

Exhibitor Services Manual

~ W E L C O M E ~



Where Pennsylvania Wines Come Together

September 14, 2013

Monroeville Convention Center

Monroeville, PA

Gold Sponsors



Silver Sponsors



Produced & Managed by:

Kelly Simon
EVENT MANAGEMENT

645 East Pittsburgh Street, #357
Greensburg, PA 15601

Co-Produced By:





September 14, 2013
Monroeville Convention Center
Monroeville, PA

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September 14, 2013
Monroeville Convention Center
Monroeville, PA

EVENT MANAGEMENT

Simon Event Management

645 East Pittsburgh Street, #357 • Greensburg, PA 15601
Phone 800-747-5599 • 724-837-7979 • Fax 724-219-3570

Kelly Simon 800-747-5599 kelly@simoneventswork.com
Stacey Rosa 800-747-5599 stacey@simoneventwwork.com

EVENT VENUE

Monroeville Convention Center
209 Mall Blvd.
Monroeville, Pennsylvania 15146
Tel: 412-373-7300
Fax: 412-373-3915

EVENT SCHEDULE

EVENT HOURS

1ST Session 1:00 pm – 4:00 pm
2nd Session 5:00 pm – 9:00 pm

SET UP DATES/TIMES:

Saturday, September 14 8:00 am – 12:30 pm
Exhibitors with large displays who require a Friday set up can contact Kelly to make these arrangements.

TEAR DOWN DATES/TIMES:

Saturday, September 14 9:00 pm - midnight

Your booth must be dismantled and removed by Saturday, September 14 at 12:00 midnight. After that time, anything left behind may be discarded by facility personnel.



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BOOTH EQUIPMENT

The following items are included in the price of each 10 x 10 space. The back and side drape is black and blue, the table skirts are black.

- 8' High Draped Backdrop
- 3' High Draped Side Rails
- (1) Table with Cover & Skirting
- (2) Chairs
- (1) 7" X 44" ID Sign with your company name

You may order additional equipment for your booth from the Monroeville Convention Center. Please refer to the Monroeville Convention Center Service Order Form on pages 8 – 9.



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EXHIBITOR BADGES

Exhibitor badges are for you and your staff; NOT your guests or attendees.

FOR EACH BOOTH SPACE, YOU ARE ENTITLED TO THE FOLLOWING NUMBER OF BADGES:

10 X 10	6 Badges	10 X 30	10 Badges
10 X 20	8 Badges	10 X 40 or larger	12 Badges

Please PRINT OR TYPE **CLEARLY** the names of the representatives who will be working at your booth. Use only the spaces below that coincide numerically with your booth size/badge allowance.

Company Name: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Please fax this completed form (724-219-3570) or email your company/badge names to Stacey@simoneventmanagement.com by Wednesday, September 11. . .thank you!



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ELECTRIC/TRASH/DRAYAGE

FOOD CONCESSIONS

The Monroeville Convention Center will be providing food concessions from 1 PM – 9 PM for exhibitors and attendees. Food can be purchased anytime throughout the day including the refresh hour between sessions of 4 PM – 5 PM.

ELECTRIC – TELEPHONE – DECORATIONS

These services are available through the Monroeville Convention Center – please refer to the Monroeville Convention Center Service Order Forms on pages 8 – 9. Exhibitors are reminded to bring their own extension cords and multi-plug outlets – these are NOT provided by event management.

TRASH

There will be receptacles throughout the facilities for regular garbage disposal during the Event.

DOLLIES / CARTS / FORKLIFT

There are a limited number of dollies and carts that are provided by Event Management at **NO CHARGE** for transporting displays and merchandise. These are available on a first-come, first-served basis so exhibitors may want to bring their own dollies and/or carts as well.

There will be one forklift available for during set-up/teardown which is provided by Event Management at **NO CHARGE** to exhibitors.

ON-SITE INFORMATION – WINERIES ONLY

ICE & WATER

Ice and water will be provided to all wineries by the Monroeville Convention Center at no charge. Wineries are responsible for their own containers to hold wines, pitchers for glass rinsing and wine disposal containers.

DINNER BETWEEN SESSIONS – IMPORTANT, PLEASE READ

Two (2) dinners will be provided for each winery by the Monroeville Convention Center between 4 PM and 5 PM at no charge. Dinners may be purchased for additional winery staff members at \$11.50 per person but these reservations must be made by Monday, September 9th. If you are interested in making additional dinner reservations for your winery, please call Kelly at 800-747-5599.



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HOTEL



**PITTSBURGH
OFFICIAL HEADQUARTERS HOTEL
105 Mall Blvd.
Monroeville, Pennsylvania 15146
Tel: 412-373-7300 Fax: 412-373-3915**

**Pennsylvania Wine & Music Festival
SPECIAL RATE \$69
*Deadline to book your reservation is by September 11, 2013.***

The Doubletree Pittsburgh/Monroeville Convention Center Hotel conveniently located just off the PA Turnpike sits adjacent to the beautiful new 100,000 SF Monroeville Convention Center. Our upscale suburban Pittsburgh hotel across from the regional Monroeville Mall includes modern convention and expo facilities in a perfect Pittsburgh area hotel location only 15 miles east of downtown Pittsburgh and less than 45 minutes from Pittsburgh International Airport (PIT).

Superior Doubletree hotel comforts. . . our freshly updated Doubletree hotel features spacious, well-appointed guest rooms and suites with big baths and a long list of amenities, including our luxurious Sweet Dreams bedding, 32" flat screen TVs, generous work surfaces, ergonomic desk chairs and wireless high-speed Internet access. For your convenience, complimentary HSIA is available throughout the hotel public areas. Our guests enjoy all the expected pleasures of Doubletree hospitality, a caring and friendly hotel staff and full use of our many Monroeville hotel amenities including an indoor-outdoor swimming pool and spa tub, Precor®-equipped Fitness Center, Airport Shuttle service, in-room dining, meet and eat at our Monroeville Convention Center hotel. Pittsburgh PA is known for its multi-cultural population and array of tempting cuisines. Dine with us at our casual American style café and lounge, serving freshly prepared standards and regional specialties daily along with your favorite beverages. And don't forget to start the day right with our extensive Doubletree Breakfast buffet.

Our excellent location in the heart of the Monroeville Business District is close to many corporate offices like CVS Caremark, Siemens, Philips, Respironics, Shaw Group, Bechtel, Progressive and Parker Hannifin, as well as dozens of restaurants, shopping and leisure activities. Or, visit nearby downtown Pittsburgh attractions like the Pittsburgh Zoo and PPG Aquarium, MLB's PNC Park, Carnegie Science Center, The Andy Warhol Museum and much more!

Whether business, vacation or convention brings you to the Pittsburgh area, our friendly hotel staff looks forward to welcoming you to the Monroeville Convention Center with our signature warm Doubletree Chocolate Chip Cookie at check in.

Book Your Next Stay at Doubletree Pittsburgh/Monroeville Convention Center!



September 14, 2013
 Monroeville Convention Center
 Monroeville, PA



MONROEVILLE CONVENTION CENTER
Electric / Telephone Service Order Form
 Order form and payment must be received by Wednesday, September 11
 to qualify for the **ADVANCED RATE**.

Show:	Show Dates:	Booth #
Company Name:	Phone:	Email:
Ordered By:	Signature:	On Site Contact:

Please indicate your method of payment () Amex () MC () Visa () Discover () Check Check #

Credit Card Number

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Expiration Date

		/				
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Please Note: Your signature authorizes the Monroeville Convention Center to DEBIT your Credit Card for all balances due.

Signature: _____ **Date:** _____

ELECTRICAL REQUESTS:				
Exhibitors must bring own extension cord(s)				
QTY	Description	Advanced	Standard	Amount
	110V/20 Amp (Standard Electric) Quad Box	\$50 First day \$15 each addl day	\$75 First day \$15 each addl day	
	208V/30 Amp/1 Phase	\$130.00	\$175.00	
	208V/40 Amp/1 Phase	\$160.00	\$215.00	
	208V/50 Amp/1 Phase	\$200.00	\$250.00	
	208V/Over 50 Amp/1 Phase	\$275.00	\$380.00	

Electric: 30 amp and higher is a flat rate

TELEPHONE SERVICES				
QTY	Description	Advanced	Standard	Amount
	Data Line	\$175.00	\$225.00	
	Analog Line	\$150.00	\$200.00	

Make check payable to:
 Monroeville Convention Center
 209 Mall Boulevard
 Monroeville, PA 15146

TOTAL DUE: _____
DATE PAID _____

Phone: 412-373-7300
 Fax: 412-372-0291
 Email: mcc-forms@doubletreemonroeville.com



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MONROEVILLE CONVENTION CENTER

Decorating Service Order Form

Order form and payment must be received by Wednesday, September 11 to qualify for the **ADVANCED RATE**.

Show:	Show Dates:	Booth #
Company Name:	Phone:	Email:
Ordered By:	Signature:	On Site Contact:

Please indicate your method of payment () Amex () MC () Visa () Discover () Check Check #

Credit Card Number

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Expiration Date

		/				
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Please Note: Your signature authorizes the Monroeville Convention Center to DEBIT your Credit Card for all balances due.

Signature: _____ **Date:** _____

TABLES				
QTY	Description	Advanced	Standard	Amount
	4 ft Skirted	\$25.00	\$45.00	
	6 ft Skirted	\$35.00	\$60.00	
	8 ft Skirted	\$45.00	\$70.00	
	Leg Extenders (Set of 4)	\$30.00	\$45.00	

CHAIRS				
QTY	Description	Advanced	Standard	Amount
	Standard Chair	\$10.00	\$15.00	
	Barstool	\$20.00	\$30.00	

BOOTH ACCESSORIES				
QTY	Description	Advanced	Standard	Amount
	10x10 Booth Carpet (TAN ONLY)	\$140.00	\$200.00	
	Booth Sign Hanging	\$1/PER SIGN	\$3/PER SIGN	
	Wastebasket	\$5.00	\$5.00	
	Easel	\$20.00	\$35.00	
	Clothing Rack	\$30.00	\$50.00	
	Stage - 6'x8' Section (Height 1ft or 2ft)	\$65.00	\$100.00	
	All Solid Color Drape (8ft H x 10ft W)	\$30.00	\$55.00	

KITCHEN USE				
QTY	Description	Advanced	Standard	Amount
	Kitchen Usage	Call for Details	Not Available	
	Bag of Ice	\$5.00	\$5.00	
	Pepsi Cooler	Call for Details	Not Available	

MISCELLANEOUS				
QTY	Description	Advanced	Standard	Amount
	MCC Labor - Per Person/Per Hour	\$35.00	\$50.00	
	Banner Hanging	\$75.00	\$100.00	
	Copies	\$0.10	\$0.10	

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TOTAL DUE: _____
DATE PAID _____

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2013 - 2014 SCHEDULE OF EVENTS

**SAVE MONEY with our
 MULTI-SHOW DISCOUNTS:**
 Exhibit in 2 shows Deduct 10%
 Exhibit in 3 shows Deduct 15%
 Exhibit in 4 shows Deduct 20%
 Exhibit in 5 shows Deduct 25%

**Reserve Your Space Today!
 Call Kelly Simon Event Management
 at 800-747-5599**

**November 29 – December 1
 Holiday Art Craft & Gift Show**
 Eastwood Expo Center
 Niles, OH



**June 27 – 29, 2014
 Western Pennsylvania Rib Festival**
 Westmoreland Fairgrounds
 Greensburg, PA

**February 7 – 9, 2013
 Monroe Home & Garden Show**
 Monroe Expo Center
 Monroe, Michigan



**July, 2014
 Eastwood Rib Fest**
 Eastwood Mall
 Niles, OH



**February 23 – 24
 26th Annual Pittsburgh Fire Rescue & EMS Expo**
 Monroeville Convention Center
 Monroeville, PA



**September 13 – 14, 2014
 Italian Festival**
 Westmoreland Fairgrounds
 Greensburg, PA

**March 29 – 30, 2014
 Ohio Arts & Crafts Show**
 Eastwood Expo Center
 Niles, OH

**November 8 – 9, 2014
 Holiday Art Craft & Gift Show**
 Blair County Convention Center
 Altoona, PA

**April 12 – 13, 2014
 Central Pennsylvania Arts & Crafts Show**
 Blair County Convention Center
 Altoona, PA

**November 28 – 30, 2014
 Holiday Art Craft & Gift Show**
 Eastwood Expo Center
 Niles, OH

**April 19 – 20, 2014
 19th Annual Westmoreland County Home Show**
 Westmoreland Fairgrounds
 Greensburg, PA

