



EXHIBITOR SERVICE KIT

INSTRUCTIONS & ORDER FORMS

CURTIN

www.curtinconvention.com

415.883.7818



415.883.7818
www.curtinconvention.com



Welcome

Welcome Exhibitors:

Curtin Convention is pleased to serve as the General Service Contractor for this event, and we look forward to partnering with you.

We welcome the opportunity to blend our experience with your plans to develop a custom look and theme for your exhibit space. The following pages offer numerous selections for you to choose from.

For ease in ordering services, please refer to the enclosed [Table of Contents](#) to guide you through our Exhibitor Service Kit.

We are available to answer all questions and to assist you as you complete your plans for this event. Please contact Curtin directly for anything not included in this Exhibitor Service Kit.

Curtin's Office Hours: 9:00 am to 5:00 pm PST, Monday through Friday
(415) 883-7818
info@curtinconvention.com

Click the Curtin link to order online: [ORDER NOW](#)

The Curtin Team looks forward to collaborating with you towards a successful event!

Curtin Convention & Exposition Services, Inc.



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ADDITIONAL ORDER FORMS

Electrical, Audio Visual and Internet Order Forms are enclosed in this Kit. Please refer to the appropriate vendors' order form to place your order.



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Show Information

LOCATION

Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

EXHIBIT HALL

Prince George's Exhibit Hall E

BOOTH SPACE PACKAGE:

Each 10' deep x 10' wide booth space includes:

- 8' High Backwall Drape
- 3' High Side Rail Drape
- (1) 6' Grey Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) ID sign
- The Exhibit Hall is **NOT** carpeted.



*Booth spaces will be set with 8' High Grey Backwall and 3' High Grey Side Rails.

***NO SUBSTITUTIONS OR CREDITS ARE ALLOWED.**

Additional Services:

- Electrical Service and Audio Visual Rentals are **NOT** included.
 - These services are handled by the Gaylord National Resort & Convention Center. The hotel has a convenient online ordering portal for exhibitors to access and please orders directly. Please paste the link below in your browser to connect directly to the hotel's ordering portal. For further instructions please refer to the flyer located at the end of this kit.
 - <https://gaylordnational.boomerecommerce.com/>

EVENT SCHEDULE

Exhibitor Move-In	Exhibitor Hours	Dismantle/Move-Out	Carrier Check-In
Monday, 08/04/2025 12:30 pm to 5:00 pm	Tuesday, 08/05/2025 7:00 am to 6:30 pm	Wednesday, 08/06/2025 3:15 pm to 5:00 pm	Wednesday, 08/06/2025 3:15 pm to 5:00 pm
	Wednesday, 08/06/2025 7:00 am to 3:15 pm		The exhibit floor must be cleared by 5:00 pm.



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Important Dates & Deadlines Checklist

<input type="checkbox"/>	Wednesday, 06/30/25	First day Freight can arrive to the advance warehouse
<input type="checkbox"/>	Monday, 07/14/25	Last day to receive Advance Price on furniture, accessories, labor, and signs
<input type="checkbox"/>	Monday, 07/14/25	Deadline to order Specialty Furnishings
<input type="checkbox"/>	Wednesday, 07/30/25	Advance Freight paperwork and payment due
<input type="checkbox"/>	Wednesday, 07/30/25	Last day to cancel Display Labor
<input type="checkbox"/>	Wednesday, 07/30/25	Last day Freight can arrive to the Advance Warehouse
<input type="checkbox"/>	Monday, 08/04/2025	Exhibitor Move-In Hours: 12:30 pm to 5:00 pm
<input type="checkbox"/>	Monday, 08/04/25	DIRECT TO SHOW SITE SHIPMENTS WILL ONLY BE ACCEPTED DURING EXHIBITOR MOVE IN HOURS *Hotel charges may apply*
<input type="checkbox"/>	Tuesday, 08/05/25	Exhibitor Hours: 7:00 am to 6:30 pm
<input type="checkbox"/>	Wednesday, 08/06/25	Exhibit Hours: 7:00 am to 3:15 pm
<input type="checkbox"/>	Wednesday, 08/06/25	Exhibit Tear Down: 3:15 pm to 5:00 pm
<input type="checkbox"/>	Wednesday, 08/06/25	Carrier Check-In Hours: 3:15 pm to 5:00 pm
<input type="checkbox"/>	Wednesday, 08/06/25	Exhibitor Floor must be cleared by 5:00 pm



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Preshow Checklist

Please review the entire Exhibitor Service Kit.

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.

☐ Arrange in-bound freight/Material Handling

1. If you are shipping materials for your booth, be sure to:

- Choose Advance or Direct Shipping:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Refer to the Late to Warehouse date. Freight received after the date will incur a 25% late fee plus a transit fee.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding, and pallets are acceptable.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates will be refused.

■ **PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 9:00 am and after 2:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.**

2. Fill out the Material Handling form in this Kit to estimate your costs and submit the form with your payment.

3. Label your freight correctly with your company name, booth number, event/show name and address listed in the Exhibitor Service Kit. Shipping label forms are provided for Advance Warehouse shipments.

4. Bring all copies of shipping documents with tracking numbers to show site.

☐ Order graphics/signs and submit artwork

- See the Artwork Submission Guidelines page in this Kit for format information and submission details.

☐ Order booth furnishings/accessories

- Refer to the forms in this Kit for many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

☐ Order Curtin installation & dismantle labor, and/or submit EAC forms with proof of insurance

- Please review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
- If you are using a firm other than the official service contractor, you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set up or dismantle your exhibit.

Order additional/ancillary services

- There may be forms in this Kit for other services such as electricity, internet, audio visual, lead retrieval, floral or catering.
- These services are provided by vendors other than Curtin. Be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed.
- We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of the event, be sure to visit the Curtin Service Desk to confirm your outbound carrier.
- No Material Handling form will be distributed unless your account is paid in full.
- Saia LTL is the official show carrier. If you are using your own carrier, you need to schedule them for a pickup according to the show schedule.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with Saia LTL at your expense.



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On-site Checklist

- ☐ **Check all freight when you arrive**
 - Verify that all of your shipments have arrived in your booth. Check against your shipping documentation **before** unpacking any freight.
- ☐ **Booth set-up**
 - Make an inventory of all the items ordered and contact Curtin's Service Desk with any needs.
 - If you are ordering Curtin's Installation Labor, please go to the Curtin Service Desk to inform Curtin you are ready for your labor.
 - Installation/Dismantle Labor start time is only guaranteed when placed by the exhibitor prior to Installation.
 - Once your booth is set up, pick up "EMPTY" stickers at the Curtin Service Desk. Tag any empty containers you need stored with the provided "EMPTY" stickers, and let the Curtin service desk know your containers are ready to be stored.
- ☐ **Arrange outbound shipping**
 - Saia LTL Freight is the Official Show Carrier and will be on-site at the close of show to assist Exhibitors.
 - Bills of Lading and labels will be provided for those Exhibitors using Saia LTL Freight.
 - If you are not using Saia LTL Freight, you are responsible for providing Curtin with a Bill of Lading containing outbound shipping information.
 - If you are using your own carrier, you must schedule them in advance to pick up your shipment(s), and advise Curtin of timing.
 - Note the Carrier Check-in date/time on the Show Schedule form.
 - If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto Saia LTL Freight at your expense, billed to your company by Saia LTL.
 - Please provide all drivers with Curtin's Teamster Foreman's name and cell phone for pick-up. Please visit the Curtin service desk on-site for this information.
- ☐ **Booth freight packed and ready to ship out**
 - Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the Curtin Service Desk.
 - **Do not leave your Bill of Lading in your booth space or on your freight.**
If you do not provide your Bill of Lading to Curtin, your shipment may be delayed and/or rerouted to a show carrier.



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Payment Terms

- All orders must be accompanied with **PAYMENT IN FULL**.
- Payment for all orders and services must be received prior to the close of the show. Please see the stated forms of payment to prepare your full payment.
- Payment must accompany all orders regardless of preferred payment method before orders will be filled or services will be rendered.

ADVANCE DISCOUNT PRICES will be applied if the order and full payment are received by Curtin 21 days prior to the show installation.

Advance discount pricing deadline: 07/14/25

PAYMENT OPTIONS

- Company or Personal Check mailed with your order forms.
- Credit Card by completing the enclosed Payment Form or ordering online through Curtin's online portal.
VISA, Mastercard, and American Express accepted.
- Wire Transfers are accepted: Call (415)883-7818 to arrange processing.

FURTHER INSTRUCTIONS OF PAYMENT BY CREDIT CARD

- Online orders may enter the Credit Card into Curtin secure portal.
- If you completed your order forms via the provided PDF of the Exhibitor Service Kit, please email the completed forms, including the Payment form, to info@curtinconvention.com.

ADDITIONAL PAYMENT TERMS

- Orders placed at show-site must be paid in full at the time of ordering and will be charged at the **REGULAR PRICE**.
- If you order in **ADVANCE**, substantial savings will apply. We encourage you to take advantage of the **ADVANCE DISCOUNT ORDER** prices.
- **CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after the date printed on the Display Labor Order Form (three days prior to show move-in date).
- Any discrepancy in items ordered and items received, or any questions or complaints concerning services, **MUST** be reported to the Curtin Service Desk at the show immediately upon noting it.



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Shipping Information

ADVANCE WAREHOUSE INFORMATION

Material Handling Fees Include:

- Labor and equipment to unload shipments
- Receiving and Storage up to 30 days prior to show installation date.
- Roundtrip delivery of shipments to and from the booth location.
- Roundtrip handling of marked empty containers.
- Reloading of shipments onto outbound carriers or private vehicles.

International shipments must be cleared through customs. Curtin's Advance Warehouse does not handle clearing U.S. customs. Exhibitors shipping to the U.S. are responsible for all customs requirements.

SHOW SITE INFORMATION

The Teamsters Union has jurisdiction over the operation of the loading area/dock.

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. Multiple trips are not permitted.

Unloading Service by Weight

Exceeding the Hand Carry option will result in the weighing in materials as described on the Material Handling form. Charges apply to third party shipments and all private vehicles.

Advance shipments will be accepted 06/30/25 through 07/30/25 between the hours of 9:00 am - 2:30 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Label as shown below or use the provided labels.

TO: (Exhibiting Company Name/Booth #)

FOR: 2025 DMEC Annual Conference

C/O: Saia / Curtin Convention
9007 Marshall Avenue
Laurel, MD 20707

DO NOT SHIP MATERIALS IN ADVANCE TO THE HOTEL.

Direct to show site shipments must arrive only on Monday, August 4, 2025 (Between 12:30 pm & 5:00 pm).

Shipments will not be accepted prior to this date. Curtin is not on-site to accept shipments other than the date stated.

The Loading Dock Area is EXCLUSIVE to the Teamsters Union for unloading and reloading materials. *Hotel charges may apply*

DIRECT TO SHOW SITE SHIPPING ADDRESS

Label as shown below:

TO: (Exhibiting Company Name/Booth #)

FOR: 2025 DMEC Annual Conference

C/O: Gaylord National Resort & Convention Center/Curtin Convention
201 Waterfront Street
National Harbor, MD 20745

*If you have any questions, please contact
info@curtinconvention.com or (415) 883-7818.

REFER TO MATERIAL HANDLING PAGES FOR MORE INFORMATION



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Union Regulations, Safety & Tipping

UNION REGULATIONS

Stated below are the clauses pertaining to jurisdiction of the Union contracts that ALL Convention Decorating and Drayage companies are signatory to.

SIGN, DISPLAY AND ALLIED CRAFTS UNIONS

Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs, and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sales that are to be displayed in your booth, or literature describing same. You may setup your exhibit display if one person can do so in less than one half-hour, without the use of tools.

TEAMSTERS UNION

This Union has jurisdiction over the loading area/dock which includes the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carriable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICIANS UNION

The Electricians Union has jurisdiction over the installation, placement, and connecting of all electrical lines and power outlets, including floor and spotlights.

SAFETY

Standing on chairs, tables, or other rental furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight. Curtin cannot be responsible for injuries or falls caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order labor on the DISPLAY LABOR ORDER FORM and the necessary ladders and tools will be provided with skilled Union labor.

TIPPING

Curtin requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a Curtin representative at the Service Desk.



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Petroleum Surcharge

PETROLEUM SURCHARGE INFORMATION

Curtin Convention & Exposition Services, Inc. has enacted a petroleum surcharge program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the Exhibitor Service Kit. The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. "Computation of Charges" page.

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. appreciates your understanding.

The Curtin logo features the word "CURTIN" in a tall, white, sans-serif font, centered within a dark blue rectangular box. A thin orange horizontal line is positioned below the text.

CURTIN

ORDER FORMS

Please see specific order forms for your needs

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure, including natural disasters, public health emergencies or other events outside of the reasonable control of Curtin.
2. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which make it impossible or impractical to exhibit the Exhibitor's materials.
3. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees. If using SAIA LTL Freight for outbound shipping, see email from SAIA LTL Freight.
4. CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.
5. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
6. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
7. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one week after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Limits of Liability & Responsibility

11. Empty container labels will be available at the CURTIN Service Desk. for exhibitors using Curtin's material handling forms. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight may be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor has against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after the close of the event. The placing of an order for the services of trades people and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. Exhibitors must arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.
16. a. LIMITATION OF LIABILITY. TO THE FULL EXTENT PERMITTED BY LAW, CURTIN'S AGGREGATE LIABILITY FOR DIRECT DAMAGES FOR ALL CLAIMS ARISING OUT OF OR RELATED TO CURTIN'S SERVICES WILL NOT EXCEED THE AMOUNT EQUAL TO THE ACTUAL FEES PAID TO CURTIN UNDER EACH STATEMENT OF WORK
b. NO CONSEQUENTIAL DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, CURTIN WILL NOT BE RESPONSIBLE FOR SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, REVENUE, OR PROFITS, BUSINESS INTERRUPTIONS, LOSS OF INFORMATION OR HARM TO REPUTATION) THAT MAY ARISE IN CONNECTION WITH SERVICES ORDERED OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF CURTIN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
17. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g., shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization _____

Signature _____ Date _____



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Computation of Charges Form

IMPORTANT INFORMATION

Below are the options for submitting the completed Curtin order forms and payment:

Order online by clicking the link below.

ORDER NOW

Email to

info@curtinconvention.com

Mail

Curtin Convention & Exposition
Services, Inc.
2269 Chestnut Street
Suite 628
San Francisco, California 94123

All other order forms (i.e. electrical, audio/visual, etc.) and payments should be sent directly to the appropriate company providing these services.

Contact information for these non-Curtin order forms is enclosed. Please refer to the Table of Contents to assist in viewing these forms.

RECAP OF ITEMS AND SERVICES ORDERED AND PAYMENT

Material Handling.....	= \$ _____
Display Labor	= \$ _____
Display Tables & Counters.....	= \$ _____
Furniture & Accessories	= \$ _____
Booth Carpet	= \$ _____
Booth Cleaning	= \$ _____
Specialty Furnishings	= \$ _____
Signs	= \$ _____
Subtotal	= \$ _____
2% Fuel Surcharge	= \$ _____
Sales Tax 9.25%	= \$ _____
Total:	\$ _____
(U.S. Dollars)	

COMPLETE THE PAYMENT FORM ON THE FOLLOWING PAGE.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Payment Information Form

IMPORTANT INFORMATION

PAYMENT IN FULL is required for all orders.

Advance Discount prices are valid 21 days prior to show installation. Send forms by **07/14/25** to receive discounted pricing.

Regular prices will be charged after 21 days prior to the show installation and for all show site orders.

Payment Options:

Check payable to and mailed to:

Curtin Convention & Exposition
Services, Inc.
2269 Chestnut Street, Suite 628
San Francisco, CA 94123

Credit Card: Complete this form for VISA, Mastercard, and American Express

Wire Transfer: Call (415) 883-7818 to arrange processing.

*Discrepancies between items ordered and received must be reported immediately to a Curtin representative to resolve and provide any valid adjustments to your account. If notifications of discrepancies are received after the show, Curtin will not honor adjustment and credits.

EXHIBITOR PROFILE

Exhibiting Company:	Booth #:
Contact Name:	
Email:	Cell Phone:

METHOD OF PAYMENT

- ☐ Company Check ☐ Credit Card (select card type)
VISA Mastercard American Express
☐ Wire Transfer ☐ ☐ ☐

CREDIT CARD INFORMATION

Cardholder Name:	
Email:	Phone:
Account #:	Expiration Date:
Signature:	Security Code:
Cardholder Billing Address:	
City/State/Zip:	



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Material Handling Information

CHOOSING YOUR CARRIER

Please carefully consider your carrier prior to shipping your materials to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery options. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to the show site loading dock/area in your own vehicle, Material Handling charges are applied. Please refer to the Union Regulations in this Exhibitor Service Kit and plan accordingly. Union Teamsters have jurisdiction over the loading dock for all shipments and deliveries.

RATE CLASSIFICATIONS

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces. Shipping crates, fiber cases, cartons and pallets are acceptable.

ADDITIONAL FEES MAY BE APPLICABLE

Late to Warehouse Fee: Shipments arriving after **07/30/25** will be charged a 25% late fee.

A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of late freight.

Extra Services Fees: Forklift and extra handling labor fees may apply. Call (415)883-7818 to make arrangements and receive a quote.

MINIMUM MATERIAL HANDLING FEE

There is a 200 pound minimum fee per shipment.
When estimating total shipment weight, round up to the next 100 pounds.

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All Private Owner Vehicles (POV) and Third Party Carriers will be unloaded/loaded at the facility's loading area/dock during the listed set-up and dismantle dates/times.

- Use of the Loading Dock/Area is EXCLUSIVE to Union unloading and loading of materials. -

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. ***Multiple trips are not permitted.**

Unloading Service by Weight - If the full contents of an Exhibitor's booth materials EXCEED the above stated Hand Carry option, The Exhibitor's full contents will be weighed at the load area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rates based on a 100 lb. with a 200 lb. minimum charge for standard services. All private owner vehicles and third party shipping companies will be unloaded/loaded at the loading area and charges will be billed as stated. The price includes unloading prior to the show and reloading after the show end. Please refer to the Material Handling Order Form on the following page for rates and description.



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Advance Warehouse, Drayage & Material Handling Order Form

Originating City/State of Shipment:	
Carrier:	
Local Representative:	
Phone # of Local Representative:	
Shipping Date:	Approximate Arrival Date(s):
# of Shipments:	# of Total Pieces:

DEADLINE TO SHIP TO ADVANCE WAREHOUSE: 07/30/25

DEADLINE TO SHIP TO SHOW SITE: 08/04/25 FROM THE HOURS 12:30 PM TO 5:00 PM ONLY

ADVANCE WAREHOUSE SHIPMENTS

Crated or Uncrated Regular Service

Shipment Weight x \$285.00/CWT = \$ _____

Crated or Uncrated Special Service

(Shipped via UPS, FedEx, DHL)

Shipment Weight x \$315.00/CWT = \$ _____

Late Shipments - 25% Fee

Shipments received at the warehouse after **07/30/25** are charged a 25% late fee. A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of freight.

DIRECT SHIPMENTS TO SHOW SITE

Crated or Uncrated Regular Service

Shipment Weight x \$285.00/CWT = \$ _____

Crated or Uncrated Special Service

(Shipped via UPS, Fed Ex, DHL)

Shipment Weight x \$315.00/CWT = \$ _____

TOTAL FEE \$ _____

***When estimating and recording total weight per shipment, please round to next 100 lbs.**

***There is a 200 pound minimum charge. Shipments under 200 pounds will be charged at 200 pounds.**

IMPORTANT: It is understood that your calculation as stated above is only an estimated weight. Final charges will be calculated and billed based on actual weight of the shipment.

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.

Material Handling Labor *Please refer to Display Labor Order form to determine straight time and over time hours.

Material Handling Labor

Material Handler

Forklift with Operator up to 4,000 lbs

Forklift with Operator up to 10,000 lbs

Straight Time	Over Time
\$178/hr.	\$288/hr.
\$222/hr.	\$354/hr.
\$264/hr.	\$390/hr.

Authorized By: _____ Signature: _____

First date freight can arrive to Advance Warehouse: 06/30/2025
Last date freight can arrive to Advance Warehouse: 07/30/2025

SHIPPING LABEL INSTRUCTIONS AND INFORMATION

- The provided labels are for your convenience. Feel free to use your own labels and include all the information shown below.
- Make copies of the completed labels.
- Cut the completed shipping label(s) along the line and securely affix the label(s) to each piece in your shipment

ADVANCE WAREHOUSE SHIPMENT

To: _____

C/O: Exhibitor Name

Booth #

Saia / Curtin Convention
9007 Marshall Avenue
Laurel, MD 20707

CURTIN

Event: 2025 DMEC ANNUAL CONFERENCE

Booth #: _____

Piece #: _____ **of:** _____ **pieces**

**Must Arrive by 07/30/25 by 2:30 pm!*

ADVANCE WAREHOUSE SHIPMENT

To: _____

C/O: Exhibitor Name

Booth #

Saia / Curtin Convention
9007 Marshall Avenue
Laurel, MD 20707

CURTIN

Event: 2025 DMEC ANNUAL CONFERENCE

Booth #: _____

Piece #: _____ **of:** _____ **pieces**

**Must Arrive by 07/30/25 by 2:30 pm!*



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Reforwarding Instructions & Outbound Shipping

--OUTBOUND SHIPPING IS NOT AUTOMATIC--

PLEASE READ THE INSTRUCTIONS BELOW TO PROPERLY PREPARE YOUR OUTBOUND SHIPMENTS:

- Curtin is not responsible for shipments left on the show floor by Exhibitors.
- At the time of removal from an Exhibitor's booth, Curtin will count and ship pieces as found in the booth.
- Curtin is not responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before materials are picked up and loaded out of the exhibit area.

Exhibitors using the Saia LTL FREIGHT, the Official Show Carrier

- Saia LTL FREIGHT is the official show carrier and will be on-site at the close of the show to assist Exhibitors with outbound shipments.
- Bills of Lading and Labels are provided by Saia LTL Freight to Exhibitors using Saia LTL Freight for outbound shipments.
- Exhibitors must fill out and turn in a Saia LTL Bill of Lading to the Curtin Service Desk.

Exhibitors not using Saia LTL FREIGHT

- Exhibitors are responsible for providing Curtin with the Bill of Lading containing outbound shipping information prior to leaving the show floor.
- At the close of the show if a carrier fails or refuses to pick-up or refuses to accept shipments, Curtin reserves the right to reroute such shipments where no disposition is provided, or materials will be hauled to a warehouse pending advice from the Exhibitor. The Exhibitor will be charged accordingly for this service. No liability will be assumed by Curtin as a result of such rerouting of handling. The liability of Curtin is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

Important Dates/Times for Exhibitors not using Saia LTL FREIGHT

- Carrier Pick-Up at the Hotel's Loading Dock - 3:15 pm to 5:00 pm, Wednesday, 08/06/25
- Deadline for Show to be clear of all shipments - 5:00 pm
- Any materials/shipments left on the show floor will be shipped out via SAIA LTL FREIGHT at the Exhibitor's expense after 5:00 pm.

METHOD OF OUTBOUND SHIPPING

(Check One)

- ☐ SAIA LTL Freight ☐ Private Vehicle
☐ Air Van Line ☐ Other _____

RETURN SHIPPING ADDRESS

Contact Person:

Phone:

Carrier:

of Pieces:

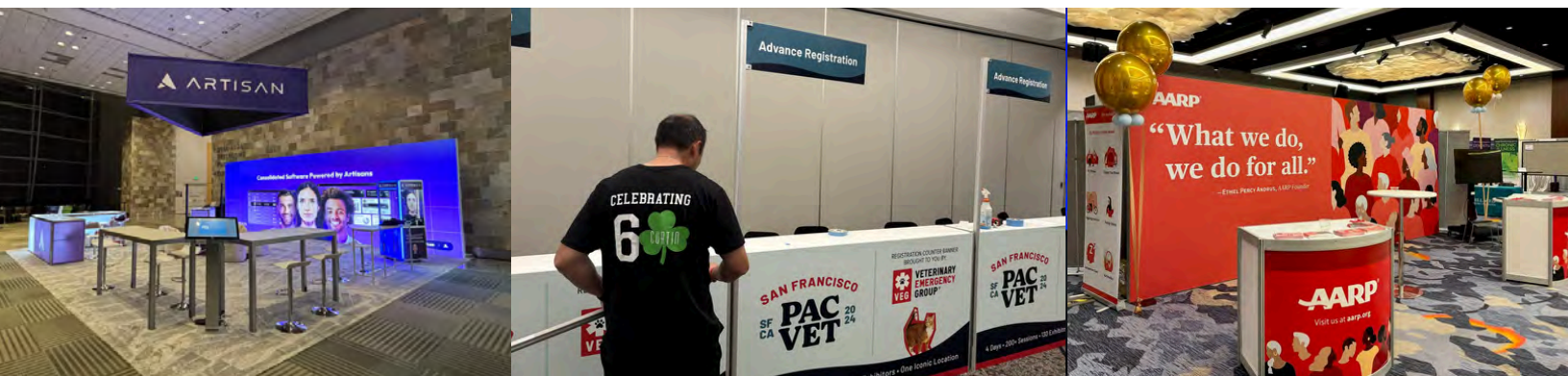
Curtin Installation & Dismantle Services



Take advantage of experience, convenience and cost-effectiveness and order Curtin labor for your booth installation and dismantling needs.

Your Curtin Installation and Dismantle Team provides:

- Knowledgeable and dedicated talent
- Coordination of all event services
- Relationships with venues and local unions
- Standby support for all booth related needs





415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Display Labor Order Form

IMPORTANT INFORMATION

Advance Price Discount Deadline:
07/14/25

Please use this form to order
Display Labor.

Cancellation Policy:
No Refunds or Credits after:
07/30/25

WHEN DO YOU NEED TO ORDER DISPLAY LABOR?

The Display Workers Union has jurisdiction over all set-up and dismantling of exhibits, including signs, and laying carpet. This does not apply to unpacking and placement of your merchandise (i.e. items for sale in your booth or literature). You may set-up your exhibit display if one person can do so in less than one half-hour, without the use of tools or ladders. If your booth requires more time or assistance, please use this form to order Display Labor.

Rates: 1-hour minimum per worker.

Straight Time:
8:00 AM to 4:30 PM, weekdays

Overtime:
6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM, weekdays and all day Saturdays, Sundays, and Holidays

Display Labor

Advance Price

Regular Price

Straight Time

\$186.00/hr.

\$240.00/hr.

Over Time

\$300.00/hr.

\$328.00/hr.

SELECT YOUR INSTALLATION AND DISMANTLE NEEDS BELOW

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____		X	X	= \$ _____
	_____		X	X	= \$ _____
Dismantle	_____		X	X	= \$ _____
	_____		X	X	= \$ _____

of shipping cases and/or crates for exhibit (not including cartons for literature, product, other items not required for this labor. Total # of Cartons/Crates: _____

() Drawings, blueprints, and photos enclosed in case # _____

() Drawings, blueprints, and photos enclosed with this order.

For Display Labor - Supervision of all labor is required (check one)

☐ **Exhibitor Supervision**

On-site/after hours contact cell phone: _____

On-site/after hours contact name: _____

☐ **Curtin Supervision**

Please install and dismantle without an Exhibitor supervising.

Display Labor ordered as supervised by Curtin will be charged an additional 30% of the total installation and dismantle labor bill, with a minimum of \$45.00.

Special Instructions: _____

Estimated Total Labor \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Display Tables & Counters

Skirted Tables

Tables - 30"H x 24"D
Counters - 40"H x 24"D
Lengths - 4'L, 6'L and 8'L



Round Tables

30" Diameter x 30"H
30" Diameter x 40"H



Display Tables & Counters Order Form

Please Select Skirting Color: (check one)

☐ Unskirted tables (\$10.00 less)

☐ Black

☐ Blue

☐ White

☐ Grey

☐ Red

☐ Burgundy

30" High Tables

	Quantity	Advance Price	Regular Price	
4'W x 2'D		x \$205.00	or \$240.00	\$ _____
6'W x 2'D		x \$224.00	or \$281.00	\$ _____
8'W x 2'D		x \$260.00	or \$309.00	\$ _____
4th side draped (add)		x \$59.00	or \$69.00	\$ _____

40" High Counters

	Quantity	Advance Price	Regular Price	
4'W x 2'D		x \$224.00	or \$281.00	\$ _____
6'W x 2'D		x \$240.00	or \$322.00	\$ _____
8'W x 2'D		x \$269.00	or \$359.00	\$ _____
4th side draped (add)		x \$ 69.00	or \$80.00	\$ _____

Round Tables

	Quantity	Advance Price	Regular Price	
30"D x 30"H, black cloth		x \$250.00	or \$250.00	\$ _____
30"D x 40"H, black spandex cover		x \$250.00	or \$250.00	\$ _____

**Round tables not available for order on-site*

Advance Price Discount Deadline: 07/14/25 Total Display Tables & Counters \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Furniture & Accessories Order Form

Please view the following page for photos of the available items listed on this page. For special requests, please contact info@curtinconvention.com.

Furniture	Quantity	Advance Price	Regular Price	
A. Side Chair - Black or Grey		x \$141.00	or \$168.00	\$ _____
B. Arm Chair, padded Grey		x \$159.00	or \$211.00	\$ _____
C. Stool, Black or Grey		x \$167.00	or \$245.00	\$ _____
D. Swivel Chair - Black		x \$159.00	or \$211.00	\$ _____

Accessories	Quantity	Advance Price	Regular Price	
E. Wastebasket		x \$32.00	or \$38.00	\$ _____
F. Easel		x \$87.00	or \$108.00	\$ _____
G. Bag Rack		x \$167.00	or \$234.00	\$ _____
H. Literature Rack		x \$224.00	or \$293.00	\$ _____
I. Raffle Drum		x \$104.00	or \$155.00	\$ _____
J. Posterboards		x \$198.00	or \$258.00	\$ _____
K. Chrome Sign Holder		x \$172.00	or \$256.00	\$ _____

**Items not available for order on-site: Bag Racks, Literature Racks, Raffle Drum, Posterboards, and Chrome Sign Holders.*

Advance Discount Price Deadline: 07/14/25

Total Furniture & Accessories \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Furniture & Accessories Options

OPTIONS:

- A. Side Chair
- B. Padded Arm Chair
- C. Stool, Black or Grey
- D. Swivel Chair, Black
- E. Wastebasket
- F. Easel
- G. Bag Rack
- H. Literature Rack
- I. Raffle Drum
- J. Poster Board (8'w x 4'h)
- K. Chrome Sign Holder (22"W x 28"H)

PAYMENT POLICY:

To obtain advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than 10 days prior to show installation.

Advance Discount Price
Deadline: 07/14/25

All invoices must be settled at the on-site service desk prior to the close of the show.

No credits will be issued after the closing date of the show.

CANCELLATION POLICY:

Items cancelled after Curtin move-in begins will be charged at 50% of original prices.

Items cancelled after delivery will be charged at 100% of original price.



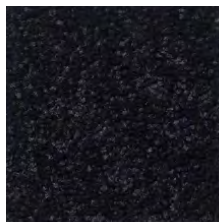


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www.curtinconvention.com

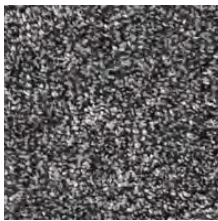
Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Booth Carpet

Standard Carpet Colors - check selection



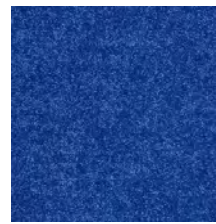
Black

☐

Salt/Pepper

☐

Grey

☐

Blue

☐

Red

☐

Booth Carpet Options

Standard Carpet

		Advance Price		Regular Price
10' x 10'	<input type="checkbox"/>	\$328.00	<input type="checkbox"/>	\$389.00
10' x 20'	<input type="checkbox"/>	\$505.00	<input type="checkbox"/>	\$699.00
10' x 30'	<input type="checkbox"/>	\$698.00	<input type="checkbox"/>	\$970.00

Carpet Padding

		Advance Price		Regular Price
10' x 10'	<input type="checkbox"/>	\$127.00	<input type="checkbox"/>	\$193.00
10' x 20'	<input type="checkbox"/>	\$253.00	<input type="checkbox"/>	\$383.00
10' x 30'	<input type="checkbox"/>	\$350.00	<input type="checkbox"/>	\$578.00

NOTE: For larger sizes, please contact Curtin at info@curtinconvention.com

Booth Dimensions	Total Area	Advance Price	Regular Price
Size _____ = _____ sq. ft x _____ \$6.00 or _____ \$8.00 = \$ _____			

Custom colors and sizes are available. To inquire, please contact Curtin at info@curtinconvention.com.

Advance Price Discount Deadline: 07/14/25

Total Carpet Order \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Booth Cleaning Order Form

IMPORTANT INFORMATION

Vacuuming of carpet, cleaning, and dusting of display background and furnishings, sweeping of booths, and emptying wastebaskets **are not included** in your space rental for this event.

If you would like to order cleaning for your booth space(s), please complete this form and return to Curtin.

	# of Booths	Price	# of Days	Total
Vacuuming	_____	x \$56.00	x _____	= \$ _____

Vacuuming will occur prior to initial event opening and daily thereafter.

	# of Booths	Price	# of Days	Total
Cleaning Service	_____	x \$56.00	x _____	= \$ _____

Cleaning and dusting of display background and furnishing prior to initial event opening and daily thereafter.

Provide any special instructions (if any): _____

Total Booth Cleaning Services \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Specialty Furnishings Order Form

IMPORTANT INFORMATION

After reviewing the selections and pricing on the following pages, please complete this order form.

A complete catalog of the Special Furnishings Selections may be viewed by clicking the link: [SPECIALTY FURNISHINGS CATALOG](https://www.curtinconvention.com/specialty-furnishings-catalog)

Deadline to place Specialty Furnishings order: 07/14/25

PAYMENT POLICY:

All invoices must be settled at the on-site service desk prior to the close of the show.

CANCELLATION POLICY:
Specialty Furniture orders must be cancelled 72 hours prior to show installation. No refunds or exchanged permitted after this date.



IMPORTANT:

- To access the catalog, cut and paste this link in your preferred browser: <https://www.curtinconvention.com/specialty-furnishings>

Quantity	Item #	Description	Price	Total Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

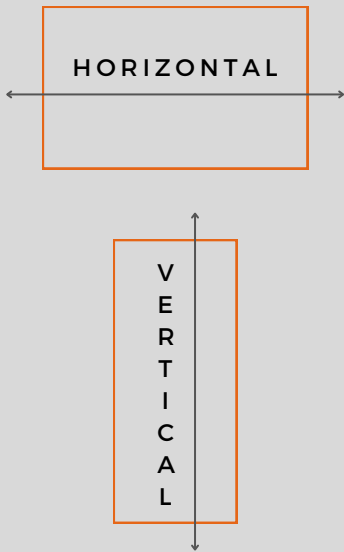
Total Specialty Furnishings \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Sign Order Form



Advance Price Discount Deadline:
07/14/25

Deadline for Print Ready
Art: 07/14/25

Signs: White Foam Core
Vinyl Banners: Indoor 16 oz. with
top grommets, unless customized.

Double square footage for double
sided graphics.

Round square feet to next whole
increment.

File conversion, retouching or color
correction may incur additional
charges.

Contact Curtin for custom graphic
design for an additional fee of
\$100 per hour (Two hour minimum).

[Click to View Artwork Guidelines](#)

No cancellations or refunds after
signs have been produced.

Late order may incur rush fees.

HORIZONTAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

VERTICAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

CUSTOM SIZE BANNER (IN SQUARE FEET)

Single Sided	Advanced Price	Regular Price	Total
$\frac{\text{width} \times \text{height}}{\text{area}} = \text{area}$	x	or	= \$

Double Sided	Advanced Price	Regular Price	Total
$\frac{\text{width} \times \text{height}}{\text{area}} = \text{area}$	x	or	= \$

☐ Top & Bottom Pole Pocket ☐ Top Only Pole Pocket ☐ Include Pole(s)

**Standard pole pocket size - 4"*

**SEE ARTWORK
SUBMISSION GUIDELINES
DETAILED ON THE
FOLLOWING PAGE.**

Subtotal \$ _____
9.25% Sales Tax \$ _____
Total Services _____



415.883.7818

www.curtinconvention.com



Artwork Submission Guidelines

Curtin provides the highest quality print production available. To ensure your enlarged graphic images meet your expectations of clarity, it is important to follow these guidelines when creating artwork:

- **Vector format (ai or vector eps)** with a final image resolution of 150 dpi at 100% scale which translates to a printed output of 600 dpi. Vector files can be formatted to any size without losing image quality.
- This is not the case with bitmap images files such as JPG, GIF, TIF, etc.
- **Logos** clipped from websites are not at the optimal dpi and should not be embedded in final artwork.
- **PMS color numbers** for color print matching. If you have samples of hard copy printouts or brochures, please provide these to assist with color matching for logos.
- **Fonts** should be converted to outlines or paths prior to uploading the file. A listing of the fonts is also recommended.
- Please provide a brand style guides, if available.

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files. Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats:

- Adobe Illustrator (AI or EPS): Outline fonts and embed all links
- Adobe InDesign: Package all fonts and links
- Adobe Photoshop (PSD, TIF or JPG): For image files
- High Resolution PDFs

Checklist:

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- LEAVE 1" PERIMETER ON ALL SIDES FREE OF GRAPHICS AND TEXT.
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Submitting Artwork:

Once your graphics are complete, please [**CLICK HERE**](#) to upload your graphic files or download templates. Curtin will be in touch regarding proofs and expected turnaround times.

Questions

Questions regarding artwork may be emailed to: info@curtinconvention.com

Please include, in all inquiries:

- Event name
- Company name
- Booth number
- Contact information



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Notification of Intent to Use Exhibitor-Appointed Contractor

IMPORTANT INFORMATION

Exhibitor-appointed contractors cannot perform any of the following services:

- Furniture placement
- Electrical, Plumbing
Telephone installation
- Handling of freight
- Rigging
- Booth cleaning

All EACs must comply with Union Regulations and hire Union personnel from the appointed Union with jurisdiction over the exhibit area.

It is the responsibility of the exhibiting company to see that each representative of the exhibitor-appointed contractors abides by the official rules and regulations of this event.

A Certificate of Insurance must be provided to Curtin by your EAC showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc. must receive these certificates with this form or your EAC will not be allowed on the show floor.

All requirements are strictly enforced.

If your company plans to use an Exhibitor-Appointed Contractor (EAC), which is an installation and dismantle company other than Curtin Convention & Exposition Services, Inc. to erect and/or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than 07/30/2025

Failure to do so will result in the inability of this EAC to erect and/or dismantle your exhibit.

Please return to: **Exhibitor Services**
Curtin Convention & Exposition Services, Inc.
info@curtinconvention.com

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth #:
Exhibitor Contact (printed):	
Signature:	Phone #:

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone:	24-hour Emergency Phone:
Type of Service to be Performed:	
Estimated # of Workers:	Estimated Arrival Date:



OFFICIAL TRANSPORTATION PROVIDER



SCHEDULE YOUR TRADE SHOW SHIPMENT TODAY!

888.536.5699

Depend on Saia for worry-free shipping that allows you to focus on what's important – a successful event where you and your products take center stage!

When you ship with Saia, you get:

- Dedicated Exhibit Managers
- Competitive rates and instant quoting
- Easily schedule your pickup and return delivery
- Service from an industry-leading low-claim ratio carrier
- Optional full-value coverage for high-value items
- Expedited and guaranteed services for time-sensitive deliveries

tradeshows@saia.com - saia.com

Official Show Carrier



To take advantage of our **discounted shipping rates**, scan the QR code to set up an account before you ship!



FOR MORE INFORMATION CONTACT OUR TRADE SHOW TEAM:

888.536.5699

tradeshows@saia.com - saia.com

Gaylord National Resort & Convention Center
Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. **A battery-operated smoke detector and ABC fire extinguisher will be required for each covered booth, structure or tent regardless of square footage.** Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting 2025 DMEC Annual Conference

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Advance Price Beginning:

March 11, 2025

Standard Price Applies:

July 21, 2025

Exhibit Show Floor Manager:

John Mathis

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY PRICES SUBJECT TO CHANGE

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$250.00	\$330.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$360.00	\$500.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$195.00	\$280.00
120	2,000	20	Single	\$310.00	\$450.00
208	3,300	20	Single	\$365.00	\$465.00
208	5,700	20	Three	\$470.00	\$665.00
208	5,000	30	Single	\$475.00	\$635.00
208	8,600	30	Three	\$645.00	\$900.00
208	9,900	60	Single	\$935.00	\$1,330.00
208	17,000	60	Three	\$1,320.00	\$1,900.00
208	20,800	100	Single	\$1,591.00	\$1,940.00
208		100	Three	\$2,120.00	\$2,600.00
208		200	Three	\$3,800.00	\$4,560.00
208		400	Three	\$5,800.00	\$7,390.00
1 Outlet Extension-cord. RENTAL ONLY					\$25.00
6 Outlet Multi-strip. RENTAL ONLY					\$35.00
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$420.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$440.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$450.00
One time fill and drain. Maximum of 300 gallons					\$450.00
Transformer Rental					Ask For Quote

<https://gaylordnational.boomerecommerce.com>

Note: There will be a 26% Facility fee and 6% Maryland State tax assessment on all orders.

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

****All power strips and extension cords used in the Hotel must be provided and installed by the Gaylord Electrical Department. ****