



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>.

As an exhibitor, you are entitled to two (2) complimentary conference registrations. Please register booth Personal at: <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/>.

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,

Chris Moore

Chris Moore
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Reliability & Maintainability Center
University of Tennessee
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865-974-3703



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

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

Questions, please contact **Customer Service: wes@allconventionexpo.com**

Booth Accessories			
Qty.	Description	Price	Total
	4'L x 30" H (Skirted) table	\$55.00	\$
	6'L x 30" H (Skirted) table	\$60.00	\$
	8'L x 30" H (Skirted) table	\$65.00	\$
	Unskirted Table (4'L)(6'L) or (8'L)	\$40.00	\$
	4'L X 42" H (Skirted) Table	\$60.00	\$
	6'L X 42" H (Skirted) Table	\$65.00	\$
	8'L X 42" H (Skirted) Table	\$70.00	\$
	Pedestal Table 30" H ___ or 42" H ___	\$55.00	\$

Booth Accessories			
Qty.	Description	Price	Total
	Counter Height Stool	\$50.00	\$
	Padded Folding Chair	\$20.00	\$
	Floor Easel	\$35.00	\$
	Wastebasket	\$20.00	\$
	Spotlight	\$55.00	\$
	8ft Masking Drape Ln Ft	\$3.00	\$
Please indicate table skirting color choice: <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Raspberry <input type="checkbox"/> Orange <input type="checkbox"/> Teal <input type="checkbox"/> Gold			

Booth Accessories			
Qty.	Description	Price	Total
	2ft x 8ft Chrome or Black Grid	\$50.00	\$
	Lit Rack	\$50.00	\$
	10x10 Carpet	\$120.00	\$
	10x20 Carpet	\$195.00	\$
	Carpet Padding sq ft	\$0.50	\$
Please indicate carpet color choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Tuxedo*			

*Tuxedo consists of black & grey blend

Material Handling & Labor			
Weight	Description	Price/cwt	Total
	Shipments to Warehouse (\$110 min)	\$58.00	\$
	**Direct Shipments to Show Site (\$110 min)	\$54.00	\$
	Carpet Cleaning (per 10x10/day)	\$25.00	\$
	5k Forklift w/ Operator (1 hr min charge)	\$100.00	\$
\$60. min	Specialized carrier to Warehouse or Showsite	1st carton \$35 add'l \$10	\$
Labor ST	Mon-Fri, 8am to 5pm	\$45.00	\$
Labor OT	Mon-Fri, 5pm to 12am Sat, 8am to 12am	\$67.50	\$
Labor DT	Mon-Sat, 12am to 8am Sun & Holidays, all hours	\$90.00	\$
** Material Handling Charges are determined on show site, once weight tickets & freight are received by ACES. Receipts for material handling and all other on-site charges will be handed out during the show			

Advance Shipping Address:

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

Showsite Shipping Address:

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

NOTICE: First day freight can arrive at warehouse is Feb. 24th. Last day for freight to arrive at warehouse is March 1st. First day for freight to arrive at show site is March 4th.

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: \$ _____

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: _____