Exhibitor Package

Thank you for exhibiting at MARCON 2019! As an exhibitor, you will have a 10’ x 10’ space in the Cumberland Concourse of the Knoxville Convention Center. Your booth package will include one 6-foot draped table, two chairs, a wastebasket, ID sign, and a power strip. The floor of the concourse is already carpeted. The exhibit area is located in close proximity to the conference meeting rooms and meal area for maximum attendee traffic flow. Both receptions and all breaks will be held in the exhibit area, as well.

Exhibits should be set up Tuesday, March 5th, between noon and 3:30pm. There will be a welcome reception for all MARCON attendees in the exhibit area on Tuesday from 4:00 – 6:00pm. You are invited to keep your exhibit area open until 12:45pm on Thursday, March 7th, but all materials must be packed by the formal end of the conference at 4:00pm. Thus, the exhibition area will be open to attendees during our welcome reception Tuesday night, all day Wednesday including the social time, and through lunch on Thursday.

The show’s decorator will be All Convention & Expo Services. If you need to ship exhibit material for the conference, it should be delivered to:

**Advance Shipping Address (arriving between Feb. 24th – March 1st):**
All Convention Expo Services  
6041 Tazewell Pike  
Knoxville, TN 37918

**Show Site Shipping Address (arriving on Mar. 4th):**
Knoxville Convention Center  
701 Henley Street  
Knoxville, TN 37902

Any special needs or booth accessories should be addressed with the decorator (wes@allconventionexpo.com). The attached form details available options and pricing. Shipping costs (forward and return) are the responsibility of the exhibiting company. All packaging should be clearly marked with company name and booth number.

As part of your exhibit package, you are welcome to place brochures, flyers, and/or other promotional items (pens, cups, etc.) in the attendee welcome bags. If you plan to do so, please let me know in advance. Any such material must be received no later than March 1st, to ensure they are included, and unused items will be returned to you at the conference. Please send 400 of each item for the registration bag to:

508 East Stadium Hall  
Attn: Kim Kallstrom  
University of Tennessee  
Knoxville, TN 37996-0750
We also encourage you to provide a raffle item to increase traffic to your booth. You may raffle the item yourself using business cards collected, etc, but **ALL** winners must be announced and items presented **at the closing session** on Thursday, March 7th at 4:00pm, to encourage attendees to stay for the entire event. It is your choice as to whether the selected individual must be present to win. Your booth personnel can make the presentation or the MARCON staff can present, based on your preference.

Sponsorship opportunities are still available. For details, visit: [http://marcon.utk.edu/#Exhibitor-Sponsor](http://marcon.utk.edu/#Exhibitor-Sponsor).

As an exhibitor, you are entitled to two (2) complimentary conference registrations. Please register booth Personal at: [https://bit.ly/1BaLp7Y](https://bit.ly/1BaLp7Y).

The complimentary registration is for the welcome reception on March 5th and all activities and meals on the two days of presentations on March 6th and March 7th. Workshops are separate and are for fee as shown on the registration form. Please register by **January 31st** to receive an early-bird discount on workshops.

We are once again offering added value to the exhibitor’s package by including 6 months of free advertising on our RMC website (following MARCON), in addition to all MARCON marketing. If you have not done so already, please email me a logo to use for advertising and let me know what website or document you would like me to link the logo to.

The MARCON 2019 host hotel will be the Holiday Inn at World’s Fair Park and Hilton Downtown, located directly across the street from the Knoxville Convention Center. Hotel reservations can be made online at: [http://marcon.utk.edu/hotel-reservation/](http://marcon.utk.edu/hotel-reservation/).

We are pleased that you have chosen to exhibit with us at MARCON 2019 and look forward to working with you. If you have any questions or concerns, please do not hesitate to call or e-mail me. Regards,

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**Chris Moore**

Chris Moore  
Communication Specialist II  
Reliability & Maintainability Center  
University of Tennessee  
[bmoore52@utk.edu](mailto:bmoore52@utk.edu)  
865-974-3703
**CONTRACTOR SERVICES**

**MARCON 2019**

Knoxville Convention Center

**Exhibitor move in:** March 5th 12:00pm - 3:30pm

**Show Dates:** March 5th 4pm-6pm, March 6th 8am-6:30pm, March 7th 8am-12:45pm

**Exhibitor move out:** March 7th 12:45-4pm

Booth Package: P&D booth, 1 6FT Table, 2 Chairs, Wastebasket, ID sign

The show's drape colors are: BLACK

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**Booth Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'L x 30&quot; H</td>
<td>(Skirted) table</td>
<td>$55.00</td>
<td>$</td>
</tr>
<tr>
<td>6'L x 30&quot; H</td>
<td>(Skirted) table</td>
<td>$60.00</td>
<td>$</td>
</tr>
<tr>
<td>8'L x 30&quot; H</td>
<td>(Skirted) table</td>
<td>$65.00</td>
<td>$</td>
</tr>
<tr>
<td>Unskirted Table (4'L)(6'L) or (8'L)</td>
<td></td>
<td>$40.00</td>
<td>$</td>
</tr>
<tr>
<td>4'L x 42&quot; H</td>
<td>(Skirted) Table</td>
<td>$60.00</td>
<td>$</td>
</tr>
<tr>
<td>6'L x 42&quot; H</td>
<td>(Skirted) Table</td>
<td>$65.00</td>
<td>$</td>
</tr>
<tr>
<td>8'L x 42&quot; H</td>
<td>(Skirted) Table</td>
<td>$70.00</td>
<td>$</td>
</tr>
<tr>
<td>Pedistal Table 30&quot; H or 42&quot; H</td>
<td></td>
<td>$55.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Booth Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counter Height Stool</td>
<td></td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td>Padded Folding Chair</td>
<td></td>
<td>$20.00</td>
<td>$</td>
</tr>
<tr>
<td>Floor Easel</td>
<td></td>
<td>$35.00</td>
<td>$</td>
</tr>
<tr>
<td>Wastebasket</td>
<td></td>
<td>$20.00</td>
<td>$</td>
</tr>
<tr>
<td>Spotlight</td>
<td></td>
<td>$55.00</td>
<td>$</td>
</tr>
<tr>
<td>8ft Masking Drape Ln Ft</td>
<td></td>
<td>$3.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Please indicate table skirting color choice:
- ☐ Red
- ☐ Green
- ☐ White
- ☐ Blue
- ☐ Black
- ☐ Raspberry
- ☐ Orange
- ☐ Teal
- ☐ Gold

**Booth Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2ft x 8ft Chrome or Black Grid</td>
<td></td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td>Lit Rack</td>
<td></td>
<td>$50.00</td>
<td>$</td>
</tr>
<tr>
<td>10x10 Carpet</td>
<td></td>
<td>$120.00</td>
<td>$</td>
</tr>
<tr>
<td>10x20 Carpet</td>
<td></td>
<td>$195.00</td>
<td>$</td>
</tr>
<tr>
<td>Carpet Padding</td>
<td></td>
<td>$0.50</td>
<td>$</td>
</tr>
</tbody>
</table>

Please indicate carpet color choice:
- ☐ Red
- ☐ Blue
- ☐ Black
- ☐ Tuxedo*

*Tuxedo consists of black & grey blend

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**Material Handling & Labor**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price/cwt</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipments to Warehouse ($110 min)</td>
<td></td>
<td>$58.00</td>
<td>$</td>
</tr>
<tr>
<td>**Direct Shipments to Show Site ($110 min)</td>
<td></td>
<td>$54.00</td>
<td>$</td>
</tr>
<tr>
<td>Carpet Cleaning (per 10x10/day)</td>
<td></td>
<td>$25.00</td>
<td>$</td>
</tr>
<tr>
<td>5k Forklift w/ Operator (1 hr min charge)</td>
<td></td>
<td>$100.00</td>
<td>$</td>
</tr>
<tr>
<td>Specialized carrier to Warehouse or Showsite (1st carton $35, addit $10)</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Labor ST Mon-Fri, 8am to 5pm</td>
<td></td>
<td>$45.00</td>
<td>$</td>
</tr>
<tr>
<td>Labor OT Mon-Fri, 5pm to 12am Sat, 8am to 12am</td>
<td></td>
<td>$67.50</td>
<td>$</td>
</tr>
<tr>
<td>Labor OT Mon-Sat, 12am to 8am Sun &amp; Holidays, all hours</td>
<td></td>
<td>$90.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Advance Shipping Address:**

All Convention Expo Services
6041 Tazewell Pike
Knoxville, TN 37918
Ph: 865-200-8687

**Showsite Shipping Address:**

Knoxville Convention Center
701 Henley Street
Knoxville, TN 37902
Ph: 865-251-6040

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**Order Payment Policy:** Payment in full of rental charges, including applicable tax must accompany your advance order. Orders must be received two weeks prior to show opening to be guaranteed. Floor orders are limited to availability. All orders must be received by mail, email, or fax.

**Subtotal:**

9.25% Tax

**TOTAL:**

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Company: ___________________________ Email: ___________________________  Booth # _________

Name on Card: ___________________________ Phone: ___________________________ Fax: ___________________________

Billing Address: ___________________________ City: ___________________________ State: ___________________________ Zip Code: ___________________________

Payment Type: ☐ Visa/MC ☐ Amex  Card #: ___________________________ Exp Date: ___________________________ Vcode: ___________________________

Authorized Signature: _______________________________________________________________ Date: ___________________________