



Engineering Expo Spring 2025

*See exhibitor kit for show dates & times

-Material Handling-

Specialized carrier shipments refers to small package carriers such as FedEx, UPS, USPS, etc. and will be billed at \$35.00 for the first box & \$10.00 for each additional box per shipment, with an \$85.00 minimum (i.e. 1-6 boxes will be \$85.00, 7 boxes and over will be \$35.00 for the first box and \$10.00 for each box thereafter).

Freight carrier shipments refers to carriers such as Old Dominion, ABF, Estes, etc. and will be billed at \$75.00 per 100 pounds to the advance warehouse and \$85.00 per 100 pounds to the show site.

Weight is rounded up to the next 100 pounds.

***To reduce material handling costs and ensure your packages will be in your booth when you arrive at the show site, we strongly encourage you to have your freight/packages sent to the advance warehouse.**

-Payment Policy-

The credit card information portion of the exhibitor kit must be completed to utilize drayage services.

All orders must be paid in full and/or credit card authorization be on file before services are rendered. There will be no invoices.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS AND CREDIT CARD INFORMATION ON FILE BEFORE FREIGHT CAN BE DELIVERED TO YOUR BOOTH.



CONTRACTOR SERVICES

Spring 2025 ENGINEERING EXPO

Knoxville Convention Center

6041 Tazewell Pike, Knoxville, TN 37918
Phone: 865-200-8687 Fax: 865-200-8689

Exhibitor move in:
March 4th, 9:30am-1:00pm

Show Dates: March. 4th-5th

Exhibitor move out:
March 5th, 4:30pm

Booth Package: 1-6ft Skirted table, 2-chairs

[Please return orders to: BETH@ACESKNOX.COM](mailto:BETH@ACESKNOX.COM)

Booth Accessories			
Qty.	Description	Price	Total
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Booth Accessories			
Qty.	Description	Price	Total
			\$
	Extra Chairs	\$20.00	\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Booth Accessories			
Qty.	Description	Price	Total
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Material Handling & Labor			
Weight	Description	Price/cwt	Total
	Freight Shipments to Warehouse (\$200.00 min)	\$75.00	\$
	Freight Shipments to Show Site (\$200.00 min)	\$85.00	\$
			\$
			\$
\$85.00 min	Specialized carrier to Warehouse or Showsite	1st carton \$35 add'l \$10	\$
	Specialized Carriers are UPS, Fed-ex, etc. Small Packages		\$
			\$
			\$

** 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. 3rd. First day for freight to arrive at show site is March 3rd.

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: _____