site:

Knoxville Convention Center  
C/O All Convention and Expo Services—Booth #  
SER WOCN Society  
701 Henley Street  
Knoxville, TN 37920

## **ADVANCE SHIPPING**

- 1) All Shipments must arrive pre-paid.
- 2) Please make sure all freight is clearly marked with show information.
- 3) Freight handling charges (drayage) will be applied to all shipments received by All Convention and Expo Services Warehouse or at Show site.
- 4) The drayage charges are the responsibility of the exhibitor for whom the shipment is addressed.



## **ADVANCE SHIPPING CONTINUED**

- 5) Boxed, Crated, or Palletized shipments will be received beginning September 18-25, 2017 between the hours of 8:30am-4:30pm Monday – Friday. Shipments received prior to September 18, 2017 will be charged an additional \$30.00 per CWT.
- 6) Address for Advance Warehouse is: All Convention Expo & Services, 6041 Tazewell Pike, Knoxville, TN 37918.
- 7) Small shipments 100 lb or less will be charged per weight of boxes.
- 8) All freight shipments must have a bill of lading which shows the number of pieces, type of merchandise, and certified weight.
- 9) Drayage is based on INCOMING WEIGHT. Any partial hundreds are rounded up to the next hundred pound on all shipments.
- 10) All Convention and Expo Services will deliver the shipments to the exhibitors 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.
- 11) Shipping Labels must have the following information:

### **Advanced Warehouse Label**

All Convention Expo & Services  
Show Name: SER WOCN Society  
Booth#  
6041 Tazewell Pike  
Knoxville, TN 37918

### **Shipping to Show Site Label**

Knoxville Convention Center  
C/O All Convention and Expo Services—  
Booth #  
SER WOCN Society  
701 Henley Street  
Knoxville, TN 37920



## DRAYGE RATES 2017 SER WOCN Society

These are not shipping rates, these rates are for handling freight in and out of the building, unloading, and loading freight.

Advanced Warehouse:

Show Site:

Inbound and Outbound	\$55.00 per *CWT \$200.00 Minimum	\$65.00 per *CWT \$200.00 Minimum
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### Inbound Only

\*(NO SHIPPING OUT)

\$45.00 per \*CWT  
\$115.00 Minimum

\$60.00 per \*CWT  
\$200.00 Minimum

### Outbound Only

\*(NO SHIPPING IN)

\$45.00 per \*CWT  
\$115.00 Minimum

\$60.00 per \*CWT  
\$200.00 Minimum

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

Small Package Delivery 100lbs. or less

1-20 lbs \$25.00 per package

21-100lbs \$28.00 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)

**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, Call -865-251-6016 or e-mail [wes@allconventionexpo.com](mailto:wes@allconventionexpo.com)





Drayage Order Form
SER WOCN Society

Date: September 28-30, 2017

Table with 2 columns: Number of Pieces, Weight. Rows include Crates, Cartons, Cases, Carpets, Other Items, and TOTAL PIECES/TOTAL WEIGHT.

(Round Weight Up To The Next 100th if Partial Weight)

(Name of your Company) will ship \_\_\_ LBS. @ \_\_\_ RATE per 100 weight. (see rate chart for correct charge) with Name of Freight Company

SUBTOTAL \_
SALES TAX (9.25%) \_
GRAND TOTAL \$ \_

- \*All weights are rounded up to the next 100 lbs.
\*All advance payments must be in the form of company check or credit card.
\*Please fill out order form and return with payment form or check to All Convention and Expo Services
\*Drayage form and payment must be received in our office by September 18, 2017

Company Name (Exhibitor) \_\_\_ Booth # \_\_\_
Address \_\_\_
City \_\_\_ State \_\_\_ Zip \_\_\_
Phone Number \_\_\_ E-mail \_\_\_





## 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. Affixing new labels is the sole responsibility of the exhibitor or representative, and the exhibitor or representative must remove all old labels.
- 2) All Convention and Expo Services, assumes no responsibility for removal of containers with old empty storage labels and without All Convention and Expo Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
- 3) Empty containers will be returned to your booth at the close of the show on September 30, 2017.

## 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 for shipment pick up.
- 4) All Convention and Expo Services will move shipments from the exhibitor's booth to the loading dock for outbound carrier.
- 5) All Convention and Expo Services reserves the right to reroute freight to ACES warehouse if not picked up by carrier by 6:00 pm September 30, 2017.
- 6) Drivers for carriers **MUST CHECK IN** at the All Convention and Expo Services Service Desk upon arrival at site, September 30, 2017. Drivers must check in by 5:00 pm.

## GENERAL CONDITIONS

- 1) All Convention and Expo Services reserves the right to correct the number of pieces the exhibitor declares to be 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.**



## **EXHIBIT INSTALLATION AND DISMANTLING**

All Convention and Expo Services will provide labor for erecting and dismantling exhibits. Full time employees of the exhibiting companies however may set their own exhibits without assistance from ACES. Any labor services that may be required beyond what your regular full time employees can provide MUST be rendered by All Convention and Expo Services.

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 ACES. Only (1) one Supervisor from an exhibit house will be permitted to assist in installation. No other person 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 All Convention and Expo Services, of any personnel working in your booth.



Name of Show: SER WOCN Society  
 Pre-Order Deadline September 18, 2017

## LABOR SERVICE ORDER FORM

Installation: Installation Time _____ Installation Date _____		
Supervised _____ Unsupervised _____		
Straight Time (MINIMUM 2 HOURS per man)		
_____ number of men x _____	number of hours per man x \$45.00 = \$ _____	
*Double Time (MINIMUM 3 HOURS per man)		
_____ number of men x _____	number of hours per man x \$90.00 = \$ _____	
Dismantle: Dismantle Time _____ Dismantle Date _____		
Supervised _____ Unsupervised _____		
Straight Time (MINIMUM 2 HOURS per man)		
_____ number of men x _____	number of hours per man x \$45.00 = \$ _____	
*Double Time (MINIMUM 3 HOURS per man)		
_____ number of men x _____	number of hours per man x \$90.00 = \$ _____	
Straight Time Un-loading/Loading(1) man with cart, equipment delivered to booth		
\$30.00 per hr/Min 1 hour. Labor is not for installation or dismantling of exhibit.		= \$ _____
SUB TOTAL		
No Tax on Labor		
TOTAL LABOR SERVICE		
*Double Time is anything other than Monday thru Friday from 8:00am – 5:00pm		
All Labor Service must be paid in advance		
Labor Service that is canceled by September 25, 2017 will receive a 50% refund of monies paid, any service canceled after September 25, 2017 will not receive any refund		
NAME OF EXHIBITING COMPANY		BOOTH#
Contact Name		
Address of Company		
City	State	Zip
Phone	Fax	
E-mail		



## **Tipping**

All Convention and Expo Services request that exhibitors DO NOT tip our employees

## **SAFETY TIPS**

- Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.
- Be aware of your surroundings. 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. These areas can be particularly dangerous.
- Prevent electrical shocks, falling items and damage to materials. 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.

## **EXHIBITOR ASSISTANCE**

You may contact All Convention and Expo Services at (865) 251-6016, for questions or assistance.



Move Out Information  
SER WOCN Society  
September 30, 2017

The SER WOCN Society Exhibits will close at 2:30 on September 29, 2017. At that time empty crates and boxes will be returned to your booth. This will take some time as the empties will not be stored on the show floor.

Bills of Lading (shipping documents) for shipments along with blank shipping labels will be available at Exhibitor Service Desk.

Exhibitors must have a Bill of Lading (BOL) to remove and ship their materials/freight from the exhibit hall. Once all materials are packed and labeled, the completed BOL must be returned to the Exhibitor Service Desk. **PLEASE DO NOT LEAVE YOUR BILL OF LADING** in your booth! This could consequently delay the shipping process.

Exhibitors must contact the carrier of their choice and make your own arrangements for pick-up. Be sure the carrier can pick up by 5:30pm on Sept. 29th.

All exhibitors must have a completed Bill of Lading and Correct Information on your shipment before your shipment will be released to your carrier.

