



QuiltWeek<sup>®</sup>  
SHOW Paducah, KY

April 26–29, 2023

## EXHIBITOR SERVICE KIT

| Please direct this service manual to the person in charge of your exhibit.

Dear Exhibitor:

Welcome to the Paducah-McCracken County Convention and Expo Center. We look forward to assisting you with the planning and execution of the exhibit portion of the event.

This manual contains important details relative to your participation. Please read through it carefully and note the advanced order dates/rates for services. Please feel free to contact us at [info@paducahconventions.org](mailto:info@paducahconventions.org) for specific questions.

We are pleased that you will be joining us and If there is anything that we can do to assist you, please do not hesitate to contact me.

Also, sponsorships can be customized to meet your marketing goals! Please contact Whitney Walker at 270-205-8659 or [whitney@paducahconventions.org](mailto:whitney@paducahconventions.org) to answer any questions you may have along the way.

We look forward to seeing you & your team soon!

Sincerely,  
Michelle Campbell  
Executive Director  
Paducah-McCracken County Convention & Expo Center

## SERVICE CONDITIONS & REGULATIONS

1. Use care in ordering power and know the requirements of your equipment. Insufficient wattage will result in blown fuses. Electrical service will be discontinued until load is reduced or proper wattage is added. Additional charges will be made for changes and additions.
2. All equipment, regardless of power source, must comply with all Federal, State and local safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle horsepower, etc. Exhibitor is responsible for providing cable from machinery to power source. All temporary power connections must be in compliance with the National Electric Code.
4. All material and equipment furnished by the Paducah McCracken County Convention and Expo Center for this service shall remain the property of the Paducah McCracken County Convention and Expo Center. Exhibitor is responsible for the safe keeping of all equipment during the rental period and for all charges in either replacing or repairing rented equipment. The Exhibitor authorizes and agrees that the Paducah McCracken County Convention and Expo Center will charge to the accompanying credit card any labor, material or equipment charges incurred whether by loss or damage to equipment rented. Should Exhibitor load out of the building prior to the conclusion of the show, it is the responsibility of the Exhibitor to inform staff at the Service Desk and to return any equipment.
5. THE ELECTRICAL CIRCUITS ARE BEHIND THE DRAPES. DO NOT STORE ITEMS IN THIS SPACE. IF ITEMS ARE STORED IN THE SPACE, SERVICE WILL NOT BE ACTIVATED UNTIL THE AREA IS CLEARED FOR PERSONNEL PASSAGE. STORAGE OF ITEMS IN THIS SPACE COULD DISRUPT SERVICE. WHEN SERVICE CALLS ARE MADE BECAUSE OF THIS, A SERVICE CHARGE WILL BE ASSESSED FOR REINSTATING THE SERVICE.
6. All Exhibitor's cords must be 3-wired, grounded cords. All exposed non-current carrying metal parts of fixed equipment, which are likely to be energized, shall be grounded. Exhibitors are responsible for providing necessary adapters.
7. Rates quoted for all connections cover only the bringing of service to the rear of the booth in the most convenient manner.
8. Wall and permanent building utility outlets are not part of the booth space and are not to be used by Exhibitors.
9. Electrical power for lights and displays will be turned on 30 minutes prior to show opening and will be turned off 30 minutes after the conclusion of the show. 24-hour service is available at 1 ½ times the rates listed.
10. Service Requests received after the cutoff date will be charged the Floor Rate and may not be provided due to the configuration.
11. Landline phone services will not be offered, you will need to choose an internet option to utilize your credit card transactions.
12. There is a 3% fee charged on all credit card transactions.



# ELECTRIC ORDER FORM

INCENTIVE PAYMENT DEADLINE DATE: 3/20/23

\*\*\*EXTENDED TO 3/20/23



**EXHIBITOR** \_\_\_\_\_

**BTH #** \_\_\_\_\_

EVENT AQS QUILT WEEK 2023  
 FACILITY Paducah-McCracken Co. Convention & Expo Center  
 DATE April 26-29, 2023

## ELECTRICAL OUTLETS

	QTY Show Hours Only	QTY 24 hrs/day Double Rate	INCENTIVE PAYMENT PRICE	ONSITE PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
1500 Watt (15AMPS) 120V Single Outlet	_____	_____	140.00	280.00	_____
2000 Watt (20 AMPS) 120V Single Outlet	_____	_____	150.00	300.00	_____
<b>208 VOLT Single Phase</b>					
20 AMPS	_____	_____	175.00	350.00	_____
30 AMPS	_____	_____	195.00	390.00	_____

**Please call for information on any services you require that are not listed here.**

## 120V RENTAL MATERIAL (Must pick up items at Onsite Exhibitor Service Center)

15' Extension Cord	_____	_____	15.00	25.00	_____
10' Power Strip	_____	_____	10.00	30.00	_____

**TOTAL ELECTRICAL COST** \_\_\_\_\_



415 Park St, Paducah, KY 42001  
 270.408.1346 • info@paducahconventions.org

# INTERNET ORDER FORM

**INCENTIVE PAYMENT DEADLINE DATE: 3/20/23**  
**\*\*\*\*EXTENDED TO 3/20/23**



**EXHIBITOR** \_\_\_\_\_

**BTH #** \_\_\_\_\_

EVENT AQS QUILT WEEK 2023  
 FACILITY Paducah-McCracken Co. Convention & Expo Center  
 DATE April 26-29, 2023

## INTERNET

	QTY (per booth)	PRICE	TOTAL COST
<b>BASIC WIRELESS INTERNET, NOT FOR STREAMING</b>			
Convention Center	_____	250.00	_____
Expo	_____	250.00	_____
Dome	_____	250.00	_____
<b>TOTAL INTERNET COST</b>			_____

*Orders made after cutoff date may not be able to be filled.*

*This is a per booth charge. All additional users subject to full rate – No Sharing*

*Upon arrival, bring your device(s) to our service desk (expo service hallway) to be connected to the WiFi.*

*Rates include hookup and disconnect of customers. Labor to direct wire is an additional \$75/hour with a one hour minimum.*

*Rates include Kentucky Sales Tax*

*Service and equipment will be disconnected 30 minutes after show ends. Advance payment in full must accompany order. Payment is non-refundable whether the service is used or not. Visa, MasterCard, Discover, American Express and Checks are accepted.*



415 Park St, Paducah, KY 42001  
 270.408.1346 • info@paducahconventions.org

## PAYMENT METHOD & CREDIT CARD AUTHORIZATION FORM

*Must be completed and submitted with any PMCCC order form.  
 Please contact us if assistance is needed.*

Name of Convention AQS Quilt Week 2023 Booth# \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact Email \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Credit Card Payment	
Cardholder's Name (Please print) _____	
Credit Card Billing Address _____	
City _____ State _____ ZIP _____	
Credit Card # _____ V-Code _____ EXP _____	
Charge to: <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover	
CARD HOLDER'S SIGNATURE _____	
By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.	
<div style="background-color: #e0e0e0; text-align: center; padding: 5px; margin-bottom: 10px;"><b>Company Check</b></div> <p>Make Check Payable to: PMCCC                      415 Park St.                      Paducah, KY 42001                      Attn: Exhibitor Services</p> <p>Please include a copy of this order form with your check.</p>	<p><b><i>There will be a 3% service fee on all credit card payments. If for any reason the submitted credit card or check is declined or refunded, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.</i></b></p>

**TOTAL ELECTRICAL COST** \_\_\_\_\_

**TOTAL INTERNET COST** \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

# EXHIBITOR LUNCH ORDER FORM

**ORDERS DUE BY 12:00 NOON THE DAY BEFORE DELIVERY**



**EXHIBITOR** \_\_\_\_\_ **BTH #** \_\_\_\_\_

EVENT AQS QUILT WEEK 2023  
 FACILITY Paducah-McCracken Co. Convention & Expo Center  
 DATE \_\_\_\_\_

Payment required at time of order. Email orders to david@paducahconventions.org

**BOXED LUNCHES** *All boxed lunches served with Chips, Fresh Fruit, Cookie, and Bottled Water (NO SUBSTITUTIONS)*

	QTY WEDNESDAY	QTY THURSDAY	QTY FRIDAY	QTY SATURDAY	TOTAL \$
<b>TURKEY CLUB \$18</b>	_____	_____	_____	_____	_____
<i>Turkey on croissant with candied bacon, lettuce, tomato, smoked gouda, red onion, and orange pepper mayo</i>					
<b>ROAST BEEF \$18</b>	_____	_____	_____	_____	_____
<i>Roast beef on marble rye bread with spiced pickles, red onion, extra sharp cheddar, and Horseradish mayo</i>					
<b>CHICKEN SALAD \$18</b>	_____	_____	_____	_____	_____
<i>Diced Chicken on croissant with grapes, celery, red onions, seasonings, and orange zest</i>					
<b>GARDEN SALAD \$18</b>	_____	_____	_____	_____	_____
<i>Spring lettuce mix, cucumbers, tomato, carrots, black olives, shredded cheddar, croutons, sunflower seeds (Option of adding ham or bacon bits)</i>					
<b>TOTAL AMOUNT DUE</b>					_____

**Credit Card Payment**

Cardholder's Name (Please print) \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Credit Card # \_\_\_\_\_ V-Code \_\_\_\_\_ EXP \_\_\_\_\_

Charge to:     American Express     MasterCard     Visa     Discover

If for any reason the submitted credit card or check is declined or returned, a \$50.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

CARD HOLDER'S SIGNATURE \_\_\_\_\_

By signing the above, I acknowledge and understand that all services rendered will be billed to this credit card. I agree to be bound by all terms and conditions in this service manual.

**\*There will be a 3% service fee on all credit card payments.**



415 Park St, Paducah, KY 42001  
 270.408.1346 • info@paducahconventions.org



**OUTDOOR KIOSK MENU**

**Korean BBQ Chicken Sandwich \$7**

*BBQ boneless chicken wings with Asian slaw and spiced pickles on a 2 Bao Buns hand made for the Korean BBQ chicken with Asian Slaw and spicy mayo*

**Hillbilly Parfait \$7**

*Pulled pork over mashed potatoes with extra sharp cheddar cheese, bourbon candied bacon bits, and chives*

**Vegetarian and Gluten Free Option \$7**

*Boa Buns (made with rice flour) topped with Asian slaw, spiced pickles and spicy mayo*

**Garden Salad \$7**

*Spring lettuce mix, cucumbers, tomato, carrots, black olives, shredded cheddar, croutons, and sunflower seeds (Option of adding ham, diced chicken or bacon bits additional \$1.00 per added protein cup, 3 oz portion cups)*

**Cold Sandwiches \$7**

*Ham or roast beef with smoked gouda, lettuce, red onions, and spicy mayo*

**Lunch Entree Special \$17**

*Any outdoor kiosk menu option with chips, cup of coleslaw, one baked good, and a bottled water or soda*

**SIDES**

- Chips \$3
- Coleslaw \$4

**DRINKS**

- Water \$3
- Soda \$3

**BAKED GOODS**

- Banana Blondie \$3
- Jumbo Cookie \$4





## 2023 AQS Quilt Week Kentucky April 25 - 29, 2023 Paducah Convention Center

[Print This Page](#)

Please note: Advance warehouse shipping is not available. Please be mindful of show site shipping dates.

### GEMS Contact Information

Cathy Gilbert  
(407) 438-5002 x113  
[cathy@gemsevents.com](mailto:cathy@gemsevents.com)

### Important Dates

**Monday, April 10, 2023** Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.

### Show Schedule

April 2023						
Sun	Monday April 24	Tuesday April 25	Wednesday April 26	Thursday April 27	Friday April 28	Saturday April 29
	Shipments can arrive to show site 8am to 4pm  <b>Move in</b> 12pm to 6pm	Shipments can arrive to show site 8am to 1 pm  <b>Move in</b> 8am to 6pm  <b>Show Hours</b> 7pm to 9pm	<b>Show Hours</b> 9am to 6pm	<b>Show Hours</b> 9am to 6 pm	<b>Show Hours</b> 9 am to 6pm	<b>Show Hours</b> 9am to 4pm  <b>Move out</b> 4pm to 9pm <b>Drive check in</b> 6pm

### Provided Booth Equipment

Provided Booth Package will include:

- o Pipe & Drape, 8' X 24" White Skirted Table, 2 side chairs, 1 wastebasket, 1 ID sign  
Electric, Telephone & Internet service must be ordered thru the Convention Center

### Show Colors

Aisle Carpet Color:

**Drape Color:** Black Drape for Quilts, Blue Drape for Schroeder Expo and Carroll Convention Center vendors, Silver Drape for Dome Pavilion

**Booth Size:** 10' x 10' increments

### Material Handling

#### Advance Shipments

12684 International Parkway  
DALLAS, TX 75228  
Freight received after April 18th will be refused

#### Direct Shipments

Schroeder Expo, Carroll Convention Center and Dome Pavillion  
Paducah Convention Center  
415 Park Ave, Paducah, KY 42001

#### Additional Advance Shipment Information

- o Shipments should arrive between Friday, March 17, 2023 and Tuesday, April 18, 2023
- o All shipments received outside these dates will be subject to a 25% late fee
- o Shipments that arrive at the warehouse after Tuesday, April 18, 2023 cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight
- o Please print the advance shipment labels by clicking on that option in the left hand menu

#### Additional Direct Shipment Information

- o Direct shipments will be accepted on Monday, April 24, 2023
- o Please print the direct shipment labels by clicking on that option in the left hand menu
- o Receiving only during exhibitor move-in hours

### After the Show

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!