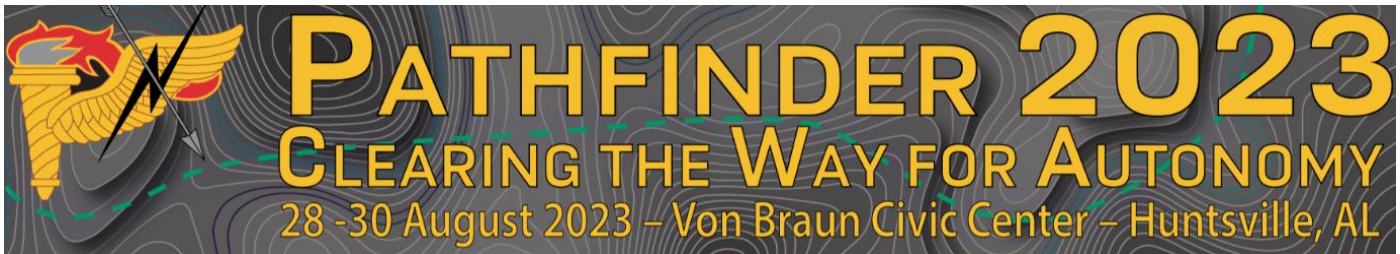




Exhibitor Services Kit



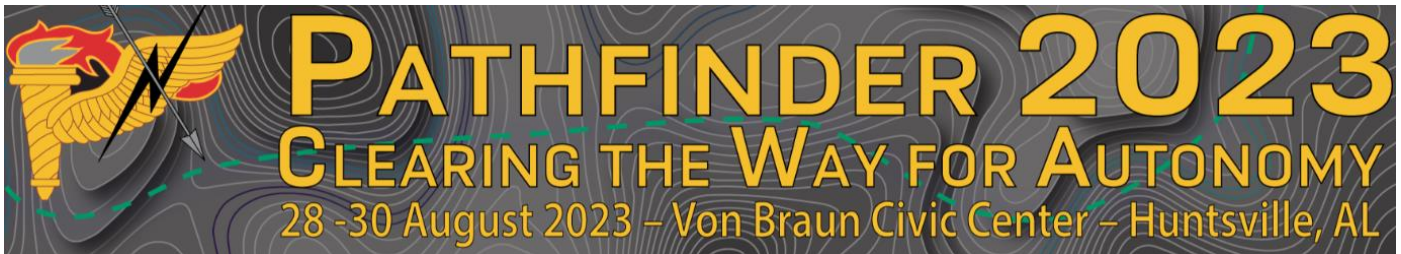
SCS is pleased to offer Exhibitor Services to Pathfinder 2023. The enclosed forms will allow you to order rental items and services. We offer an Advanced Pricing Discount which allows you to receive discounted pricing for early ordering. To receive the Advanced Pricing, your order forms along with Credit Card Information must be received by August 1, 2023.

Any Exhibitor who plans to ship items into or out of the Pathfinder Symposium must have credit card information on file. No deliveries of freight will be executed until credit card information has been received.

To Place your order, simply fill out the sheets that contain items you wish to order along with the Credit Card Authorization page and return to SCS via email at exhibitorservices@scsworx.com.

If you have questions concerning placing orders, please contact Cindy Landman at exhibitorservices@scsworx.com or by calling the office at 256-461-8815.

Advance Discount Deadline is August 1. To receive a discount, all orders must be placed along with full payment. Standard Rates apply after August.



CANCELLATION POLICY - On orders made for rental exhibits and furnishings that are canceled prior to advanced deadline date, SCS will refund 50% of the payment received. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELED AFTER THE ADVANCED DEADLINE DATE.**

CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card account.

Exhibiting Company: _____ Booth Number: _____

Address: _____

Phone: _____ Fax: _____

On Site rep. (print): _____

Card Type (Circle one) Visa Amex MasterCard

Account Number: _____ Exp: _____ vcode: _____

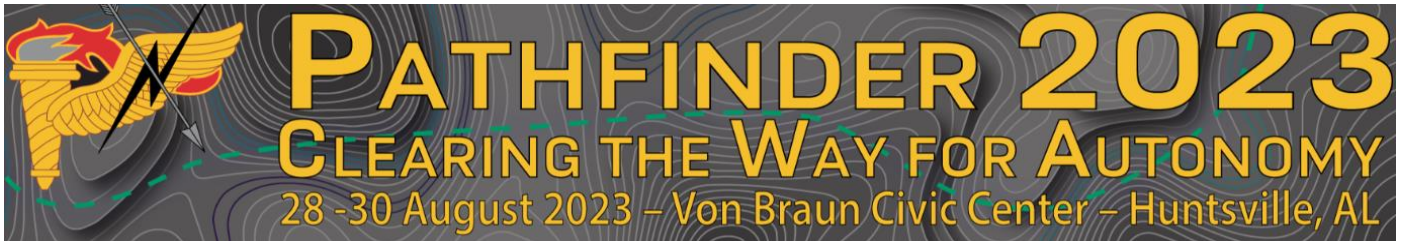
Cardholder's Name: _____

Signature: _____

Billing Address: _____

Order Contact: _____

Email Address: _____



Order Recap Page

Please total your SCS orders on the form below. Items ordered from the VBC Should NOT be included in the SCS total.

Items in Red require a 9% Sales Tax. Items in Black are Tax Exempt. If your company is Tax Exempt, please send your form along with your order.

Carpet and
Padding

Audio Visual

Accessories

Material
Handling

Rigging

Booth Cleaning

Labor

Taxable Total

9% Sales Tax

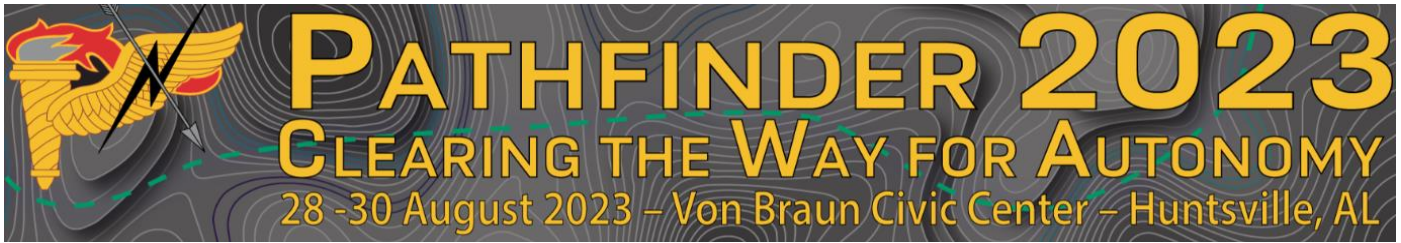
Tax Exempt Total

Order Total

Company Name

Booth
Number

Email Address



The East Hall is carpeted, but Booth Carpeting is a great way to define your booth space. It is not recommended that carpet padding be applied since the hall is carpeted. SCS offers Blue or Gray 30 oz. Carpeting for Pathfinder 2023. Be sure and mark your color selection and square footage for your booth space.

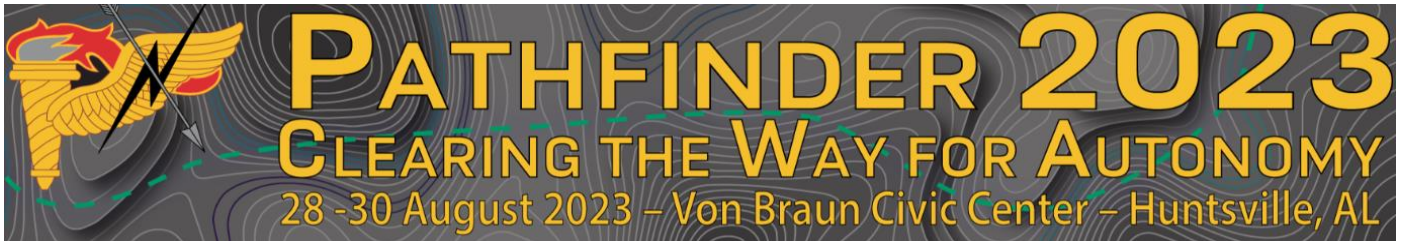
Carpet Order Form

Blue	Gray	Square Feet		Advance Rate	Standard Rate		Total
			X	\$1.75	\$1.95	=	

Company Name _____

Booth Number _____

Email Address _____



Audio/ Visual Order Form



Rental Fee includes delivery to booth and pick up post show only.

Rental of Monitor and Monitor Stand will include Mounting the Monitor on the Stand.

Quantity	Description	Advance Rate	Standard Rate	Total
	40" Smart TV with Wall Mount			
	42" Smart TV with Wall Mount			
	55" Smart TV with Wall Mount			

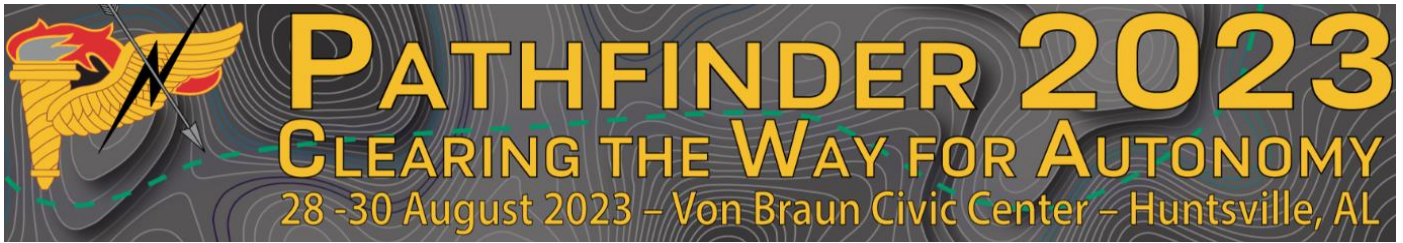
Quantity	Description	Advance Rate	Standard Rate	Total
	TV Stand	\$110.00	\$140.00	

Quantity	Description	Advance Rate	Standard Rate	Total
	HDMI Cables	\$25.00	\$28.00	

Company Name _____

Booth Number _____

Email Address _____



Accessories

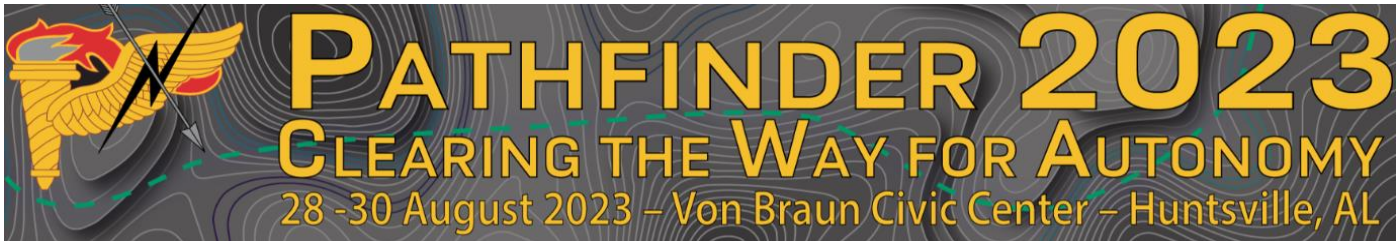


Quantity	Description	Advance Rate	Standard Rate	Total
	Easel	\$35.00	\$47.00	
	Literature Stand	\$125.00	\$195.00	
	Extra Wastebasket	\$12.50	\$17.50	

Company Name _____

Booth Number _____

Email Address _____



Material Handling

As an exhibitor you must make arrangements for shipping your booth to the Advanced Warehouse. SCS will deliver your freight from the Warehouse to your booth space. Once your crates are empty, visit the service desk to obtain Empty Labels. SCS will pick up your empty crates and store them till show closing. Upon show closing, SCS will deliver your crates back to your booth space.

Once your booth/equipment is packed up and ready, visit the SCS Service Desk to fill out a Material Handling Agreement. Once Agreement is signed, you are free to leave the facility. SCS will handle getting your equipment back to the Warehouse for Pick Up.

****** Please Note EXHIBITORS MUST arrange shipping to and from the Advanced Warehouse.**

Advanced Warehouse Acceptance Dates are August 21-25, 2023 for Inbound Freight.

Shipments for Pick Up from Warehouse should be scheduled between September 1-7, 2023.

Any equipment remaining at SCS Warehouse after September 7 will be shipped by SCS choice at Exhibitor's Expense.

Actual Weights will be calculated and charged to card on file, post event.

***** Exhibitors Hand Unloading from POV or Company Vehicles will be responsible for Crate storage during event.**

Warehouse Address

Pathfinder 2023

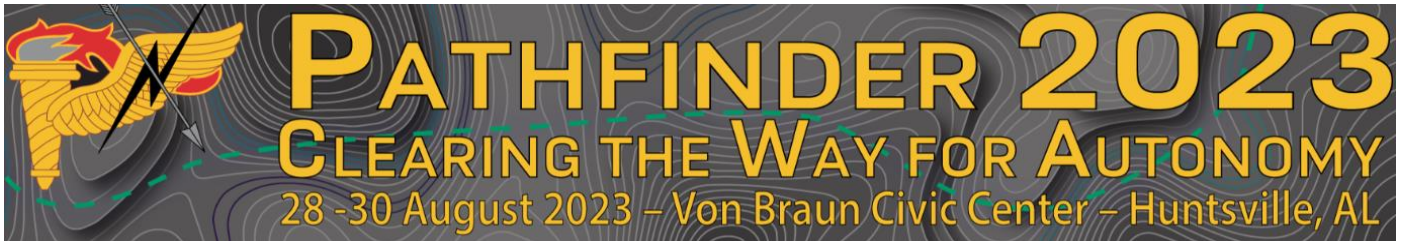
C/O SCS

Exhibiting Company

Booth Number

10446 County Line Road

Madison, AL 35756



Material Handling Order Form

Equipment arriving uncrated, loose shipments, carpet Rolls, etc. will be considered Special Handling.

All Items should be properly labeled with Exhibiting Company Name and Booth Number.

Any Equipment arriving before August 21 or after August 25 will be considered Off Target and will have a 25% sur charge added to Material Handling Total.

Minimum of 200 lbs.

Description	Estimated Weight		Rate		Total
Crated Materials		X	\$1.09 Per Pound	=	
Uncrated Materials		X	\$1.25 Per Pound	=	

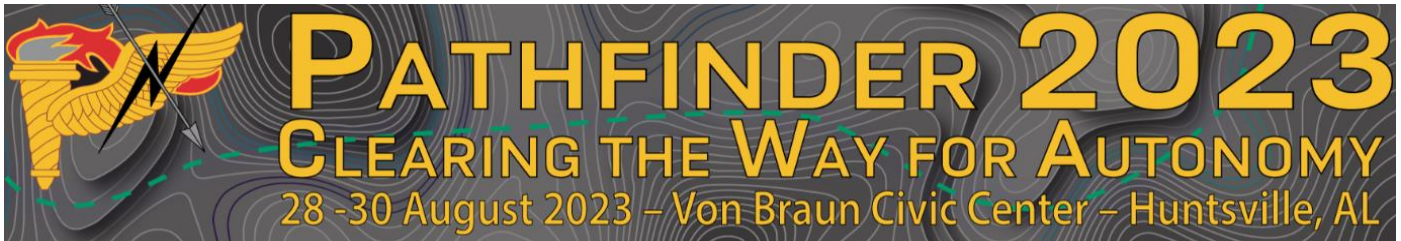
Small Packages (under 50 lbs. will be charge at a rate of \$30.00 each

Description	Estimated Number		Rate		Total
Small Packages		X		=	

Company Name _____

Booth Number _____

Email Address _____



Rigging Order Form

Rigging Rates are based on a lift and a crew. Please select the number of lifts that will be required to rig your equipment.

Lift/ Crew Quantity	Estimated Hours		Advance Rate	Standard Rate		Total
X		X	\$1,250.00	\$1,765.00	=	

Assembly Labor is offered for Hanging Signs or for Assistance with Equipment Assembly for Rigging.

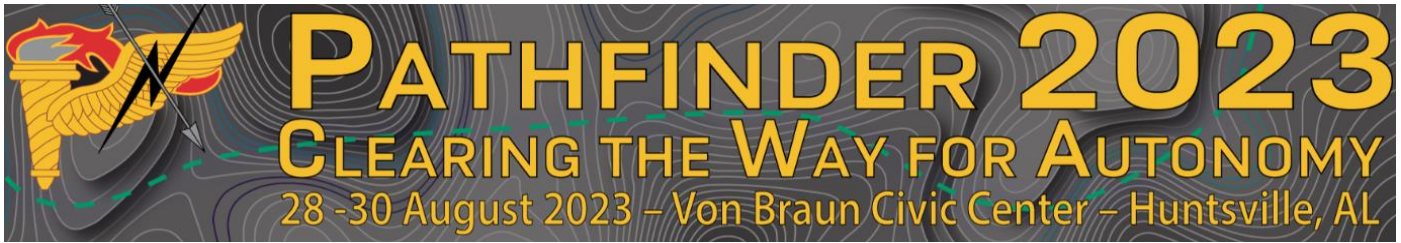
it is not recommended that assembly of drones or other equipment be performed without exhibitor involvement.

Number of Men	Estimated Hours		Advance Rate	Standard Rate		Total
X		X	\$90.00	\$120.00	=	

Company Name _____

Booth Number _____

Email Address _____



SCS will Vacuum your booth space, remove trash, and replace with fresh can liners at the end of each show day, upon request. Please fill out the form below to ensure your booth space is refreshed daily.

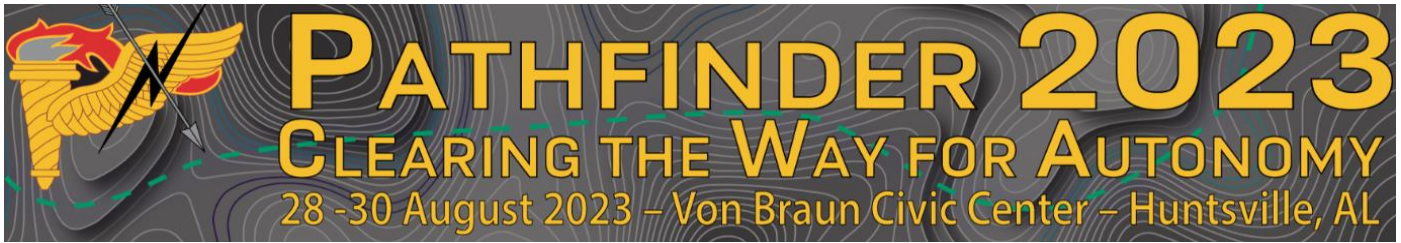
Booth Cleaning Order Form

Square Feet of Booth Space		Number or Days Requested		Advance Rate	Standard Rate		Total
	X		X	\$0.45	\$0.65	=	

Company Name _____

Booth Number _____

Email Address _____



The following pages are services that must be ordered through the Von Braun Center. Please make sure to return these forms to the Von Braun Center at decorating@vonbrauncenter.com or ljohnson@vonbrauncenter.com



700 Monroe Street
Huntsville, AL 35801
Attn: Exhibitor Services
256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:

Booth Name:

Booth Number:

Credit Card Authorization Form

(Required for all services including drayage)

Dear Exhibitor:

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.

☐ AMERICAN EXPRESS

☐ VISA

☐ MASTER CARD

☐ DISCOVER

Account Number			
Expiration Date		CID #	
Card Holder Name			
Billing Address			
Exhibitor		Booth #	
Telephone			
Email			
Signature			

A confirmation will be sent to the email address provided.



700 Monroe Street
Huntsville, AL 35801
Attn: Exhibitor Services
256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name:

Booth Name:

Booth Number:

EXHIBITOR TELEPHONE SERVICE

The VBC provides all telephone service. No other organizations are authorized to provide phone services in the VBC without approval by VBC Decorating Department (256) 551-2358. All phone lines have voice & data capability and will accommodate analog modems with up to 9600-baud rate.

Item	Advance Order	Floor Order	Quantity	Total
Telephone Line - Local Calls	\$150.00 each	\$175.00 each	X	
Telephone Line - Long Distance	185.00 each	\$205.00 each	X	
Telephone Instruments	\$40.00 each	\$45.00 each	X	
TOTAL				

CABLE

Item	Advance Order	Floor Order	Quantity	Total
Cable Line dropped to booth	\$130.00	\$180.00	X	
Satellite Dish Hook Up	\$200.00	Must be Pre-ordered	X	
TOTAL				

* If you need Satellite Dish Hook up, you must call the decorating department before ordering. *
You will **not be able to order Satellite Dish Hook Up on the show floor**

HIGH SPEED INTERNET ACCESS

WiFi is available in South, East, and North Hall. You do not have to pre-order WiFi, it is available when you connect to VBC-WIFI. Call the decorating department with any questions (256)551-2358.

Description	Cost	Quantity	Total
RJ45 DROP FROM ROUTER	\$450.00	X	
ADDITIONAL IP ADDRESS from RJ45 DROP	\$130.00	X	
HUB/SWITCH RENTAL	\$100.00	X	
WIFI AVAILABLE	\$25.00 per day/per device	N/A	Preorder not required
TOTAL			

Please contact us regarding internet if the following questions apply:

1. Do you need an Internet Drop or Hard Line?
2. Do you plan to use a wireless router or wireless access point?
3. What is the LAN IP Address Range on the device?

**The device will not be allowed on the network until this has been identified and the Von Braun Center has approved the device.*



700 Monroe Street
Huntsville, AL 35801
Attn: Exhibitor Services
256-551-2358 Fax 256-551-2221
decorating@vonbrauncenter.com

Show Name: _____
Booth Name: _____
Booth Number: _____

UTILITY SERVICE ORDER FORM

ELECTRICAL The rates listed below are for one (1) quadbox only. Rates are applicable for both single phase and three-phase power. The charge for service includes electrical current, installation in the most convenient location unless designated below and removal at the close of the show. **Special service or wiring of or into equipment will be charged at prevailing rates for labor and materials.** VBC will not be responsible for power failures or voltage fluctuations. **WE CANNOT GUARANTEE SERVICE PRIOR TO SHOW OPENING ON LATE REQUESTS.**

BOOTH SHARING POWER IS NOT ALLOWED. Power must be purchased through Service Desk to Utilize.

Description	Advance Order (Discount Price)	Floor Order	Quantity Ordered	Amount
110 Voltage				
20 amp or 0-2400 watts	\$100.00	\$125.00	X	
30 amp or up to 3600 watts	\$125.00	\$155.00	X	
208 Voltage				
0 - 30 amps	\$130.00	\$160.00	X	
31 - 60 amps	\$165.00	\$190.00	X	
61 - 100 amps	\$210.00	\$260.00	X	
100 - 200 amps	\$260.00	\$290.00	X	
Over 200 amps	N/A	N/A	X	

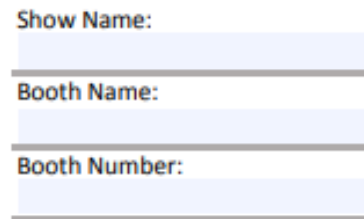
Please list the amount of AMPS required specifically

408 Voltage				
0 - 30 amps	\$160.00	\$190.00	X	
31 - 60 amps	\$210.00	\$250.00	X	
61 - 100 amps	\$290.00	\$405.00	X	
100 - 200 amps	\$370.00	N/A	X	
Over 200 amps	N/A	N/A	X	

For special arrangement prior to move-in, call 256 551-2358

PAYMENT POLICY

To receive discount prices, orders must be accompanied by credit card authorization form or check made payable to the Von Braun Center and received no less than **7 days prior** to the event move in day. When requirements are not received at least 5 days in advance with payment, charges are due at floor order prices. Payment for all services and materials is due before services will be performed or materials supplies. Visa/Mastercard & American Express services are available for exhibitor convenience.



Booth Name:		Booth #:	
Contact:		Phone #:	

[illegible]

Providing a layout of the booth set-up and location of electrical outlets allows for more accurate and timely service by the Engineering Department.