



Asheville Gem & Jewelry Expo
Exhibitor Information

Thank you for your participation in the upcoming event to be held at the U.S. Cellular Center Asheville in beautiful downtown Asheville, North Carolina.

Parking/Load In/Load Out

The U.S. Cellular Center is located in an urban location with very limited off-street parking at the facility. Loading zones are available for exhibitors to utilize during load in and load out of your event. Please be cognizant of other exhibitors and move your vehicle after unloading and prior to setting up your booth exhibit. Parking is available in many nearby surface lots and parking garages. Google Maps links and more information on the subject can be found at www.USCellularCenterAsheville.com/parking *Please note normal parking rates will apply on your load in and load out dates. Directions to the loading entrance can be found [HERE](#). (Nearest to booth #101 in the layout.)

Power & Internet order requests:

Vendors requesting power or internet services must complete the below form and pay in advance to guarantee services at the event. Additionally services requested on site are subject to a higher fee. Fee Schedule Power:

| Service | Advance Fee | Site Fee | Notes |
|--------------------|-------------|------------------------------|------------------------|
| 15/20 amp circuit | \$70 | \$125 | |
| 30/50 amp circuit | \$90 | \$150 | |
| 220v, single phase | \$150 | \$350 | *Select locations only |
| 208v, three phase | \$280 | Not available for site order | *Select Locations only |
| Extension cord | \$35 | \$35 | |
| Power Strip | \$20 | \$20 | |

Fee Schedule Internet:

| Service | Advance Fee | Site Fee | Notes |
|----------------------|-------------|----------|-------|
| Wifi | \$50 | \$100 | |
| Hard Line connection | \$150 | \$300 | |



Order Sheet

If you need to order Power or Internet Services please fill out the following form. Please email a copy of this form to Exhibitor Services at the U.S. Cellular Center exhibitorservices@ashevillenc.gov

Subject of the email should be: "Booth #, Gem & Jewelry Asheville"

Additional questions please call 828-259-5739 and ask for Exhibitor Services. Prior to charging of a credit card you will be contacted to confirm your order and final cost.

Event Name:
 Company Name:
 Contact Name:
 Contact Number:
 Contact Email:
 Booth Number: _____

PLEASE EMAIL FORM TO exhibitorservices@ashevillenc.gov

| Contact Info | Authorized Credit Card Payment |
|---|---|
| Phone: 828-259-5739 Email: exhibitorservices@ashevillenc.gov | Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card Name on Card: _____ Card Number: _____ Exp Date: _____ CVC or CSC Code: _____ |

Billing Address associated with credit card: _____

Power Request:

| Service | Advance Fee | Quantity Requested | Subtotal Fee |
|--------------------|-------------|--------------------|--------------|
| 15/20 amp circuit | \$70 | | |
| 30/50 amp circuit | \$90 | | |
| 220v, single phase | \$150 | | |
| 208v, three phase | \$280 | | |



| | | | |
|----------------|------|--|--|
| Extension cord | \$35 | | |
| Power Strip | \$20 | | |

Internet Request:

| Service | Advance Fee | Quantity Requested | Subtotal Fee |
|----------------------|-------------|--------------------|--------------|
| Wifi | \$50 | NA | |
| Hard Line connection | \$150 | | |

Please note that all orders submitted after September 6, 2019 are subject to site fee. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional requests may be made on site, but would be subject to availability and a late order fee. The City of Asheville will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied services or equipment.

Email form to exhibitorservices@ashevillenc.gov