



# PATHFINDER 2024

Innovating Autonomy

26-28 August 2024 | Von Braun Center | Huntsville, AL



## Exhibitor Services Kit



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## QUICK FACTS

**Advanced Deadline-** SCSWORX offers Advanced Discounts for orders placed by July 19, 2024. Orders must be received with Credit Card payment before July 19, 2024, to receive Advanced Discounts. All orders placed after July 19 or without Payment will be filled at Standard Rates Pricing.

**Advanced Warehouse Shipping-** You may ship your freight to the Advanced Warehouse for Pathfinder 2024. Freight will be received at the warehouse between August 19- 23, 2024. Freight arriving before or after the deadline will be charged as Off Target. Advanced Warehouse Address is as follows: Your Company Name and Booth Number C/O SCSWORX for Pathfinder 2024- 10446 County Line Road Madison, AL 35756

**Direct to Show Shipping-** You may ship your freight directly to the event site to arrive on August 25, 2024, between 10 am and 2 pm only. Direct to Show Address is as follows: Your Company Name and Booth Number C/O Von Braun Center for Pathfinder 2024- 700 Monroe Street SW Huntsville, AL 35801

**Electrical and Internet Orders-** SCSWORX does not provide Electrical or Internet Orders. Orders for these items must be filled out on the Von Braun Center order forms and returned to [decorating@vonbrauncenter.com](mailto:decorating@vonbrauncenter.com).

**What Comes with My Booth?** Each 10x10 Space comes with 8' Tall Blue Back Drape, 3' Tall Blue Side Drape, (1) 6' Blue Skirted Table, (2) Folding Chairs, (1) Wastebasket, (1) Company ID Sign. All other items such as Carpet and Padding must be ordered through this Services Kit.

**Information Concerning Items in Services Kit-** You may contact Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com) to obtain information concerning any items in the Services Kit.

**Placing Orders for SCSWORX-** All orders from the SCSWORX Exhibitor Kit should be returned to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com).



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## Order Recap

Please take the totals from each order page and place them on the appropriate line below. Please note that all items in Red will be subject to Sales/ Rental Tax. Items in Black are Tax Exempt Items. If your company is Tax Exempt, please include your Tax-Exempt Form when placing your order.

Carpet and Padding \_\_\_\_\_

Audio/Visual \_\_\_\_\_

Furniture \_\_\_\_\_

Material Handling \_\_\_\_\_

I&D Labor \_\_\_\_\_

9% Sales/Rental Tax \_\_\_\_\_

Order Total \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth Number \_\_\_\_\_

Order Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address for Receipts \_\_\_\_\_



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## Credit Card Authorization Form

Orders must be accompanied by Credit Card Authorization Form. Please complete and return with your order to [clandman@scsworx.com](mailto:clandman@scsworx.com)

Exhibitor Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Address Associated with Credit Card \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Credit Card Type:    AMERICAN EXPRESS                      VISA                      MASTER CARD

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_                      CVV (Security) Code \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Email Address for Receipts \_\_\_\_\_

Event: Pathfinder 2024

**By placing your order, you are officially entering into a contract with SCSWORX for Goods and Services pertaining to Pathfinder 2024. Please be sure to read all rules and regulations concerning advanced and final charges.**

Return to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com)

# Material Handling Information

Please Read Carefully

## Material Handling Definition

Material Handling is the process by which your freight is received for an event and delivered to your booth, Empty Crates/ Containers are stored during the event, Empty Crates/Containers returned to your booth post event and the loading of your crates back on to your carrier.

Material Handling IS NOT Shipping. Each Exhibitor is responsible for arranging Shipping with a freight carrier. SCSWORX has partnered with Champion Logistics as the Preferred Carrier for Pathfinder 2024 for your convenience. Champion Logistics Contact Information can be found in the Exhibitor Services Kit. Rates for **Material Handling Rates** are located on the following pages with the Order Form. **Your initial order for Material Handling is considered an estimate. Actuals will be calculated using Weight Tickets and Status of Delivery additional charges will be charged to the card on file for your booth. NO Freight will be delivered to your booth space or loaded on your outbound shipper without a Valid Credit Card being on file with SCS.**

## Material Handling Rules and Regulations

**How To Ship To Show-** All Freight Arriving to Advanced Warehouse or Direct to Show Site should be clearly marked for Pathfinder 24 with Exhibitor Company Name and Booth Number on EVERY Package, Crate and Skid. ALL Shipments delivered should have Official Scale Weight Tickets for your shipment. You must instruct your shipper to obtain Weight Tickets. Shipments arriving without Weight Tickets will be charged special handling fees. Warehouse Inventory Sheets or Air Bills Will not be recognized as Weight Tickets. Small Package Carriers: FedEx and UPS will weigh and label small packages and SCSWORX will accept these weights as valid.

**Outbound Shipping Post Event-** The SCSWORX Service Desk will have outbound paperwork available for you to fill out that will provide us with information pertaining to your outbound shipment. Once you have your equipment fully packed and labeled, bring our outbound shipment paperwork to the Service Desk and SCSWORX will make sure your freight is loaded. AGAIN- Exhibitor must make shipping arrangements with a carrier, SCSWORX will not call your carrier for you. If you are shipping via FedEx or UPS, you must have the proper labels for the shipment that you arranged with them. Placing Typed or Handwritten Labels will result in FedEx and UPS refusing the shipment.

**New to 2024 Freight Forcing-** Any freight not picked up by deadline will automatically be forced via Champion Logistics at Exhibitors Expense. SCSWORX will not carry any packages or freight out of the event. Please make sure you arrange shipments and apply proper labels to avoid your freight being forced. **FedEx and UPS more than likely will not pick up at the event, so please be advised that those shipments a very likely to be forced.**



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### Material Handling Order Form

\*\*\*\* All Shipments must be accompanied by Official Weight Tickets. Weight Tickets should be Certified Scale Tickets obtained by your shipper. Empty Weights and Full Weights are required for Single Booth Shipments. Shippers delivering Multiple Booths must also provide Middle Weights. You must instruct your shipper to obtain these weight tickets. Warehouse Inventory Sheets or Air Bills will not be counted as Official Weight Tickets. Any Shipments arriving without Weight Tickets will be charged for Special Handling. SCSWORX requires a valid Credit Card to be on file for each exhibitor sending freight into or out of Pathfinder 24. Freight/ Packages will be held until all bills are settled.

**Standard Freight-** All Freight or Packages that arrive to Advanced Warehouse or Direct to Show properly packed/labeled and arriving to either venue on appointed dates. \$125 per cwt.

**Special Handling-** Any Freight that is double stacked, requires additional handling such as turning crates to ends opposite of the way they shipped, Freight arriving without weight tickets, loose rolls of flooring or requiring lifts other than standard 3,000 lb. lift. \$140 per cwt.

**Off Target-** Freight scheduled for Advanced Warehouse and arriving direct to show, Freight arriving direct to show that does not arrive during the scheduled time for your booth. \$150 per cwt

**Small Packages-** Any package arriving via FedEx or UPS that is under 40 lbs. (per package) \$ 50 per package and \$75 per package for Off Target.

**Payments-** Material Handling Orders are received as Estimated Weights. SCSWORX will bill your card for the amount you estimate and the type of shipment you estimate, pre-event. During the event, SCSWORX will collect all paperwork from your shipments and calculate ACTUALS for your totals. Balances will be charged to the Card on File at the Close of the Event. Additional Fees will be applied to that charge should there be Special Handling or Off Target Fees for your shipment.

Shipment Type	Est. Weight	CWT	X	Rate	Total
<b>Advanced WH Standard</b>			X	<b>\$125</b>	
<b>Advanced WH Special Handling</b>			X	<b>\$140</b>	
<b>Show-Site Standard</b>			X	<b>\$125</b>	
<b>Show-Site Special Handling</b>			X	<b>\$150</b>	

Small Packages					
Shipment Type	Number of Packages		X	Rate	Total
<b>Small Package Advanced WH</b>			X		
<b>Small Package Show-Site</b>			X		

**Material Handling Total**

Exhibitor \_\_\_\_\_ Booth Number \_\_\_\_\_

Return to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com)



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## Carpet and Padding

The exhibit Hall is carpeted, and you do not have to place any other floor covering in your space. However, if you would like to set your space apart from others and provide additional comfort during all of the standing hours, you may provide your own or you may order from the list below. Carpet /Pad rental includes installation and removal.

You may order single pieces for a 10x10, 10x20 or 10x30. Anything above 300 square feet must be ordered as Custom Carpet so that you are guaranteed to receive exactly match carpeting when placing in a 20x20 or larger.

## Carpet Order Form

Check Box	Size	Color	Advance Rate	Standard Rate	Total
	10'x10'	Blue Gray	\$195.00	\$230.00	
	10'x20'	Blue Gray	\$325.00	\$415.00	
	10'x30'	Blue Gray	\$470.00	\$605.00	

## Custom Carpet

Dimension	Square Ft.	Color	Advanced Rate	Standard Rate	Total
___X___		Blue Gray	\$195.00	\$230.00	

## Single Layer Padding

Dimension	Square Ft.	Thickness	Advanced Rate	Standard Rate	Total
___X___		1/2"	\$195.00	\$230.00	

**Carpet and Padding Total** \_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth Number \_\_\_\_\_

Return to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com)



# PATHFINDER 2024

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## Audio/Visual Rental

All Monitor Rental is for delivery to booth and pick up from booth only. SCSWORX does not provide IT labor to connect monitors to your source of drive. If Monitor is rented with a Floor Stand, SCSWORX will mount the monitor on the Floor Stand and deliver the unit to your booth.



Quantity	Size	Advanced Rate	Standard Rate	Total
	40"	\$395.00	\$445.00	
	42"	\$580.00	\$650.00	
	55"	\$1,230.00	\$1,450.00	
	65"	\$1,455.00	\$1,680.00	
	Floor Stand	\$175.00	\$225.00	
	Monitor Mount	\$30.00	\$45.00	

**Audio Visual Total** \_\_\_\_\_

**Exhibitor** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

Return to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com)





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## Install and Dismantle Labor

SCSWORX will provide Install and Dismantle Labor upon request. Labor can be ordered as Exhibitor Lead, which means your company will have someone on site to direct the Installation, Dismantling and Packing of Booth. You may also order SCSWORX Supervised Labor. In this case, You must provide the following information to Cindy Landman via email at [clandman@scsworx.com](mailto:clandman@scsworx.com) : Complete Installation Instructions, Booth Layout Drawings to include Graphic Placement, Outbound Shipping Information and Labels for your Crates/Skids/Packages.

Straight Time = Monday – Friday 8:00 am -4:30 pm

Over Time = Monday – Friday- 4:30 pm – 10:30 pm, Saturday and Sunday 8:00 am – 4:30 PM

Double Time- Saturday and Sunday – 4:30 PM – 10:30 PM

All Labor Calls have a 2 hour Minimum per Man

### Install Labor Straight Time

Date	Start Time	# of Men	X	# of Hours	X	Rate	Total
						\$115.00	

### Install Labor Over Time

Date	Start Time	# of Men	X	# of Hours	X	Rate	Total
						\$132.00	

### Install Labor Double Time

Date	Start Time	# of Men	X	# of Hours	X	Rate	Total
						\$145.00	

### Dismantle Labor Straight Time

Date	Start Time	# of Men	X	# of Hours	X	Rate	Total
						\$115.00	

### Dismantle Labor Over Time

Date	Start Time	# of Men	X	# of Hours	X	Rate	Total
						\$132.00	

### Dismantle Labor Double Time

Date	Start Time	# of Men	X	# of Hours	X	Rate	Total
						\$145.00	

## Labor Total

\_\_\_\_\_

Exhibitor \_\_\_\_\_

Booth Number \_\_\_\_\_

Return to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com)



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## Furniture Rental

SCSWORX offers Booth Furnishings for Pathfinder 2024. Inventory is limited and SCSWORX will reach out to you should your order come in after the inventory is depleted to offer substitutions. If we do not have the substitution, you will not be charged for furniture items ordered, but not delivered.



Bar Stools



Lounge Chair



Sofa



Padded Chair



Café Tables



Extra Skirted Tables

Item	Color Circle One	Quantity	Advance Rate	Standard Rate	Total
Bar Stool	White or Black		\$105.00	\$135.00	
Lounge Chair	White Only		\$225.00	\$260.00	
Sofa	White Only		\$340.00	\$385.00	
Padded Chair	White Only		\$120.00	\$155.00	
Café Table	White or Black		\$95.00	\$130.00	
Extra Skirted Table	Blue Skirt		\$85.00	\$125.00	

## Furniture Total

\_\_\_\_\_

Exhibitor \_\_\_\_\_ Booth Number \_\_\_\_\_

Return to Cindy Landman at [clandman@scsworx.com](mailto:clandman@scsworx.com)



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## **Preferred Carrier**

SCSWORX will utilize Champion Logistics as preferred carrier for Pathfinder 2024. Champion will not be on site for the event but will work directly with SCSWORX to move a shipment booked for Pathfinder 2024. Exhibitor is still responsible for making arrangements for shipping and payment with Champion Logistics should you decide to use them. If your Freight has been arranged with another shipper and they do not show up to pick up your freight on the day of Move Out, SCSWORX will automatically force your freight with Champion Logistics at the cost of the Exhibitor. Please find Champion Information on the following form.

# CHAMPION LOGISTICS GROUP+

Trade Show Quote - SMD SYMPOSIUM

John Lamb: [jlamb@champlog.com](mailto:jlamb@champlog.com)

Tel# 404-675-0303



Thank you for considering Champion Logistics Group for all your SMD Symposium shipping needs.  
Please fill out this form for Round Trip shipments to/from same location.  
Should you need to return to a different location, or forward to a different show, please fill out separate forms for each leg.

Date of Request:

Requestor:

Requestor Phone:

Exhibitor Name:

Shipper:

Shipper Contact Name:

Phone Number:

Address:

City, ST, Zip:

Pick-Up Date/Time:

Consignee:

Address:

City, ST, Zip:

Delivery Date/Time:

Booth#

General Contractor:

Shipment Going To: Von Braun Center:

Onsite Representative:

Representative Phone:

Onsite Installer:

SCSWorx Advance:

Piece Breakdown	Pieces	Weight	Dimensions (L x W x H) Per Piece
Crates			
Cartons			
Skids			
Cases			
Carpet			
Pad			
<b>Total</b>			

Special Instructions/Accessories: \_\_\_\_\_  
 (E.G. Straps, Bars, Pads, etc) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Champion Quote To Advance:

Champion Quote To Show:

Champion Quote Return:

Quote Prepared By:

Date of Quote:



