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DISCOUNT DEADLINE

PAGE

DEADLINE DATE TO RECEIVE DISCOUNTED RATES:

SCHEDULE:

EXHIBITOR MOVE-IN:

(ONLY pre-approved Big Displays & Large Trucks)

EXHIBIT HOURS:

EXHIBITOR MOVE-OUT:

REROUTE FREIGHT:

MOVE-OUT NOTE: All carriers must check-in no later than **6:00pm on Thursday, August 25, 2022.**

BOOTH EQUIPMENT:

Each 10' x10' booth area will be provided with an 8' background drape, 3' high side drape, one 6' skirted table, two chairs, one wastebasket and a booth identification sign (7" x 44").

SHOW COLORS:

Back Drape:
Side Drape:
Table Drape:

CARPET COLOR:

The booth area is NOT CARPETED. You may carpet your booth area in any offered color, please see our enclosed Carpeting form for color selection and pricing.

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse beginning **July 27, 2022, but NO LATER THAN, August 17, 2022.** Freight received before or after these dates will incur a 25% early/late handling fee.

Your Company Name and Booth #
EXPO Convention Contractors, Inc.
15959 NW 15th Avenue Miami,
Florida 33169 - 5607

See our Shipping & Drayage form for complete details.

DIRECT SHIPMENT TO FACILITY:

Shipments will be received at the exhibit facility on **Wednesday, August 23, 2022 between 8:00am and 5:00pm.**

Your Company Name & Booth #

See our Shipping & Drayage form for complete details.

OVERTIME CHARGES:

Please be advised that overtime charges will apply during MOVE-IN after 4:30pm and will apply during MOVE-OUT.

ASSISTANCE:

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234. or email info@expocci.com.

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS
COMPLETED, SIGNED AND RETURNED TO EXPO****ADVANCE AND/OR FLOOR ORDERS:**

All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean up costs, etc, are paid at the time the Show closes.

THIRD PARTY ORDERS:

If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's Third Party Payment Policy prior to placing order.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:

EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. EXPO is not responsible for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

ALL CHARGES:

All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

ADJUSTMENTS:

Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

SALES TAX:

Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

CANCELLATION POLICY:

In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit.

COLLECTION POLICY:

In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

Return via fax 305-751-1298 or email info@expocci.com

We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.

No checks will be accepted at show site.

Exhibitor:	Contact Name:	Booth:	
Address:			
City:	State:	Zip:	Country:
Phone:		Email:	
Credit Card Used For Payment: No.:		Expires:	
Security Code:		(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:			
City:	State:	Zip Code:	
Credit Card Holder (Print Name as it appears on card):			
Card Holder Signature:			

*****Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

**THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A
THIRD PARTY TO SET UP YOUR BOOTH.****THIRD PARTY PAYMENT CONDITIONS:**

This form must be completed and signed by BOTH PARTIES and returned to EXPO prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and EXPO was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:

- | | | |
|--|---|---|
| <input type="checkbox"/> All Expo Services | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Booth Labor |
| <input type="checkbox"/> Freight Handling | <input type="checkbox"/> Furniture/Carpet | <input type="checkbox"/> Other (Specify): _____ |

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature: _____

We accept American Express, Visa, MasterCard and Discover Card for your convenience.

EXHIBITING COMPANY

Exhibiting Company:			Booth #:
Address:			
City:	State:	Country:	Zip Code:
Email:		Contact/s:	
Credit Card Used For Payment: No.:			Expires:
Security Code:		(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:			
City:	State:	Country:	Zip Code:
Credit Card Holder (Print Name):		Signature:	

****Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

THIRD PARTY

Third Party Company Name:			Booth #:
Address:			
City:	State:	Country:	Zip Code:
Email:		Contact/s:	
Credit Card Used For Payment: No.:			Expires:
Security Code:		(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:			
City:	State:	Country:	Zip Code:
Credit Card Holder (Print Name):		Signature:	

****Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

DRAPED TABLES



	Qty	Advance Price	Standard Price
2' x 4' - 30" H		\$131.25	\$145.00
2' x 6' - 30" H		\$145.00	\$172.50
2' x 8' - 30" H		\$172.50	\$196.00
2' x 4' - 42" H		\$186.25	\$213.75
2' x 6' - 42" H		\$200.00	\$241.25
2' x 8' - 42" H		\$227.50	\$268.75
4th sided skirt 30"		\$51.00	\$66.50
4th sided skirt 42"		\$51.00	\$66.50
Amount			

- ☐ White
- ☐ Grey
- ☐ Black
- ☐ Red
- ☐ Blue
- ☐ Teal
- ☐ Gold
- ☐ Peach
- ☐ Burgundy

Please check color choice

UNDRAPED TABLES

	Qty	Advance Price	Standard Price
2' x 4' - 30" H		\$98.25	\$108.75
2' x 6' - 30" H		\$108.75	\$129.25
2' x 8' - 30" H		\$129.25	\$150.00
2' x 4' - 42" H		\$139.50	\$160.50
2' x 6' - 42" H		\$150.00	\$180.75
2' x 8' - 42" H		\$170.50	\$200.75
Amount			

If no drape color is selected the designated show color will be provided.



30" Round Table

	Qty	Advance Price	Standard Price
30" High		\$168.75	\$217.50
42" High		\$193.75	\$242.50
Amount			



Chrome Square Table

	Qty	Advance Price	Standard Price
		\$154.50	\$180.25
Amount			



Glass Table 53 1/8" W x 33 1/2" D x 29 1/8" H

	Qty	Advance Price	Standard Price
		\$275.75	\$358.50
Amount			



Charging Table

	Qty	Advance Price	Standard Price
		\$287.00	\$373.25
Amount			

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



Black Leather Side Chair

Qty	Advance Price	Standard Price
	\$77.25	\$92.75
Amount		



Upholstered Grey Side Chair

Qty	Advance Price	Standard Price
	\$58.00	\$71.25
Amount		



White Folding Chair

Qty	Advance Price	Standard Price
	\$77.25	\$92.75
Amount		



Grey Padded Counter Stool

Qty	Advance Price	Standard Price
	\$123.75	\$151.25
Amount		



Upholstered Grey Arm Chair

Qty	Advance Price	Standard Price
	\$67.50	\$88.25
Amount		



White Stool with Back

Qty	Advance Price	Standard Price
	\$130.75	\$170.00
Amount		



Clear Chair

Qty	Advance Price	Standard Price
	\$160.00	\$208.00
Amount		

Subtotal \$









7 % Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com

CARPETS			WOOD VINYL	
 TEAL	 RED	 BURGUNDY	 MEDIUM OAK WOOD	 SILVER WOOD
 BLACK	 GRAY	 BLUE		

BOOTH DIMENSIONS

What is your booth size (ft.) $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$

EXPO CLASSIC CARPET				
Please Select Color Choice: <input type="checkbox"/> Gray <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Blue				
Qty.	Item	Discount Price	Regular Price	Total Price
	10' x 10'	\$123.75	\$158.75	
	10' x 20'	\$255.00	\$288.75	
	10' x 30'	\$378.75	\$447.50	
	10' x 40'	\$495.00	\$635.00	

EXPO WOOD VINYL				
Please Select Color Choice: <input type="checkbox"/> Medium Oak Wood <input type="checkbox"/> Silver Wood				
Qty.	Item	Discount Price	Regular Price	Total Price
	10' x 10'	\$475.00	\$617.50	
	10' x 20'	\$950.00	\$1,235.00	
	10' x 30'	\$1,425.00	\$1,852.50	
	10' x 40'	\$1,900.00	\$2,470.00	

EXPO CUSTOM CUT CARPET				
Please Select Color Choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy				
Booth Size: $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$		Discount Price	Regular Price	Total Price
Do you want Expo Classic Carpet		\$4.15	\$5.25	
Do you want Expo Plush Carpet		\$5.25	\$5.75	

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Total Price
	1/2" Padding	\$1.05	\$1.30	
	1" Padding	\$1.55	\$2.05	
	Visqueen	\$0.55	\$1.05	

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

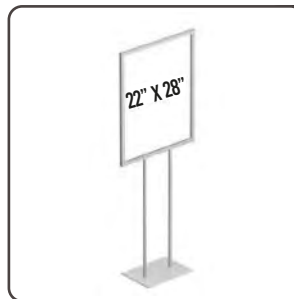
Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



*graphic not INCLUDED.

Floor Easel

Qty	Advance Price	Standard Price
	\$32.50	\$37.50
Amount		



Sign Holder

	Qty	Advance Price	Standard Price
No graphic		\$119.75	\$155.75
Single Graphic		\$162.00	\$205.00
Double graphic		\$205.00	\$261.00
Amount			



Adjustable Arm Rack

Qty	Advance Price	Standard Price
	\$65.00	\$78.75
Amount		



2-Way Waterfall Rack

Qty	Advance Price	Standard Price
	\$82.50	\$103.75
Amount		



Drawing Bowl

Qty	Advance Price	Standard Price
	\$18.00	\$23.50
Amount		



Black Retractable Rope Stanchions

Qty	Advance Price	Standard Price
	\$49.00	\$59.25
Amount		

*MINIMUM ORDER: 2



Wastebasket 14"L x 10"W x 15"H

Qty	Advance Price	Standard Price
	\$33.00	\$41.25
Amount		



Mini Refrigerator 20"L x 20" D x 34" H

Qty	Advance Price	Standard Price
	\$325.50	\$423.75
Amount		

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

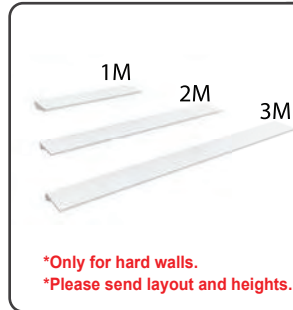
Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



Black / White Arm Light with Bulb

	Qty	Advance Price	Standard Price
Black <input type="checkbox"/>		\$65.00	\$80.00
White <input type="checkbox"/>		\$75.00	\$95.00
Amount			

*Electricity not included.



White Shelves

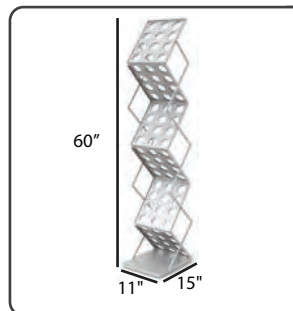
	Qty	Advance Price	Standard Price
1 Meter		\$47.00	\$61.25
2 Meter		\$72.00	\$93.75
3 Meter		\$102.00	\$132.75
Amount			



6' Track Lights with Two Cans

	Qty	Advance Price	Standard Price
Track		\$260.00	\$338.00
Additional Can		\$70.00	\$91.00
Amount			

*Electricity not included.



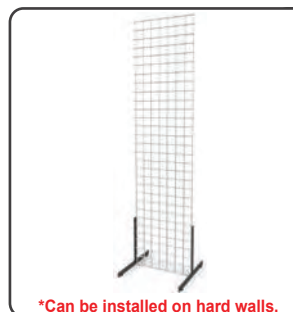
Literature Rack 11"W x 15"D x 60"H

Qty	Advance Price	Standard Price
	\$195.00	\$253.50
Amount		



Rolling TV Stand

Qty	Advance Price	Standard Price
	\$175.00	\$227.50
Amount		



Free Standing Chrome Grid

Qty	Advance Price	Standard Price
	\$207.00	\$269.25
Amount		



TV Rentals

	Qty	Advance Price	Standard Price
43" TV		\$530.00	\$689.00
55" TV		\$650.00	\$845.00
Amount			

*Electricity not included.



Pegboard Panel

	Qty	Advance Price	Standard Price
2' x 8' - Vertical		\$180.00	\$234.00
2' x 8' - Horizontal		\$180.00	\$234.00
4' x 8' - Vertical		\$240.00	\$312.00
4' x 8' - Horizontal		\$240.00	\$312.00
Amount			

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



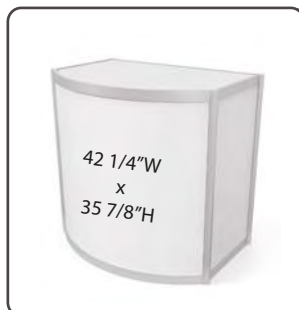
**1 meter Cabinet with
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$384.00	\$463.50	38\"W x 36\"H
White		\$294.00	\$373.50	
Amount				



**2 meter Cabinet with
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$527.50	\$618.50	77\"W x 36\"H
White		\$345.50	\$436.50	
Amount				



**1 meter Curved Cabinet with
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$384.00	\$463.50	42\"W x 36\"H
White		\$294.00	\$373.50	
Amount				



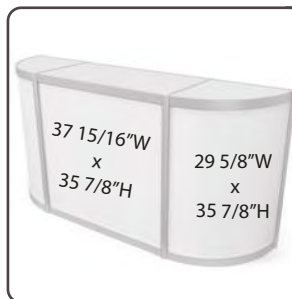
**2 meter Curved Cabinet with
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$548.00	\$632.50	86\"W x 36\"H
White		\$345.50	\$436.50	
Amount				



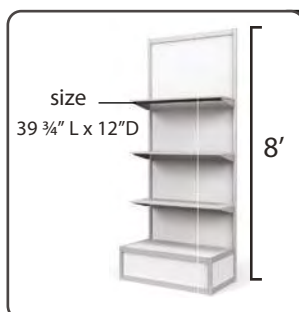
**1 meter Diagonal Curved
Cabinet without Doors**

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$430.50	\$508.00	60\"W x 36\"H
White		\$331.00	\$408.00	
Amount				



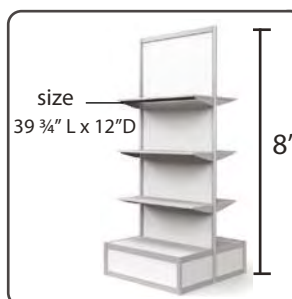
**2 meter Curved Corners Cabinet
with Sliding Doors & Lock**

	Qty	Advance Price	Standard Price	Graphic Size
Graphic		\$575.50	\$666.50	Front: 38\"W x 36\"H Both Sides: 29 5/8\"W x 36\"H
White		\$345.50	\$436.50	
Amount				



**1 meter Gondola Single Sided
with 3 Shelves**

	Qty	Advance Price	Standard Price
Straight Shelves		\$341.00	\$416.50
Angled Shelves		\$393.50	\$490.00
Amount			



**1 meter Gondola Double Sided
with 6 Shelves**

	Qty	Advance Price	Standard Price
Straight Shelves		\$426.50	\$542.50
Angled Shelves		\$510.50	\$658.00
Amount			

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



1 meter Directional with Graphics

Qty	Advance Price	Standard Price	Graphic Size
	\$354.75	\$461.25	38"x 91"
Amount			

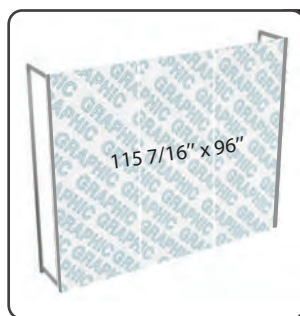
***Frame included.**



1 meter Graphic on PVC

Qty	Advance Price	Standard Price	Graphic Size
	\$335.75	\$436.50	38"x 91"
Amount			

***NO frame included.**



3 meter Overlay Graphic on 3/16" Ultramount

Qty	Advance Price	Standard Price	Graphic Size
	\$1,077.50	\$1,400.75	115 7/16" x 96"
Amount			

***Frame included.**



Graphic Posters on 3/16" Ultramount

Qty	Advance Price	Standard Price	Graphic Size
	\$58.00	\$75.70	20"x 30"
	\$84.00	\$109.25	24"x 36"
	\$168.00	\$218.50	36"x 48"
Amount			

***NO frame included.**



3 meter Digital Banner

Qty	Advance Price	Standard Price	Graphic Size
	\$1,077.50	\$1,463.75	115 7/16" x 96"
Amount			

***Frame included.**



Pull up Banner

Qty	Advance Price	Standard Price	Graphic Size
	\$350.50	\$455.50	33"x 84"
Amount			

PRINTING PRICE PER SQ-FT FOR ANY CUSTOM SIZE IS: \$14.00

- Send the files to print in one of this formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send Graphic Files ready to print to info@expocci.com

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com

EXPO HARD WALL BOOTH OPTIONS

All our standard hardwall Custom Booths on the next few pages come in White.
available colors:



Black



Grey



Blue



Green



Beige

Do you want something different than the same old booth? Call our Custom Design Department! We will custom design a booth to best show off your product!

For more information call our Design Team at 305.751.1234
or email info@expocci.com

QTY	ITEM	WHITE HARDWALL PRICE	COLOR HARDWALL PRICE	COLOR CHOICE	TOTAL
	Turnkey Rental Booth 101	\$3,039.75	\$3,197.25		
	Turnkey Rental Booth 102	\$3,039.75	\$3,197.25		
	Turnkey Rental Booth 103	\$3,249.75	\$3,407.25		
	Turnkey Rental Booth 105	\$1,661.00	N/A		
	Turnkey Rental Booth 201	\$4,929.75	\$5,244.75		
	Turnkey Rental Booth 202	\$5,584.00	\$5,942.00		

7% Tax \$

All orders made after deadline will incur in a 30% late fee.

Amount Due \$

(Insert Header Sign Copy in Box)

Black Helvetica Letters are Standard

Additional Requests: _____

Company Name:

Booth #:

Contact Name:

Email:

Phone:

Fax:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com



Turnkey Rental Booth 101

INCLUDED ITEMS:

- 10' x 10' Grey carpet
- 1 - Company logo/name header (size: 85 5/8" x 10"H)
- 1 - Custom curved counter with doors for storage and your graphic logo on counter (size: 60 1/8" x 35 7/8"H)
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 3 - Arm lights with power
- Delivery, Installation & Dismantle

Standard White Price \$3,039.74

Custom Color Price \$3,197.25



Turnkey Rental Booth 102

INCLUDED ITEMS:

- 10' x 10' Grey carpet
- 1 - Company logo/name header (size: 96 1/2" x 10"H)
- 3 - Built-in counters with doors for storage
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 3 - Arm lights with power
- Delivery, Installation & Dismantle

Standard White Price \$3,039.75

Custom Color Price \$3,197.25



Turnkey Rental Booth 103

INCLUDED ITEMS:

- 10' x 10' Grey carpet
- 1 - Company logo/name header (size: 85 5/8" x 10"H)
- 2 - Built-in Counters with doors for storage
- 4 - Clear shelves lit from above
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 3 - Arm lights with power
- Delivery, Installation & Dismantle

Standard White Price \$3,249.75

Custom Color Price \$3,407.25



Turnkey Rental Booth 105

INCLUDED ITEMS:

- 10' x 10' Gray carpet
- 1 - Metal frame (size 10' W x 8' H)
- 3 - Graphics (size 2.5' W x 7' H)
- 3 - Arm lights - (Electrical is Not included)
- Delivery, Installation & Dismantle

Standard Price \$1,661.00



Turnkey Rental Booth 201

INCLUDED ITEMS:

- 10' x 20' Grey carpet
- 1 - Company logo/name header (size: 85 5/8" x 10"H)
- 1 - Curved counter w/doors & logo (size: 42 1/8" x 35 7/8"H)
- 4 - Shelves
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 6 - Arm lights with power
- Delivery, Installation & Dismantle

Standard White Price \$4,929.75

Custom Color Price \$5,244.75



Turnkey Rental Booth 202

INCLUDED ITEMS:

- 10' x 20' Grey carpet
- 1 Company logo/name header (size: 77"x 10"H)
- Meeting area with plexi & graphics (size: 1- 77"x 20"H, 1- 77" x 34"H)
- 1 - Counter with company logo (size: 37 15/16" x 35 7/8"H)
- 2 - Table
- 6 - Chairs
- 1 - Wastebasket
- 6 - Arm lights with power
- Delivery, Installation & Dismantle

Standard White Price \$5,584.00

Custom Color Price \$5,942.00

DISCOUNT DEADLINE:

Please complete the following information:

We plan to ship to: _____ Advance Warehouse _____ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (City, state): _____

Please provide a contact name and number for any questions EXPO may have in
Regards to this shipment.

Name: _____ Phone: _____

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100lbs.

For example: 285 lbs. 300lbs/100lbs. = 3 x RATE = \$ Amount or minimum charge, whichever is greater. **200 lbs. minimum charge per shipment**

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

Advance Shipment **\$78.65 per 100 lbs.**

Advance Address is:
EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169

Deadline Date is:

Shipments received after this date will incur an additional 25% late handling fee.

Direct Shipment **\$81.95 per 100 lbs.**

Direct Address is:

Will not be accepted prior to :

Advance Shipment Rates Include:

Unloading crated material.

Storing at EXPO's warehouse for up to 30 days.

Unloading materials and delivery to your booth

Removing of empty shipping containers from your booth, storing during show, returning at close of show.

Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

Unloading materials when received and delivery to your booth

Removing of empty shipping containers from your booth, storing during show, returning at close of show.

Reloading materials onto outbound transportation.

Description	Weight ÷ 100 = CWT	CWT x Price per CWT =	Estimated Total Cost
	÷ 100 =	X \$	
	÷ 100 =	X \$	

Additional Surcharges based on inbound weight.

Warehouse shipment Delivered after the deadline date. Add 25% to above rates.

Show Site Shipment Delivered Off Target. Add 25% to above rates.

Overtime. Add 25% to above rates.

EXPO Warehouse Hours are

Monday through Friday; 8:30am to 3:30pm.

Holidays excluded.

Straight Time Hours

Monday through Friday; 8:00am to 4:30pm

Overtime Hours

Monday through Friday before 8:00am & after 4:30pm

All day Saturday, Sunday & Holidays.

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

Please complete the following and return to EXPO along with the Shipping Instructions form:

Company Name:

Booth #:

Contact Name:

Email:

Phone:

Authorized Signature:

Print Name:

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO.

Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Tel: 305.751.1234 Fax: 305.751.1298 OR email to info@expocci.com

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Consign to (Ship To):			
Street Address:			
City:	State	Zip	
Type of Carrier:	Motor Freight	Air	Van Line
Name of Carrier:			
If pre-paid bill to:			
City, State and Zip:			

SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID.

- Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they may be refused.
- All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge. Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
- All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration picked up for removal after the exhibition's close.
- Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.
- All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
- Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$35.00 per crate, box or carton is accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
- Remove all expired shipping labels before shipping to avoid confusion.
- Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

INSURANCE

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.

Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.

Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show.

AUTHORITY TO HANDLE & BILLING INSTRUCTIONS. ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:

Company Name:		Booth #:
Address:		
Attention:	Phone:	Fax:
City:	State:	Zip Code:
Authorized by (please print):		Title:
Signature:		Convention /Tradeshow:

To insure orderly processing of material handling requirements, it is absolutely essential that this form READ, COMPLETED AND SIGNED by an organization officer and

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME

Surcharge: 25%

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

LATE SHIPMENTS

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 25%

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD

Surcharge: Maximum \$20.00

Where EXPO Convention Contractors, Inc. as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$35.00 per piece

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form)

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Surcharge: Minimum one-hour labor fee for each trip

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee	Surcharge: \$15.00 per CWT, Minimum \$50.00
(crated materials only, uncrated materials will not be accepted at warehouse)	
Receive & place in storage	Surcharge: \$6.00 per CWT
Storage per month	Surcharge: \$8.00 per CWT, Minimum \$25.00
Remove from storage & load out	Surcharge: \$4.00 per CWT

MOBILE SPOTTING FEE

Surcharge: \$250.00 round trip

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact EXPO Customer Service department.

MATERIAL HANDLING Q & A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

MATERIAL HANDLING CHARGES

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.
Example: I'm shipping 3 packages via FedEx, how much will I be charged?
3 x per carton rate = \$ amount charged (plus any additional fees that may apply).

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.
Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

OUTBOUND SHIPMENTS

You must complete a EXPO Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a EXPO customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

ADVANCED SHIPPING LABELS



ADVANCE WAREHOUSE

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Receiving Hours: M-F 8:30am - 3:00pm

First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge:



ADVANCE WAREHOUSE

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Receiving Hours: M-F 8:30am - 3:00pm

First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge:

DIRECT SHIPPING LABELS



DIRECT SHIPPING

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Will not be accepted prior to:



DIRECT SHIPPING

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Will not be accepted prior to:

Labor Information			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm	\$72.50	\$97.50
Over Time	Monday - Friday Saturday & Sunday	4:30 pm - 8:00 am All Day	\$108.75	\$146.25
Double Time	Holidays	All Day	\$137.00	\$195.00

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater.

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Is Labor for assembling sign for hanging?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Labor for laying your own carpet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

INSTALLATION						
Your Supervisor's Name: Cell Number:				Expo Supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

DISMANTLE						
Your Supervisor's Name: Cell Number:				Expo Supervision? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.

Set-up Information for Installation:	
Please check all that apply and provide information where requested.	
Booth size:	_____ X _____
Forklift required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carpet is?	<input type="checkbox"/> Owned <input type="checkbox"/> Rented from EXPO
Carpet padding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drawings?	<input type="checkbox"/> Faxed to EXPO <input type="checkbox"/> Shipped w/exhibit crates

Electrical Information:	
<input type="checkbox"/>	Electrical should go under the carpet (diagram is attached)
<input type="checkbox"/>	Electrical drawings are attached
<input type="checkbox"/>	Electrical drawings are with exhibit in crate number
<input type="checkbox"/>	Electrical drawings were sent to the official contractor
Services You Have Ordered (please check all that apply):	
<input type="checkbox"/>	Electrical
<input type="checkbox"/>	Furniture
<input type="checkbox"/>	Booth Cleaning
<input type="checkbox"/>	Telephone/Internet
<input type="checkbox"/>	A/V Equipment

Inbound Freight Information	
Carrier Company Name: _____	
# of pieces: _____	Weight of Shipment: _____
Is Shipment?	<input type="checkbox"/> Crated <input type="checkbox"/> Uncrated
Tracking/Pro#: _____	
Estimated arrival date: _____	
Shipment to arrive at: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site	

Outbound Freight Information	
Carrier Company Name: _____	
Delivery Shipment To: _____	
Address: _____	
City, State, Zip: _____	
Type of Service (air, van line, ground, etc.): _____	
<i>If for any reason your shipment is not picked up by your carrier, please choose one of the following options: (Initial beside preferred option)</i>	
Force freight through EXPO's preferred carrier: _____	
Send shipment back to EXPO warehouse: (\$50.00 min. fee) _____	

Company Name:	Booth #:
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Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com

Please indicate the Services Needed

All Rates Based on Gross Booth/Display Area, 100 square feet Minimum

Food service Cleaning is Mandatory every 2 hours when you serve food in your booth

Booth Sanitizing Wipe Down

	Rate	Booth Size	# Days	Total
<input type="checkbox"/> (Check if Needed)	\$0.48 per sq. ft.	X <input type="text"/> (# Sq. Feet)	X <input type="text"/> (# Days Needed)	= \$ <input type="text"/> Total Due

Specify Dates Needed:

Food Services Cleaning - to include trash/food removal & sweeper/vacuum

	Rate	Booth Size	# Days	Total
<input type="checkbox"/> (Check if Needed)	\$25.00 per hour (one hour minimum)	X <input type="text"/> (# Sq. Feet)	X <input type="text"/> (# Days Needed)	= \$ <input type="text"/> Total Due

Specify Dates Needed:

Carpet Vacuuming

	Rate	Booth Size	# Days	Total
<input type="checkbox"/> (Check if Needed) Vacuuming	\$0.47 per sq. ft.	X <input type="text"/> (# Sq. Feet)	X <input type="text"/> (# Days Needed)	= \$ <input type="text"/> Total Due

Specify Dates Needed:

Porter Service - Trash Removal (2 hour intervals)

	Rate	Times Per Day	# Days	Total
<input type="checkbox"/> (Check if Needed) 1 - 5 Booths:	\$52.00 @	<input type="text"/> (Number Intervals Per Day)	X <input type="text"/> (Total Number Days)	= \$ <input type="text"/> Total Due
<input type="checkbox"/> (Check if Needed) 6 - 15 Booths:	\$63.00 @	<input type="text"/> (Number Intervals Per Day)	X <input type="text"/> (Total Number Days)	= \$ <input type="text"/> Total Due

Specify Dates Needed:

Exhibit Cleaning

<input type="checkbox"/> (Check if Needed) Exhibit cleaning & dusting of display daily	\$33.50 X <input type="text"/> # of days	= \$ <input type="text"/>
<input type="checkbox"/> (Check if Needed) Exhibit cleaning & dusting 1 time only	\$44.00 X <input type="text"/> (Specify Date Needed)	= \$ <input type="text"/> Total Due

Specify Dates Needed:

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

Contact Name:

Phone:

Email:

Fax:

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com

For Exhibitors intending to use its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming EXPO Convention Contractors, Inc., Show Winners Corp and Miami Airport Convention Center as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are: (a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

NOTE: Complete this form only if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to unpack, erect, assemble, dismantle or pack your display. The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits.

PLEASE COMPLETE:

	Will indemnify and hold harmless EXPO Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs or expense, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of EXPO Convention Contractors, Inc., or for occurrences or accidents by any other party.
(Exhibiting Company Name)	
(EAC Company Name)	

Exhibitor Company Name:		Booth #:	
Address:			
City:	State:	Country:	Zip:
telephone:		Fax:	
Authorized on-site representative:		Cell Phone:	
(Please Print)			

Name of Service Firm:			
Address:			
City:	State:	Country:	Zip:
Contact Name:		Telephone:	
Email Address:		On-Site Supervisor	
On-Site Cell Phone:			

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by _____ to EXPO, the Official Decorating Contractor:

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

EXHIBIT INSTALLATION AND DISMANTLING

We have an contract with the Local Union which claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.

VEHICLE SPOTTING FEES

\$250.00 ROUNDTRIP

All exhibitors that are exhibiting vehicles, must sign up for this service.

Exhibitor must email or fax orders by _____ to schedule move-in time.

Fax: 305-751-1298 or info@expocci.com

Vehicle Spotting Rules and Regulations:

- EXPO employee or Union labor shall spot each vehicle.
- All motorized vehicles displayed shall have batteries disconnected at the "hot" lead. The lead shall be safely secured.
- Fuel supplies in vehicles on display shall not exceed 1/4 of a tank of gas. The tank must be purged with carbon dioxide (CO2).
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers.
- Vehicles on display require poly-tack and a drip pan.
- Exhibitor must show insurance for both the driver and the car.
- By signing this form the Exhibitor accepts the terms of the "EXPO Hold Harmless Agreement" (See Area Work Rules).
- Under no circumstance shall an EXPO employee or any Union labor drive any vehicle onto the show floor.

PAYMENT POLICY FORM MUST ACCOMPANY ORDER.

With the exception of signature, please print the information below clearly, thank you!

Company Name:		Booth #:	
Address:			
Telephone No:		Fax No.	
City:	State:	Zip:	Country:
Authorized by (print or type):		email	
Authorized Signature:			

Please return via fax along with payment policy form to 305.571.1298 or email to info@expocci.com