

Exhibitor Manual for The Water Expo 2017

August 30 & 31, 2017



PLEASE READ THESE 2 PAGES NOW:

It will save you time and money!

- 1) **WHERE:** Miami Airport Convention Center MACC (West Hall), 711 NW 72nd Ave., Miami, FL, 33126. Great location in the center of Miami with easy accessibility, across the Palmetto (826) and Dolphin (836) expressways and nearby the Miami International Airport.
- 2) **MOVE-IN:** Monday, Aug 28; Schedule TBA (Only vehicles & big displays)
Tuesday, Aug 29; 8:00 am – 5:00 pm
Wednesday, Aug 30; 7:30 am – 9:30 am
EXHIBIT HALL: Wednesday, Aug 30; 10:00 am – 6:00 pm (Opening starts 8:30 am)
Thursday, Aug 31; 10:00 am – 4:00 pm (Indoor sessions start 9:00 am)
Thursday, Aug 31; 8:30 am – 1:00 pm (Outdoor Demo Area)
MOVE-OUT: Thursday, Aug 31; 4:00 pm – 7:00 pm (Including trucks & big displays)
- 3) **LOADING AREAS** ([See Map included](#)):
 - a) **For mid & large items (and to display trucks & trailers)** use the loading dock (follow the blue lane). Go there to unload and then find a proper parking area for your vehicles following the red lane.
 - b) **For hand carry items** you may unload from the general parking area to the main entrance of West Hall (use the red lane in the Map for this).
- 4) **PARKING:** Extensive parking in front of the Convention Center area (north lot) at \$5 per day (red lane). You may leave your non-displaying transport vehicles there during the Expo but park them at the rear of the lot.
- 5) **UNION FRIENDLY:** MACC is a union-friendly facility. Exhibitors may download at the dock area or from the general parking area to the main entrance of West Hall (north lot) and move material in using mini dollies and 2-wheel carts. Exhibitor employees may be used to set up and dismantle the booth. Any services required beyond should be rendered by EXPO Convention Contractors. For material handling, drayage services and labor please refer to the manual included. **Note: Request any show contractor an estimate on any potential order before confirming!**
- 6) **LISTINGS, BOOTH & PROGRAM:** For your company listings and booth number check on [Exhibitor List](#). Should you need to complete or update your listings (20 word description, industries & markets you serve) send to mail@TheWaterExpo.com (deadline for the Guide is **Aug. 11, 2017**). For your booth location check on [Floorplan](#). For the event schedule click [Program](#) regularly.
- 7) **EXHIBITOR BADGES** will be given **on-site** during move-in. [Use Form A](#) to release staff name(s) with contact info, and to order extra badges. **Form A** also releases **badge quota** per booth package.
- 8) **FREE PASSES for CUSTOMERS & PROSPECTS:** Exhibitors receive **2-Day FREE admission passes (a \$32 value each)**: 25 passes per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40 & more. **USE THEM! Do not leave behind.** FREE passes will be exchanged on-site for an attendee **2-Day EXPO badge**. If you need more we may provide at \$10 ea. upon request.
- 9) **TRANSLATORS & TEMP. STAFF:** The Water Expo is a **multicultural event**. We **STRONGLY SUGGEST having someone who can communicate in Spanish in your staff. It can make a big difference!!!!** If you need to hire bilingual staff for your booth, contact **EVENTS & OFFICE CONSULTANTS (EOC)**, our official staffing company. Use the [EOC form in the Manual](#) or call them (305) 442-6000. EOC may also provide other staffing services upon request.
- 10) **BOOTH PACKAGES:** **10'x10' package** includes 8' high back drape, 3' side rails, one 6' draped table, two chairs, one waste basket, and a 7" x 44" ID sign (with co. name hung from the back drape of your booth). **10'x20' and larger booths** receive two 6' draped tables and 4 chairs.

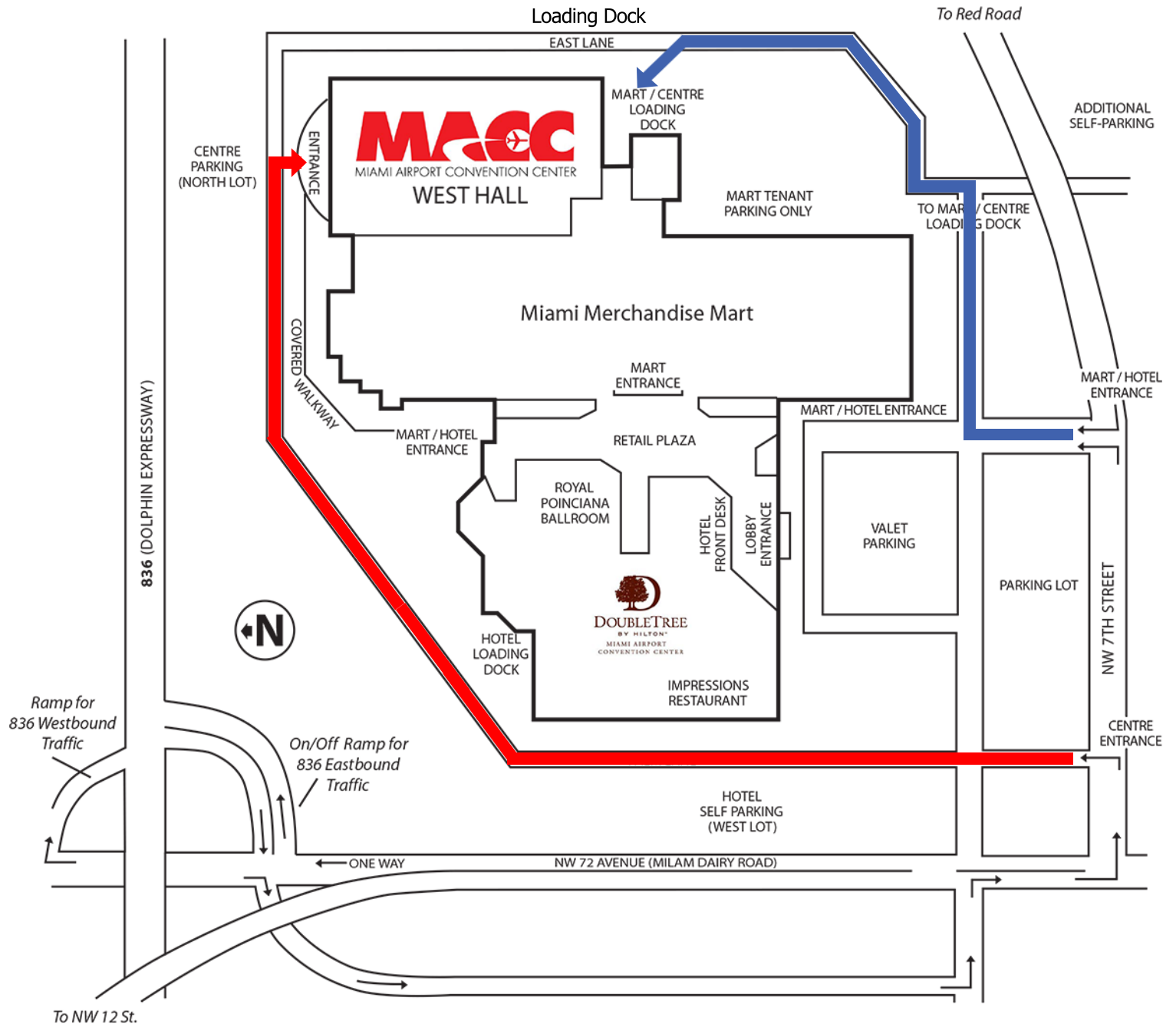
- 11) **VEHICLES TO DISPLAY:** A special time schedule will be provided to move-in vehicles in the Exhibit Hall depending on location on the show floor. You should abide by it to avoid conflict with the overall set-up process. Show Management **does not assume responsibility** if vehicle exhibitors do not show up in time and cannot access their floor location and exhibit accordingly. Access gate dimensions are **14' wide x 11' high (Make sure your vehicle fits in!)**. Show contractor will guide the vehicle move in/out process and a spotting round-trip charge of \$90 per vehicle will apply.
- 12) **OUTDOOR DEMO AREA:** **Move in/Set Up:** Tuesday, Aug. 29 from 1 to 5 pm. **Move out:** Thursday Aug 31 from 2 to 4 pm. Detailed instructions to companies involved by early August (as required).
- 13) **FORM B:** A) Use if **you DID NOT include** electricity in your Agreement (Standard 120V / 5amps). **Note:** Bring your own extensions and/or power strips to save. For **non-standard** electrical requests (beyond 120V / 5 amps) use EDLEN's electrical forms included in this manual.
B) To order an **INSERT in Bag, ADS in Guide & Exclusive Sponsorships** (deadlines apply)
- 14) **EXPO CONVENTION CONTRACTORS:** If you need **carpet, booth furnishings, labor, shipping, pre-storage services and almost everything else...** order from **EXPO Convention Contractors** our official decorator/contractor. They can assist with material handling and deliveries. Use [EXPO Manual \(condensed version included\)](#). For assistance call **(305) 751-1234** or email info@expocci.com. **Note:** Order by **Aug. 15** for discounted rates. EXPO offers more specialized services not included in the Manual; call them if you need anything else. They will be happy to assist!
- 15) **WATER & AIR:** EDLEN Electrical is also the water/air contractor. Use [EDLEN water/air forms](#) to request this service or call them directly **(305) 623-5335**. **Note:** Order by **Aug. 9** for discounted rates.
- 16) **LEAD CAPTURE - Use FORM C. A MUST to maximize your ROI at the Show.** Effective, affordable and simple to use. Order by **Aug 23** for discounted rates
- 17) **AUDIO/VISUALS & COMPUTERS by AVMS** (A/V in-house company). Use [AVMS form](#) or call (305) 261-3800 to order. **Note:** advance rates expire **August 15**.
- 18) **WI-FI** by the Convention Center via HOTAIR. Please note it is a self-serve option you should contract on-site following instructions once you open your browser (paying by credit card only). Different services available starting at just \$12.95 per day.
- 19) **HOTELS:** 3 Hotels are affiliated to TWE17 with special rates (more could be added as required): **Doubletree by Hilton** (Host - same building complex), **Cambria Hotel & Suites** and **Fairfield Inn**. **Book NOW directly via this link.** (Limited availability, cut-off dates -July 27- apply). **WARNING!!! Do not use housing companies (read here)... May be a scam!**
- 20) **ASSISTANCE:** Send your question to mail@TheWaterExpo.com or call **(305) 412-3976**. We will be happy to assist. Do not forget to read **TWE17 Expo On-Site Rules and Regulations** (included).
- 21) **For:** **Use:** **Advanced deadline** **Questions?**
- | | | | |
|-----------------------------------|------------------------------------|-----------------|---------------------|
| Badges | Water Expo form A | Aug 26 | (305) 412-3976 |
| Electricity (standard) & more | Water Expo form B | See form | (305) 412-3976 |
| Furnishings, Deliveries, Labor... | EXPO Conv. section | Aug 15 | (305) 751-1234 |
| Water, Air & Special Electricity | EDLEN section | Aug 9 | (305) 623-5335 |
| Lead Capture | Water Expo form C | Aug 23 | (305) 412-3976 |
| Computer & Audio Visual | AVMS form | Aug 15 | (305) 261-3800 |
| Translators & Temp. Staff | EOC form | Aug 25 | (305) 442-6000 |
| WI-FI | Self-Serve Option | | Contract on-site |
| Hotels (cut off July 27) | Book directly | | Go to HOTELS |

Welcome to **The Water Expo 2017** (6th edition)
in **Miami, America's Business Capital!**



711 NW 72nd Avenue | Miami, FL 33126
Phone: 305-261-3800 | Fax: 305 260-8954
www.doubletreemiamimart.com

the Water expo



FORM A - EXHIBITOR BADGES

Email to info@TheWaterExpo.com (or fax to (305) 412-3247)



Exhibitor badges are required to be able to sell on the floor. It provides access to the EXHIBIT HALL, Opening Session & Demo Area Program.

Fill and email this form to info@TheWaterExpo.com before Aug. 25, 2017. **Badges will not be mailed.** You should pick them onsite by registration area (lobby West Hall).

Badge quotas per package:

10x10 booth: 4 badges.

10x20 booth: 6 badges.

20x20 booth: 8 badges

20x30 booth: 10 badges.

20x40 booth: 12 badges

Use the 2nd page to order extra badges @ \$25 each (\$40 after Aug. 25, 2017)

Please print clearly. You may type this form in any Adobe program.

1) First Name: _____ Last Name: _____

Company: _____ Title: _____

Phone: _____ Cell: _____ Country: _____

Email: _____

2) First Name: _____ Last Name: _____

Company: _____ Title: _____

Phone: _____ Cell: _____ Country: _____

Email: _____

3) First Name: _____ Last Name: _____

Company: _____ Title: _____

Phone: _____ Cell: _____ Country: _____

Email: _____

4) First Name: _____ Last Name: _____

Company: _____ Title: _____

Phone: _____ Cell: _____ Country: _____

Email: _____

5) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

6) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

7) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

8) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

EXTRA BADGES _____ x \$25 ea (\$40 ea after Aug. 25, 2017) = \$ _____

PAYMENT VIA CREDIT CARD VISA _____ MC _____ AMEX _____ DISC _____

No. _____ Exp: _____

Cardholder: _____ Signature: _____

Billing Address: _____

City: _____ States: _____ Zip Code: _____

Questions: (305) 412-3976

info@TheWaterExpo.com

PAYMENT VIA CHECK

Make payable to

THE WATER EXPO and
mail it to **8900 SW 107
Ave, Ste 313, Miami, FL
33176.**

Organizers reserve the right to expel any exhibitor's reps for improper conduct. I am in compliance with these directives.

Ordered by:

Name: _____ Company: _____ Phone: _____

FORM B - Did You forget to include in your Agreement



- 1- ELECTRICITY?
- 2- Insert in EXPO BAG?
- 3- EXPO GUIDE advertising?
- 4- EXCLUSIVE SPONSORSHIPS?

Email to info@TheWaterExpo.com (or fax to (305) 412-3247)

Company: _____ Booth #: _____

ITEMS

COST

1- ELECTRICITY in your booth \$150 (\$180 after Aug. 18, 2017)

\$ _____

Note: You may order this service here if you did not include it in your Participation Agreement.

2- Insert in EXPO BAG (\$795) (Deadline Aug. 23, 2017)

\$ _____

Provided to all attendees by registration. Limited Availability

3- EXPO GUIDE ADVERTISING (Deadline Aug. 11, 2017)

\$ _____

Expo Guide is a 5 1/2" x 8 1/2" full color booklet publication with complete event info, distributed on-site to each attendee.

- ☐ Full page \$1,295
- ☐ Half page \$ 795

TOTAL: \$ _____

4- STAND OUT FROM YOUR COMPETITORS...

[Click here](#) to look for Exclusive Sponsorship still available!

Please call me about _____
Sponsorship

PAYMENT VIA CREDIT CARD VISA _____ MC _____ AMEX _____ DISC _____

No. _____ Exp: _____

Cardholder: _____ Signature: _____

Billing Address: _____

City: _____ States: _____ Zip Code: _____

Questions: (305) 412-3976

Email: mail@TheWaterExpo.com

Ordered by:

Name: _____

Company: _____

Phone: _____

FORM C - LEAD CAPTURE ORDER FORM



Highly recommended to maximize your ROI!
Do not miss any lead visiting your booth!

Powered by BOOMSET, is effective, affordable and simple to use. It is an APP that you download into your your IOS (iPhone, iPad, etc) or Android (Phone, Tablet, etc.) device, that will be used at show site as your capture equipment. No need to rent extra hardware!. You only need to purchase a license to access and use the system with required capabilities during The Water Expo 2017.

How to proceed:

- Complete this form to order your license(s) and forward to The Water Expo to be processed.
- Your login and unique password to access your account will be sent by The Water Expo on or before August 25, 2017 with instructions. NOTE: You may order one license that you can share with staff members on-site. (All leads captured this way will be synchronized. Everyone will have access to all leads captured this way) OR you may order more than one license (if you prefer that two or more staff members on-site capture and control their leads separately.)

Email to info@TheWaterExpo.com (or fax to (305) 412-3247)

Company name: _____ Booth # _____

Provide Email for login purpose: _____

Amount of licenses: _____ x \$190 / license (\$225 after Aug. 23, 2017) = _____

PAYMENT VIA CREDIT CARD VISA _____ MC _____ AMEX _____ DISC _____

No. _____ Exp: _____

Cardholder: _____ Signature: _____

Billing Address: _____

City: _____ States: _____ Zip Code: _____

Questions: (ask for Richard)

Email: info@TWE17.com
and (305) 412-3976

Ordered by:

Name: _____

Phone: _____

Do you need to rent an equipment to capture on-site anyway?

After purchasing your license(s) with this form, order the equipment required with Choose2Rent directly following [this link](#). Your equipment will be ready to pick up by the registration area on August 29 (afternoon), when you show up for setting up.

ON SITE RULES: The Water Expo (Miami, Aug 30 & 31, 2017)

Sponsors, exhibitors, speakers and advertisers (hereinafter Exhibitors) in **The Water Expo** (hereinafter Show Management and Expo) on Aug. 30 & 31, 2017 at the Miami Airport Convention Center in Miami, Florida must adhere to the following on-site rules. Participating in the event means your automatic knowledge, understanding and acceptance of these on-site rules and of the official and complete Terms & Conditions of the Participation Agreement for the **The Water Expo**.

Space Assignments and Programmed Events: Show Management reserves the right to cancel and resell any assigned exhibit space, sponsorships, Ad space in the Expo Guide and/or speaking slot whenever show office has not received the total payment, 4 weeks prior to the Expo move in date. Show Management reserves the right to alter locations of booths as shown on the official plan and programmed events in the best interest of the Expo.

Federal, State and Local Taxes, Licenses & Regulations: Exhibitor shall be solely responsible for obtaining any licenses, permits, approvals and any necessary tax identification numbers under federal, state or local laws applicable to its activities at the Expo; Exhibitor shall be solely responsible for paying all taxes, license fees, use fees, royalties or any other fee, charge, levy or penalty that become due to any governmental authority in connection with its activities at the Expo; Exhibitor shall assume responsibility for compliance with all pertinent ordinances; regulations and codes of duly authorized Local, State, Union and Federal governing bodies concerning fire, accident, or any other cause, including but not limited to all rules and regulations of the Event Facility.

Exhibitor Guidelines: Exhibitor shall keep the exhibit open and staffed at all times during show hours; all exhibits shall be set-up and ready at least one hour prior to show opening. Exhibitors that do not comply with the foregoing may lose their exhibit spaces without a refund; Exhibitors must tear down and move out as established by the event program and will assume sole and entire responsibility for any losses that may occur to its exhibit and display if move out deadline is not met; Show Management shall reserve the right to exclude, reject or require modification of any exhibitors display, demonstration or advertisement deemed inappropriate or inconsistent with the purpose of the Expo and to remove any one displaying unbecoming or insulting conduct; Exhibitors shall not obstruct the general view nor hide the exhibits of others; Banners may be hung above island and peninsula displays only and Show Management shall approve hanging location. Exhibitor will be responsible for all costs incurred for sign rigging; Helium balloons are prohibited; Exhibitor shall obtain electricity, phone lines, internet, labor, furnishings, carpet, lighting, decoration, plumbing, equipment and any other supplies and services through the Contractor(s) designated by Show Management, if not otherwise stated in the Contract and/or permission has been secured in advance from Show Management. All charges for these services shall be the sole responsibility of the Exhibitor; Exhibitor display shall meet all the required fire regulations; there is no music allowed or any PA system operated from the exhibit space without the authorization of Show Management; Show Management must approve all food and beverage sampling. The selling of any beverage or food product is strictly prohibited; the distributing of any material is prohibited beyond the assigned exhibit space. This includes on or around the exhibitors booth; In the event Exhibitor fails to comply with the aforementioned guidelines subject to the reasonable discretion of Show Management, such Exhibitor may lose the assigned exhibit booth without any refund.

Liability, Loss, Theft, Property Damage or Destruction and Personal Injury: Exhibitor hereby waives any and all claims against Show Management its principals or staff and agents, and Exposition Site, its principals, staff and agents, resulting from loss, theft, damage or destruction of its property or from personal injuries to it, its agents, or employees; Exhibitor assumes full and complete responsibility for any damage or destruction of the property of others and all liabilities of any kind arising from its participation in the Expo, on, before and after the actual Expo and it hereby holds Show Management its principals or staff and agents, and Exposition Site its principals, staff and agents harmless in such event; Exhibitor agrees that no guarantees of attendance or sales, express or implied, have been made by Show Management, nor its employees and/or its agents. Exhibitor agrees to hereby and forever discharge, release and hold harmless Show Management, its agents and employees and the Exposition Site from any claims arising from participating in the event; Every possible care is taken in the production and printing of the Expo Guide, On-site Banners, Signs & Expo Programs. However, if a mistake or omission occurs, Show Management shall not be held liable and financially responsible.

Security: Show Management shall exercise reasonable care for the protection of all exhibits and displays throughout hours of set-up, show time and move-out. Notwithstanding, Show Management does not assume any responsibility for the exhibitors property, his staff or agents from theft, fire and accident, or any other cause.

Advertising: Show Management may take photographs or record videos of Exhibitors' booths, presentations, guests and personnel before, during, or after the open hours of the Expo for any promotional and marketing purposes.

Force Majeure: Show Management has the exclusive right to cancel the EXPO in the event that it is rendered impossible by any last minute circumstances beyond its control, including but not limited to acts of God, hurricanes, floods, fire, electrical shortage, earthquakes, evacuations, government or public enemy, terrorism, strikes or other labor disputes or failure of Exposition Site and/or Expo sub contractors to provide space, utilities and services for whatever reasons. In case of such incidents, Exhibitors will be responsible for services rendered up to said incident and any services rendered thereafter.



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

EXPO QUICK FACTS

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

DEADLINE DATE TO RECEIVE DISCOUNTED RATES: August 15, 2017

BOOTH EQUIPMENT:

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

CARPET COLOR:

The booth area is Not carpeted. You may carpet your booth area in any offered color, please see our enclosed Carpeting form.

EXHIBITOR MOVE-IN:	Tuesday,	August 29, 2017	8:00am - 4:30pm
	Wednesday,	August 30, 2017	7:30am - 9:30am
EXHIBIT HOURS:	Wednesday,	August 30, 2017	10:00am - 6:00pm
	Thursday,	August 31, 2017	10:00am - 4:00pm
EXHIBITOR MOVE-OUT:	Thursday,	August 31, 2017	4:00pm - 7:00pm
REROUTE FREIGHT:	Thursday,	August 31, 2017	6:30pm

MOVE-OUT NOTE: All carriers must check in no later than 5:30pm on Thursday, September 1, 2017.

SHOW COLORS:

Back Drape: Blue and White
Side Drape: Blue
Table Drape: White

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse NO LATER THAN **AUGUST 22, 2017**. Freight received after this date will incur a 25% late handling fee.

The Water Expo
Your Company Name 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 Tuesday, **AUGUST 29, 2017** between 8:00am and 4:30pm.

The Water Expo
Your Company Name Booth #
EXPO Convention Contractors, Inc.
c/o Miami Airport Convention Center
777 NW 72nd Avenue West Hall
Miami, Florida 33126

See our Shipping & Drayage form for complete details.

OVERTIME CHARGES:

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

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.



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

PAYMENT POLICY

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

DISCOUNT DEADLINE:
AUGUST 15, 2017

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 _____ Booth _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

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 _____ Zip Code _____

Credit Card Holder (Print Name) _____ Signature _____

List Persons Authorized to Incur Charges on Credit Card _____

*****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



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:
AUGUST 15, 2017

THIRD PARTY PAYMENT

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

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:

- ☐ All Expo Services ☐ Booth Cleaning ☐ Booth Labor
☐ Freight Handling ☐ Furniture/Carpet ☐ 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: _____

Phone: _____ Fax: _____

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: _____

List Persons Authorized to Incur Charges on Credit Card: _____

***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: _____

Phone: _____ Fax: _____

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: _____

List Persons Authorized to Incur Charges on Credit Card: _____

***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.



ESTIMATED BILLING OF SERVICES

The Water Expo

August 30 - August 31, 2017

Miami Airport Convention Center

**DISCOUNT DEADLINE:
AUGUST 15, 2017**

FURNITURE AND CARPETING	\$ _____
CUSTOM ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
TURNKEY RENTAL BOOTH ORDER	\$ _____
CLEANING	\$ _____
OTHER (Late Standard Equipment order, etc.)	\$ _____
TOTAL ESTIMATED	\$ _____

Did you remember to circle the carpet and/or table drape color?

Thank you for your order!

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:
AUGUST 15, 2017

RENTAL FURNISHINGS

The Water Expo
 August 30 - August 31, 2017
 Miami Airport Convention Center

CHAIRS

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	Upholstered Arm Chair	\$55.75	\$69.25	
	Upholstered Side Chair	\$50.50	\$66.25	
	Executive Swivel Arm Chair	\$121.75	\$142.75	
	Padded Counter Stool w/Back	\$104.00	\$136.50	

ACCESSORIES

	Black Stanchion w/Retractable Belt	\$45.00	\$55.25	
	Velvet Rope - 7' Red	\$66.00	\$85.50	
	Chrome Stanchion for Velvet Rope	\$34.25	\$44.50	
	Aluminum Stanchion 8' high	\$30.50	\$32.50	
	Aluminum Stanchion 3' high	\$30.50	\$32.50	
	Base	\$30.50	\$32.50	
	Crossbar / Tellie	\$30.50	\$32.50	
	Easel	\$28.25	\$33.50	
	Wastebasket	\$29.50	\$35.75	
	Adjustable Arm Rack	\$56.75	\$68.25	
	2-Way Waterfall Rack	\$70.00	\$88.00	
	4-Way Arm Rack	\$91.25	\$113.50	

PEGBOARDS / TACKBOARDS

Pegboards Do NOT include hooks or brackets.

	4' X 8' Pegboard - Vertical	\$98.75	\$110.25	
	4' x 8' Pegboard - Horizontal	\$98.75	\$110.25	
	2' x 8' Pegboard - Vertical	\$64.00	\$75.50	
	2' x 8' Pegboard - Horizontal	\$64.00	\$75.50	
	4' x 6' Tackboard	\$98.75	\$110.25	

SPECIAL DRAPERY

	Feet of 8' high drapery at \$16.75 per linear foot			
	Feet of 3' high drapery at \$10.50 per linear foot			
	Circle Color: White Grey Red Blue Black Teal Gold Peach Burgundy			

DRAPED TABLES

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$111.25	\$121.75	
	2' x 6' TABLES - Standard	\$122.75	\$146.00	
	2' X 8' TABLES - Standard	\$135.50	\$156.50	
	2' X 4' TABLES - Counter High	\$159.50	\$181.50	
	2' x 6' TABLES - Counter High	\$170.00	\$205.75	
	2' X 8' TABLES - Counter High	\$192.00	\$229.75	

CIRCLE COLOR OF DRAPE:

Gold Red Blue Black Grey White
 Peach Teal Burgundy

The tables above are draped on three sides.
 If you want the fourth side draped please order below.

	4TH SIDE DRAPE	\$40.75	\$54.00	
--	----------------	---------	---------	--

UNDRAPED TABLES

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$82.75	\$91.25	
	2' x 6' TABLES - Standard	\$91.25	\$108.75	
	2' X 8' TABLES - Standard	\$108.75	\$126.00	
	2' X 4' TABLES - Counter High	\$117.25	\$134.75	
	2' x 6' TABLES - Counter High	\$126.00	\$152.00	
	2' X 8' TABLES - Counter High	\$142.75	\$169.25	

ROUND PEDESTAL TABLES

	Round Table - 30" x 30" high	\$146.00	\$184.75	
	Round Table - 30" x 42" high	\$173.25	\$214.25	

TABLE RISERS

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	4' x 8" x 8" One Step Riser	\$48.25	\$66.25	
	4' x 8" x 16" Two Step Riser	\$61.00	\$72.50	
	6' x 8" x 8" One Step Riser	\$61.00	\$72.50	
	6' x 8" x 16" Two Step Riser	\$71.50	\$89.25	

Sub Total \$ _____

7% Sales Tax \$ _____

Grand Total \$ _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

CARPETING

The Water Expo
 August 30 - August 31, 2017
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 AUGUST 15, 2017**

BOOTH DIMENSIONS

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

Prices quoted below include installation and taping of front edge only.
 All rental carpet is delivered clean to your booth space, but during setup,
 carpet may become dirty. Please order cleaning service at least once
 before show opening.

EXPO BOOTH CARPET COLORS



EXPO CLASSIC CARPET					
Please Circle Color Choice: Gray Teal Black Burgundy Blue Red					
Qty.	Item	Discount Price		Regular Price	Amount
	10' x 10'	\$116.50		\$140.75	
	10' x 20'	\$233.00		\$266.75	
	10' x 30'	\$330.75		\$407.50	
	10' x 40'	\$449.50		\$535.50	

Variation in dye lot may occur when ordering more than one cut of carpet.

EXPO CUSTOM CUT CARPET						
Please Circle Color Choice: Red Blue Grey Black Teal 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	Amount
Do you want Expo Classic Carpet			\$4.00		\$5.00	
Do you want Expo Plush Carpet			\$5.00		\$5.50	

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price		Regular Price
	1/2" Padding	\$1.00		\$1.25
	1" Padding	\$1.50		\$2.00
	Visqueen	\$0.50		\$1.00

Subtotal	\$
7% Tax	\$
Amount Due	\$

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
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DISCOUNT DEADLINE:
AUGUST 15, 2017

CUSTOM ACCESSORIES 1

The Water Expo
 August 30 - August 31, 2017
 Miami Airport Convention Center



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

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		280.00	355.75
Graphics <input type="checkbox"/>		365.50	441.25
Amount			



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

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		329.00	415.50
Graphics <input type="checkbox"/>		521.65	602.15
Amount			



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

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		280.00	355.75
Graphics <input type="checkbox"/>		365.50	441.25
Amount			



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

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		329.00	415.50
Graphics <input type="checkbox"/>		547.81	634.41
Amount			



**1 meter diagonal Curved
Cabinet without Doors**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		315.00	388.50
Graphics <input type="checkbox"/>		410.00	483.50
Amount			



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

	Qty	Advance Price	Standard Price
Straight Shelves		324.75	396.75
Angled Shelves		374.75	466.75
Amount			



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

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		329.00	415.50
Graphics <input type="checkbox"/>		502.25	588.75
Amount			



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

	Qty	Advance Price	Standard Price
Straight Shelves		406.25	516.75
Angled Shelves		486.25	626.75
Amount			

Sub Total \$

7% Sales Tax \$

Grand Total \$

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

Sub Total: _____

7% Sales Tax: _____

Total: _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to **info@expocci.com**



CONVENTION CONTRACTORS INC.
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DISCOUNT DEADLINE:
AUGUST 15, 2017

CUSTOM ACCESSORIES 2

The Water Expo
 August 30 - August 31, 2017
 Miami Airport Convention Center



1 meter Directional with Graphics

Qty	Advance Price	Standard Price
	246.14	360.20
Amount		



1 meter Graphic on PVC

Qty	Advance Price	Standard Price
	246.14	360.20
Amount		



3 meter Overlay Graphic on 3/16" Ultramount

Qty	Advance Price	Standard Price
	788.82	1154.37
Amount		



Graphic Posters on 3/16" Ultramount

Sizes	Qty
20" x 30"	
24" x 36"	
36" x 48"	
Advance Price	Standard Price
42.70	62.50
61.25	90.00
150.00	205.00
Amount	



3 meter Digital Banner

Qty	Advance Price	Standard Price
	788.82	1154.37
Amount		



Pull up Banner

Qty	Advance Price	Standard Price
	199.31	288.75
Amount		

Sub Total \$

7% Sales Tax \$

Grand Total \$

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

Sub Total: _____

7% Sales Tax: _____

Total: _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to **info@expocci.com**



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
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CUSTOM ACCESSORIES 3

The Water Expo
 August 30 - August 31, 2017
 Miami Airport Convention Center

DISCOUNT DEADLINE:
AUGUST 15, 2017



Chrome Square Table

Qty	Advance Price	Standard Price
	150.00	175.00
Amount		



Literature Rack

Qty	Advance Price	Standard Price
	160.00	186.00
Amount		



Black Leather Side Chair

Qty	Advance Price	Standard Price
	75.00	90.00
Amount		



1 meter Tower Showcase

Qty	Advance Price	Standard Price
	496.75	566.75
Amount		



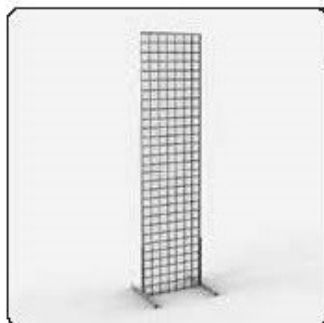
Black/White Arm Light with Bulb

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



**1/2 meter Tower Showcase
18" x 96" H**

Qty	Advance Price	Standard Price
	396.75	466.75
Amount		



Free Standing Chrome Grid

Qty	Advance Price	Standard Price
	95.00	120.00
Amount		



White Folding Chair

Qty	Advance Price	Standard Price
	75.00	90.00
Amount		

Sub Total: _____

7% Sales Tax: _____

Total: _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
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DISCOUNT DEADLINE:
AUGUST 15, 2017

**TURNKEY RENTAL BOOTH
ORDER FORM**

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

EXPO HARD WALL BOOTH OPTIONS

All our standard hardwall Custom Booths on the next few pages come in White. They are shown in color to better illustrate the booths' design. If you would prefer a different color hardwall we have Grey, Black, Blue, Beige and Green available.

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 cesarj@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 201	\$4,089.75	\$4,404.75		
	Turnkey Rental Booth 202	\$4,929.75	\$5,244.75		
	Turnkey Rental Booth 203	\$4,929.75	\$5,244.75		
				7% Sales Tax	
				Total	

(Insert Header Sign Copy in Box)

Black Helvetica Letters are Standard

Additional Requests: _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com

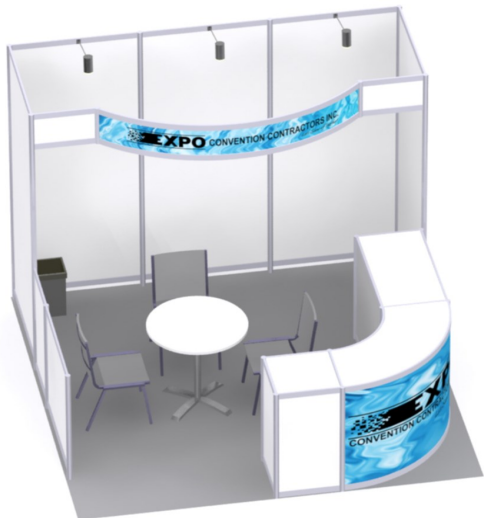


CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
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TURNKEY RENTAL BOOTH ORDER FORM

**DISCOUNT DEADLINE:
AUGUST 15, 2017**

The Water Expo
 August 30 - August 31, 2017
 Miami Airport Convention Center



Turnkey Rental Booth 101

10' x 10' Includes:

Grey Carpet
1 - Custom Curved Cabinet with doors for storage
Your Graphic Logo on counter
1 - Table
3 - Chairs
1 - Wastebasket
3 - Arm Lights with power
Delivery, Installation & Dismantle

Standard Price \$3,039.75
Custom Color Price \$3,197.25



Turnkey Rental Booth 102

10' x 10' Includes:

Grey Carpet
3 - Built-in Cabinets with doors for storage
1 - Table
3 - Chairs
1 - Wastebasket
3 - Arm Lights with power
Delivery, Installation & Dismantle

Standard Price \$3,039.75
Custom Color Price \$3,197.25



Turnkey Rental Booth 103

10' x 10' Includes:

Grey Carpet
2 - Built-in Cabinets 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 Price \$3,249.75
Custom Color Price \$3,407.25



CONVENTION CONTRACTORS INC.
 15959 NW 15th Avenue, Miami, FL 33169-5607
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DISCOUNT DEADLINE:
AUGUST 15, 2017

TURNKEY RENTAL BOOTH ORDER FORM

The Water Expo

August 30 - August 31, 2017
 Miami Airport Convention Center



Turnkey Rental Booth 201

10' x 20' Includes:

Grey Carpet

1 - Curved Cabinet with doors & logo panel

4 - Shelves

1 - Table

3 - Chairs

1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$4,089.75

Custom Color Price \$4,404.75



Turnkey Rental Booth 202

10' x 20' Includes:

Grey Carpet

**Meeting Area with Plexi Window &
 Digital Graphics**

1 - Cabinet with your company logo

2 - Tables

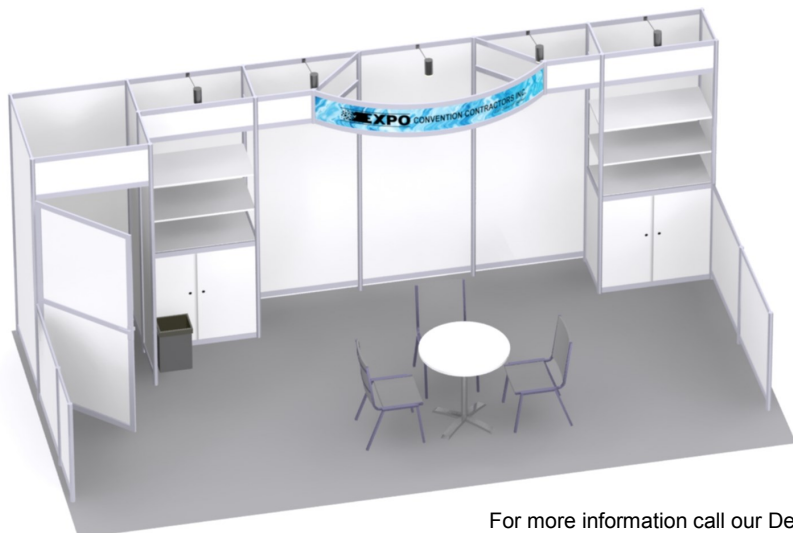
6 - Chairs

1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$4,929.75



Turnkey Rental Booth 203

10' x 20' Includes:

Grey Carpet

1 - Lockable Closet / Changing room

1 - Cabinet with doors for storage

1 - Table

3 - Chairs

1 - Wastebasket

6 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$4,929.75

Custom Color Price \$5,244.75



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING AUTHORIZATION

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

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: _____

Please indicate number of pieces and the estimated weight:

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

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

Advance Shipment \$74.50 per CWT

Advance Address is
Expo Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607

Deadline Date is AUGUST 22, 2017 shipments received
after this date will incur an additional 25% late handling
fee.

Direct Shipment \$71.50 per CWT

Direct Address is
Expo Convention Contractors, Inc.
c/o Miami Airport Convention Center
777 NW 72nd Avenue West Hall
Miami, Florida 33126

Will not be accepted prior to AUGUST 29, 2017.

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.

When Expo incurs charges for exhibitor freight from the venue, Expo will pass these
additional fees to the exhibitor.

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: _____ Phone #: _____ Fax #: _____

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.

EXPO Fax # 305.751.1298

**CONVENTION CONTRACTORS INC.**

15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

SHIPPING INSTRUCTIONS**The Water Expo**

August 30 - August 31, 2017
Miami Airport Convention Center

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

1. 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.
2. 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.
3. 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.
4. 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.
5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
6. 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.
7. Remove all expired shipping labels before shipping to avoid confusion.
8. 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" while in transit to and from point of origin, to and from booth and for the exhibition's duration.

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

Company Name: _____

Address: _____

Attention: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

Authorized by (please print): _____ Title: _____

Signature: _____ Convention /Tradeshow: _____

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

EXPO CONVENTION CONTRACTORS, INC. 15959 NW 15th Avenue, MIAMI, FLORIDA 33169-5607
TEL: 305-751-1234 FAX: 305-751-1298



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING INFORMATION

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

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 re-handling. 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 re-handling 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 EXPO Quick Facts page for dates) for advance warehouse or arriving on show site.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 25% (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%

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.

Empty crates/cartons are stored in trailers during the show. They are returned in random order after the show closes and the aisle carpet has been picked up.

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 Exhibitor Sales & Services Department.



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING Q & A

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

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.

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 thru 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.**

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 100lbs. For example: 285lbs. = 300lbs./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 form.

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.

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. It is included in the material handling/drayage fee.

What does CWT mean?

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

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 un-skidded 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 5,000lbs. 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.

OUTBOUND SHIPMENTS

You must complete an EXPO Bill of Lading (BOL) for all outbound shipments. Please come to the Expo Service Desk the last day of the show to settle your account and pick up a BOL.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to the Exhibitor Service Desk. If you have questions on how to complete your bill of lading, please ask an EXPO exhibitor service representative located at the exhibitor 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 BOL).

The Water Expo

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



ADVANCE WAREHOUSE

**TO: EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607**

For:

The Water Expo

First Day freight can arrive w/o a surcharge:
JULY 31, 2017

Last day freight can arrive w/o a surcharge:
AUGUST 22, 2017

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

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



ADVANCE WAREHOUSE

**TO: EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607**

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

The Water Expo

R
U
S
H

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

**TO: EXPO Convention Contractors, Inc.
c/o Miami Airport Convention Center
777 NW 72nd Avenue West Hall
Miami, Florida 33126**

**For:
The Water Expo**

Must arrive on **AUGUST 29, 2017 ONLY**

R
U
S
H

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

**TO: EXPO Convention Contractors, Inc.
c/o Miami Airport Convention Center
777 NW 72nd Avenue West Hall
Miami, Florida 33126**

**For:
The Water Expo**

Must arrive on **AUGUST 29, 2017 ONLY**



AREA WORK RULES

The Water Expo

August 30 - August 31, 2017

Miami Airport Convention Center

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

The Local Union 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 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.



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:
AUGUST 15, 2017

VEHICLE SPOTTING FEES

The Water Expo

August 30 - August 31, 2017

Miami Airport Convention Center

VEHICLE SPOTTING FEES

\$90.00 ROUNDTRIP

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

Exhibitor must mail or fax orders by **AUGUST 15, 2017** to schedule move-in time.

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.
- * Association or Exhibitor must show insurance for both the driver and the car.
- * By signing this form the Association or 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 Number _____

Address _____

Telephone No. _____ Fax No. _____

City _____ State _____ Zip _____

Authorized by (print or type) _____ email _____

Authorized Signature _____



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DISCOUNT DEADLINE:
AUGUST 15, 2017

LABOR ORDER

The Water Expo

August 30 - August 31, 2017
Miami Airport Convention Center

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$68.50	\$92.40
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$102.75	\$138.60
Double Time	Holiday	All Day	\$137.00	\$184.80

Expo Supervisory Fee is 20% of total cost or \$50.00, 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.

INSTALLATION

Is Labor for assembling sign for hanging? Y/N _____
Is Labor for laying your own carpet? Y/N _____

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
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 / No		
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? _____ Yes _____ No
Carpet is? _____ Owned _____ Rented from EXPO
Carpet padding? _____ Yes _____ No
Drawings? _____ Faxed to EXPO _____ Shipped w/exhibit crates

Electrical Information:

_____ Electrical should go under the carpet (diagram is attached)
_____ Electrical drawings are attached
_____ Electrical drawings are with exhibit in crate number
_____ Electrical drawings were sent to the official contractor

Services You Have Ordered (please check all that apply):

Electrical _____ Furniture _____ A/V Equipment _____
Booth Cleaning _____ Telephone/Internet _____

Inbound Freight Information

Carrier Company Name: _____
of pieces: _____ Weight of Shipment _____
Is Shipment? _____ Crated _____ Uncrated
Tracking/Pro#: _____
Estimated arrival date: _____
Shipment to arrive at: _____ Warehouse _____ Show Site

Outbound Freight Information

Carrier Company Name: _____
Delivery Shipment To: _____
Address: _____
City, State, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, Please choose one of the following options: (Initial beside preferred option)

Force freight through EXPO's preferred carrier: _____
Send shipment back to EXPO warehouse: (\$50.00 min. fee) _____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



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15959 NW 15th Avenue, Miami, FL 33169-5607
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DISCOUNT DEADLINE:
AUGUST 15, 2017

NON-OFFICIAL CONTRACTOR

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

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., Miami Airport Convention Center and Show Winners Corp. 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.**

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 Convention 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: _____ Booth # _____

Address: _____

City: _____ State _____ Zip _____

Telephone: _____ Fax: _____

Authorized on-site representative _____ Cell Phone: _____
(Please Print)

Name of Service Firm: _____

Address: _____

City: _____ State: _____ 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 **AUGUST 15, 2017** to EXPO, the Official Decorating Contractor:

EXPO CONVENTION CONTRACTORS, INC.
15959 NW 15th Avenue, Miami, Florida 33169-5607
ATTN: EXHIBITOR SALES & SERVICES
Tel: 305-751-1234 Fax: 305-751-1298
nstewart@expocci.com



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

CLEANING FORM

The Water Expo
August 30 - August 31, 2017
Miami Airport Convention Center

DISCOUNT DEADLINE:
AUGUST 15, 2017

Please indicate the Services Needed
All Rates Based on Gross Booth/Display Area, 100 square feet Minimum

Carpets Vacuuming	Rate	Booth Size**	# Days	Total
_____ (Check if Needed)	Vacuuming \$0.36 per sq. ft. X	_____ (# Sq. Feet)	X _____ (# Days Needed)	= \$ _____ Total Due

Specify Dates Needed: _____

Porter Service - Trash Removal (2 hour intervals)

	Rate	Times Per Day	# Days	Total
_____ (Check if Needed)	1 - 5 Booths: \$50.50 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due
_____ (Check if Needed)	6 -15 Booths: \$61.00 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due

Specify Dates Needed: _____

Exhibit Cleaning

_____ (Check if Needed)	Exhibit cleaning & dusting of display daily	\$31.50 X _____	# of days = \$ _____
_____ (Check if Needed)	Exhibit cleaning & dusting 1 time only	\$42.00 _____	\$ _____ (Specify Date Needed)

Specify Dates Needed: _____

Total Order	_____
7% Sales Tax	_____
Total Due	_____

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



CONVENTION CONTRACTORS INC.
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GRAPHICS & SIGNS ORDER FORM

The Water Expo

August 30 - August 31, 2017

Miami Airport Convention Center

DISCOUNT DEADLINE:
AUGUST 15, 2017

EXPO GRAPHICS & SIGNS ORDER FORM

We at EXPO, are committed to exceptional service to our clients from inception to production. Dynamic signage and stunning graphics makes a lasting impression and a more successful meeting.

Send your PRINT READY ARTWORK and complete the below information to have your graphics & signs delivered right to your booth.

Advance Orders	Late Orders	Size	Qty.	Horizontal	Vertical	Easel Back add \$6	Total \$
\$26.25	\$47.25	8.5" x 11"					
\$52.50	\$78.75	22" x 28"					
\$105.00	\$136.50	28" x 44"					
\$157.50	\$215.25	36" x 48"					
Banners are \$10.50 per square foot & come with Grommets. (\$100 min)							

All signs come mounted on 3/16" foam core.

Please call for quote on dimensions of graphics not shown above.
Contact us with questions at 305.751.1234

For basic Black Text on White Sign Copy....Please print clearly

HOW TO SUBMIT YOUR ARTWORK:

Expo uses HP 5000 Series large format printers using Onyx RIP software. We use Windows XP computers. All files should be saved for PC format. No MAC files are accepted.

EPS & AI formats:

We use Illustrator CS5 to read eps. & ai. files Check & make sure that all graphic elements are inside the document box. No clip masks. The document box should be the same size as the image you want printed or reduced in multiple of 2. No bleeds or crop marks. These are outside the document box & would need to be removed before the image enters the RIP process. Only Illustrator "crop area make" – "crop area release" function is compatible with Onyx RIP software. Bleeds are added if necessary in the Rip process.

Please convert all fonts to outlines.

TIF & PSD (Photoshop) formats

We use Photoshop CS5 to read TIF & PSD files. For best results images should be at least 72 ppi or greater when viewed close up. If the image is going to be viewed at a distance, lower quality images are ok.*

Problem formats

Word documents Images: Images embedded in Word documents are unsuitable for large format printing. Please try to obtain the original image.

Adobe In Design files: Please convert In Design files to an illustrator or pdf format.

Gif files: The gif format has only 256 colors (8 bit) & require a lot of editing for large format printing.**

Jpg files: jpg is an image compression format. This compression leaves artifacts in the image. Only images that are saved with little or no compression are suitable for large format printing.

* A 300 ppi 8.5" X 11" magazine cover at is only 34 ppi when printed 8 ft tall. This would be ok if viewed at a distance.

** Needs to be converted to 24bit & noise added to reduce banding.

Send graphics file to EXPOCCI@GMAIL.COM and include SHOW NAME, COMPANY NAME & BOOTH #

Company Name: _____ Booth #: _____

Please return via fax along with Payment Policy form to **305.751.1298** or email to info@expocci.com



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at lhl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

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Multimodal capabilities





 **EXPO**
CONVENTION CONTRACTORS INC.
15959 NW 15th Ave, Miami, FL 33169

CUSTOM

FURNITURE

A-1 Sofa - Black Suede
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede
59"L x 32"D x 32"H

A-3 Chair - Black Suede
39"L x 32"D x 32"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H

A-7 Corner - Black Suede
33"L x 33"D x 28"H

A-8 Armless - Black Suede
31"L x 33"D x 28"H

A-9 Half Ottoman - Black
Suede
72"L x 36"D x 18"H



A-1

UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9



B-1

B-1 Sofa - Tan Suede
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede
54"L x 34"D x 32"H

B-3 Chair - Tan Suede
32"L x 34"D x 32"H

C-1 Sofa - Black Leather
77"L x 34"D x 32"H

C-2 Loveseat - Black Leather
54"L x 34"D x 32"H

C-3 Chair - Black Leather
32"L x 34"D x 32"H

NEWPORT... TAN SUEDE



B-2



B-3



C-1

LAREDO... BLACK LEATHER



C-2



C-3

E-1 Sofa - White
77"L x 34"D x 32"H

E-2 Chair - White
53"L x 34"D x 32"H

E-3 Bench - White
53"L x 27"D x 16"H

E-4 Sofa - Red
77"L x 34"D x 32"H

E-5 Chair - Red
53"L x 34"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H



E-1

SOUTH BEACH... WHITE/RED LEATHER



E-2



E-3



E-4



E-5



E-6



**Electric Required for following products*



E-11

E-11 Juiced Sofa
72"L x 31"D x 32"H

E-12 Juiced Love Seat
55"L x 31"D x 32"H

E-13 Juiced Chair
33"L x 31"D x 32"H

E-10 End - White Cube
20"L x 20"D x 20"H

**E-10C Multi Device Charging
Option*

E-14 Tall Pub Table - White
60"L x 25"D x 42"H

E-14C Optional Power Grommet

E-14L Optional Under Lighting

E-15 Short Pub Table - White
60"L x 25"D x 30"H



E-12



E-13



E-10

Add Option



E-10C Multi Device Charging
Cable for E-10



E-14

Add Options



E-14C Power Grommet
E-14L Under Lighting



E-15

WHITE
I-1 Curved Sofa
71"L x 34"D x 30"H

I-2 Curved Bench
71"L x 34"D x 17"H

I-3 Round Ottoman
40"L x 40"D x 17"H

BLACK
I-4 Curved Sofa
71"L x 34"D x 30"H

I-5 Curved Bench
71"L x 34"D x 17"H

I-6 Round Ottoman
40"L x 40"D x 17"H



CONTEMPO...WHITE/BLACK LEATHER



I-1



I-2



I-3



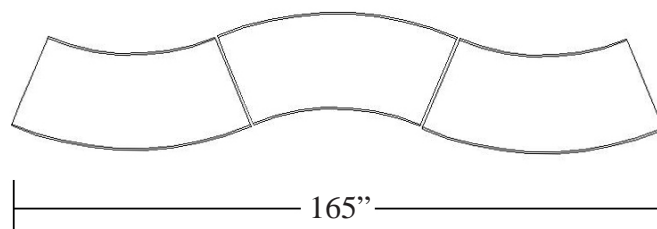
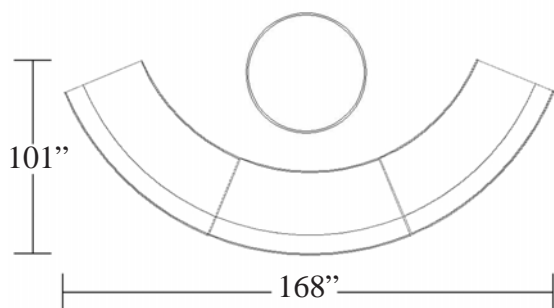
I-4



I-5



I-6





BLACK
H-1 Sectional Loveseat
50"L x 38"D x 29"H

H-2 Sectional Corner
40"L x 40"D x 29"H

WHITE
H-3 Sectional Loveseat
50"L x 38"D x 29"H

H-4 Sectional Corner
40"L x 40"D x 29"H

MONTE CARLO...WHITE/BLACK LEATHER



H-1



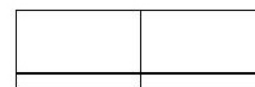
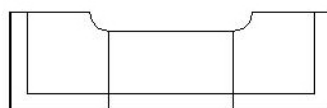
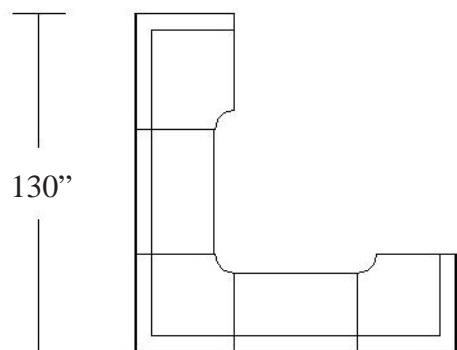
H-2



H-3



H-4



130"

130"

100"

G-1 Sofa - Red
78"L x 41"D x 30"H

G-2 Chair - Red
40"L x 36"D x 30"H

G-3 Bench - Red
61"L x 21"D x 17"H

I -10 Da Vinci
Folding Sofa - White
74"L x 35"D x 36"H
Flat (74"L x 48"D x 18"H)

H-5 Modern Sofa - White
72"L x 31"D x 26"H

H-6 Modern Chair - White
35"L x 32"D x 27"H



G-1

MELROSE... RED SUEDE



G-2



G-3

MODERN... WHITE & CHROME



I-10



*Sofa Folds into Flat
Bench*



H-5



H-6



I-7



I-8

I-7 Cocktail - Chrome / Glass
45"L x 32"D x 18"H

I-8 End - Chrome / Glass
25"Dia x 21"H

A-10 Cocktail - Black / Glass
48"L x 24"D x 17"H

A-11 End - Black / Glass
21"L x 21"D x 21"H

B-4 Cocktail - Natural
48"L x 24"D x 17"H

B-5 End - Natural
24"Dia x 21"H

D-4 Cocktail - Black Square
30"L x 30"D x 16"H

D-5 Cocktail - Black Cylinder
30"Dia x 15"H

D-6 End - Black Square
24"L x 24"D x 20"H

E-7 Cocktail - White Square
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle
47"L x 23"D x 16"H

E-9 End - White Square
20"L x 20"D x 19"H

E-10 End - White Cube
20"L x 20"D x 20"H

*E-10C Multi Device Charging
Option for D-6 or E-10

OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



D-6

*E-10C Charging Optional



E-7



E-8



E-9



E-10

*E-10C Charging Optional

F-7 Stage Chair - Black
27"L x 23"D x 35"H

F-8 Stage Chair - Burgundy
27"L x 23"D x 35"H

F-9 Stage Chair - White
27"L x 23"D x 35"H



F-7



F-8



F-9

F-1 Barcelona Chair - Red
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red
24"L x 24"D x 17"H

F-3 Barcelona Chair - White
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black
24"L x 24"D x 17"H

I-9 Glove Chair - White
30"L x 30"D x 32"H

K-12 Stage Chair - Mocha
28"L x 26"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H

E-3 Bench - White
53"L x 27"D x 16"H

J-19 Bench - Rustic Wood
59"L x 16"D x 17.5"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H



F-1



F-3



F-5

F-2

F-4

F-6



I-9



K-12



E-6



E-3



J-19



A-4

CHAIRS & BENCHES...



G-4

G-4 LED Cube - Glow
20"L x 20"D x 20"H

J-12 Cube - Black Leather
17"L x 17"D x 17"H

J-13 Cube - Orange Leather
17"L x 17"D x 17"H

J-14 Cube - White Leather
17"L x 17"D x 17"H

J-15 Cube - Red Leather
17"L x 17"D x 17"H

J-16 Swivel Ottoman - White
18"Dia x 17.25"H

J-17 Swivel Ottoman - Orange
18"Dia x 17.25"H

J-18 Swivel Ottoman - Black
18"Dia x 17.25"H

J-10 Storage Cube - White
18"L x 18"D x 17"H

J-11 Ottoman - Black Leather
18"L x 18"D x 18"H

J-20 Work Station - Black
57"L x 24"D x 40"H

J-21 Work Station - White
57"L x 24"D x 40"H

O-10 Parson Desk - Black
48"L x 24"D x 29"H

OTTOMANS...



J-12



J-13



J-14



J-15



J-16



J-17



J-18



J-10



J-11

WORK STATIONS...



J-20



J-21



O-10

J-1 Dynamic Chair - Black
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange
23"L x 24"D x 32"H

J-4 Dynamic Chair - White
23"L x 24"D x 32"H

L-3 Maple/Chrome Chair
16"L x 18"D x 31"H

L-9B Chair - Black/Chrome
16"L x 18"D x 31"H

L-9R Chair - Red/Chrome
16"L x 18"D x 31"H

L-9W White/Chrome
16"L x 18"D x 31"H

K-5 Euro Chair - Black
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

L-24 Anaheim Chair - White
18"L x 20"D x 36"H

M-16 Gunmetal Chair
18"L x 21"D x 34"H

L-21 Chrome Chair
24"L x 18"D x 29"H

M-1 Chair - Blue/Black
20"L x 20"D x 32"H

M-3 Chair - Red/Black
20"L x 20"D x 32"H



SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

L-1 Table - Maple / Chrome
30" Dia x 29"H

L-2 Table - Maple / Chrome
36" Dia x 29"H

L-7W Table - White / Chrome
30" Dia x 29"H

L-7S Table - White Square
30" L x 30" D x 29"H

L-7 Table - Black / Chrome
30" Dia x 29"H

L-8 Table - Black / Chrome
36" Dia x 29"H

K-1 Table - Black
24" Dia x 29"H

K-2 Table - Black
30" Dia x 29"H

K-3 Table - Black
36" Dia x 29"H

K-4 Table - Black
42" Dia x 29"H

L-7R Table - Rustic
30" L x 30" D x 30"H

L-20 Table - Chrome
30" Dia x 29"H

L-14 Glass Table - Black
(Rounded Corners)
42" Dia x 29"H

L-15 Glass Table - Chrome
36" Dia x 29"H

SHORT TABLES...



L-1 / L-2



L-7W



L-7S



L-7 / L-8



K-1 / K-2 / K-3 / K-4



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome
16"L x 18"D x 42"H

M-6 Curve Barstool
White / Chrome - Adj
17"L x 18"D x 35"H

M-14 Crescent Stool
White / Chrome - Adj
22"L x 19"D x 40"H

L-18B Swivel with Back
White / Chrome - Adj
23"L x 17"D x 42"H

L-18 Swivel Stool
White / Chrome - Adj
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black
21"L x 20"D x 41"H

K-11 Jet Black Stool
16"L x 18"D x 42"H

L-23 Stool - Chrome
20"L x 16"D x 39"H

L-19 Swivel Stool
Black / Chrome - Adj
15"L x 15"D x 25" - 33"H

M-2 Barstool - Blue / Black
20"L x 22"D x 45"H - Swivel

M-4 Barstool - Red / Black
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black
20"L x 22"D x 45"H - Swivel

M-15 Gunmetal Barstool
18"L x 18"D x 29"H

M-10 Scoop - Red
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey
17"L x 22" - 33"H - Adj

M-12 Scoop - Black
17"L x 22" - 33"H - Adj

M-13 Scoop - White
17"L x 22" - 33"H - Adj



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



L-10 / L-11

L-4 Bar Table - Maple / Chrome
30"Dia x 42"H

L-5 Bar Table - Maple / Chrome
36"Dia x 42"H

M-5 Bar Table - White / Chrome
30"Dia x 42"H

M-5S Bar Table - Square
White / Chrome
30"L x 30"D x 42"H

L-10 Bar Table - Black / Chrome
30"Dia x 42"H

L-11 Bar Table - Black / Chrome
36"Dia x 42"H

K-7 Bar Table - Black
24"Dia x 42"H

K-8 Bar Table - Black
30"Dia x 42"H

K-9 Bar Table - Black
36"Dia x 42"H

M-5R Bar Table - Square
Rustic
30"L x 30"D x 42"H

L-17 Bar Table - Glass / Chrome
28"Dia x 42"H

L-22 Bar Table - Chrome
30"Dia x 42"H

M-7 Gelato Table - White
24"Dia x 31"-40"H - Adj

M-8 Gelato Table - Grey
24"Dia x 31"-40"H - Adj

M-9 Gelato Table - Black
24"Dia x 31"-40"H - Adj



L-4 / L-5



M-5



M-5S



L-10 / L-11



K-7 / K-8 / K-9



M-5R



L-17



L-22



M-7



M-8



M-9

N-1 Pedestal - Black
12"L x 12"D x 30"H

N-2 Pedestal - Black
12"L x 12"D x 36"H

N-3 Pedestal - Black
12"L x 12"D x 42"H

N-4 Pedestal - Grey
12"L x 12"D x 30"H

N-5 Pedestal - Grey
12"L x 12"D x 36"H

N-6 Pedestal - Grey
12"L x 12"D x 42"H

N-7 Pedestal - Black
18"L x 18"D x 36"H

N-8 Pedestal - Black
18"L x 18"D x 42"H

N-9 Pedestal - Grey
18"L x 18"D x 36"H

N-10 Pedestal - Grey
18"L x 18"D x 42"H

N-15 Pedestal - White
18"L x 18"D x 36"H

N-16 Pedestal - White
18"L x 18"D x 42"H

N-11 Pedestal - Black
24"L x 24"D x 42"H

N-12 Pedestal - Grey
24"L x 24"D x 42"H

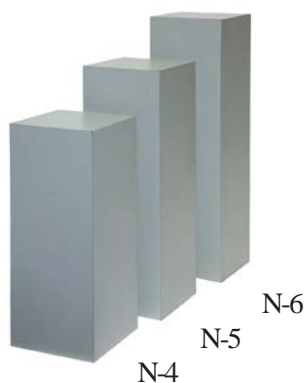
N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

N-14 Locking Pedestal - White
24"L x 24"D x 42"H



N-13

DISPLAY PEDESTALS & KIOSKS...





**Electric Required for Lighting Options*

O-4

O-1 Martini Bar
50"L x 50"D x 47"H

O-2 Martini Bar with
Colored Lighting.
50"L x 50"D x 47"H

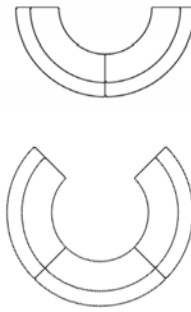
O-3 Cosmopolitan Bar
72"L x 27"D x 42"H

O-4 Cosmopolitan Bar with
Lighting Option
72"L x 27"D x 42"H

BARS & RECEPTION COUNTERS...



O-1



O-2

O-5 Reception
Counter - Black
48"L x 16"D x 42"H

O-6 Contour
Counter with Literature
Holder - Black
45"L x 21"D x 41"H

O-7 Contour
Counter with Literature
Holder - Grey
45"L x 21"D x 41"H



O-3



O-5



O-6



O-7

P-16 Table - White
79"L x 36"D x 30"H

P-1 Table - Maple 6ft
72"L x 36"D x 29"H

P-2 Table - Maple 8ft
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft
72"L x 36"D x 29"H

P-6C Table - Honey Oak 8ft
96"L x 36"D x 29"H

P-7 Table - Black Oval 6ft
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft
96"L x 48"D x 29"H

P-13 Chrome Table - White
Frosted Glass
53"L x 33"D x 29"H

P-14 Table - Honey Oak
42"Dia x 29"H

P-15 Table - Mahogany
42" Dia x 29"H

P-18 Table - Rustic 8ft
96"L x 36"D x 30" H

P-19 Optional Power
Grommet



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-19 Power Grommet (Optional)

P-6 6ft
P-6C 8ft



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14



P-15



P-18 8ft



Q-4

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

Q-1 Leather Executive - Black
25"L x 28"D x 43"H

Q-3 Leather Izzo - White
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey
24"L x 25"D x 38"H

Q-7 Sled Chair - Black
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black /
Chrome
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey /
Chrome
19"L x 23"D x 31"H

Q-11 Drafting Stool - Black
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

O-18 iPad Stand - White
14"H x 41"Dia Base

O-19 iPad Stand - Black
14"H x 41"Dia Base

O-22 Stanchion Pole - Chrome
39"H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

O-25 Park Bench - Black
50"L x 21"D x 35"H

O-11 Refrigerator
20"L x 20"D x 34"H
115 Volts / 155.25 Watts

O-12 Coat Rack
21"x 21" Base x 68"H

A-12 Floor Lamp - Silver
72"H

O-13 Free Standing Mirror
20"W x 58"H

O-14 Literature Stand
6 pocket
10"L x 9"H x 64"H

O-15 Folding Literature Stand
Silver
11"L x 15"D x 60"H

O-16 Folding Literature Stand
Black
11"L x 15"D x 60"H

O-20 Universal Tablet Stand
Base 17.5"W x 49"H



O-18



O-19

ACCESSORIES...



O-22 Stanchion Pole
O-23 Burgundy Rope
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black
(Glass Shelves)
30"L x 14"D x 67"H

R-2 Etagere - Chrome
(Glass Shelves)
30"L x 14"D x 67"H

R-3 Bookcase - Grey
36"L x 12"D x 48"H

R-4 Bookcase - Black
36"L x 12"D x 48"H

R-5 Bookcase - Grey
36"L x 12"D x 72"H

R-6 Bookcase - Black
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 25"D x 29"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 29"H

R-9 Filing Cabinet - Black
(4 drawer)
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black
36"L x 18"D x 72"H



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

SHELVING & STORAGE...

S-1 Desk - Natural / Black
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black
60"L x 20"D x 29"H

S-3 Desk - Honey Oak
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak
60"L x 20"D x 29"H

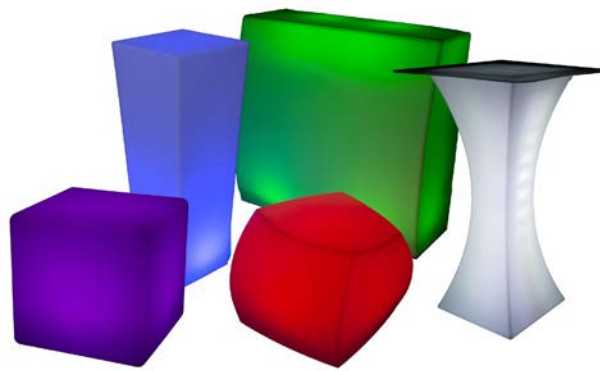
S-5 Desk - Mahogany
60"L x 30"D x 29"H

S-6 Credenza - Mahogany
60"L x 20"D x 29"H



OFFICE... DESKS





G-4 LED Cube - Glow
20"L x 20"D x 20"H

G-5 Twisted Cube - Glow
22"L x 22"D x 17"H

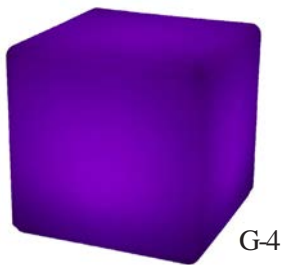
G-6 LED Fluted Bar Table
Glow
26"L x 26"D x 43"H

G-7 LED Pedestal - Glow
15.5"L x 15.5"D x 40"H

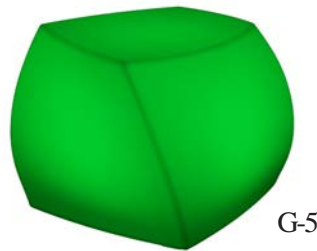
G-9 LED Curve Bar - Glow
64"L x 23"D x 42"H

G-10 Straight Bar - Glow
48"L x 19"D x 42"H

LED Items come Fully Charged
with remote control
to adjust color options



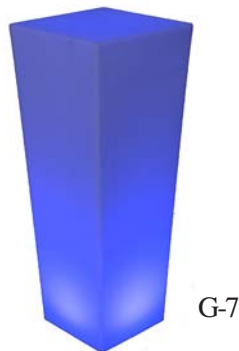
G-4



G-5



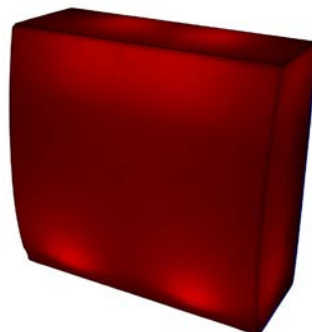
G-6



G-7



G-9



G-10



Item #	Description	Adv. Price	Reg. Price	Item #	Description	Adv. Price	Reg. Price	Item #	Description	Adv. Price	Reg. Price
A-1	Black Suede Sofa	\$659	\$791	J-12	Black Cube	\$169	\$203	N-9	18x18x36 Grey Ped	\$321	\$386
A-2	Black Suede Loveseat	\$597	\$717	J-13	Orange Cube	\$169	\$203	N-10	18x18x42 Grey Ped	\$338	\$406
A-3	Black Suede Chair	\$419	\$503	J-14	White Cube	\$169	\$203	N-11	24x24x42 Black Ped	\$357	\$428
A-4	Black Suede Bench	\$374	\$449	J-15	Red Cube	\$169	\$203	N-12	24x24x42 Grey Ped	\$357	\$428
A-7	Black Suede Corner	\$419	\$503	J-16	White Swivel Ottoman	\$169	\$203	N-13	24x24x42 Blk w/Door	\$490	\$588
A-8	Black Suede Armless	\$419	\$503	J-17	Orange Swivel Ottoman	\$169	\$203	N-14	24x24x42 Wht w/Door	\$490	\$588
A-9	Blk/Half Round Ottoman	\$526	\$631	J-18	Black Swivel Ottoman	\$169	\$203	N-15	18x18x36 White Ped	\$321	\$386
A-10	Black/Glass Cktl Table	\$276	\$332	J-19	Rustic Bench	\$374	\$449	N-16	18x18x42 White Ped	\$338	\$406
A-11	Black/Glass End Table	\$250	\$300	J-20	Black Work Station	\$582	\$698	O-1	Martini Bar	\$1,357	\$1,628
A-12	Silver Floor Lamp	\$134	\$160	J-21	White Work Station	\$582	\$698	O-2	Martini Bar (w/light kit)	\$1,512	\$1,814
B-1	Tan Suede Sofa	\$659	\$791	K-1	24" Black Table	\$205	\$246	O-3	Cosmopolitan Bar	\$1,329	\$1,595
B-2	Tan Suede Loveseat	\$597	\$717	K-2	30" Black Table	\$205	\$246	O-4	Cosmo Bar (w/light kit)	\$1,512	\$1,914
B-3	Tan Suede Chair	\$419	\$503	K-3	36" Black Table	\$233	\$280	O-5	Reception Counter	\$366	\$439
B-4	Natural Cktl Table	\$276	\$332	K-4	42" Black Table	\$276	\$332	O-6	Black Rec. Counter	\$597	\$717
B-5	Natural End Table	\$250	\$300	K-5	Black Euro Chair	\$187	\$224	O-7	Grey Rec. Counter	\$597	\$717
C-1	Black Leather Sofa	\$659	\$791	K-6	Jet Black Chair	\$187	\$224	O-10	Parson Desk	\$349	\$419
C-2	Black Leather Loveseat	\$597	\$717	K-7	24" Black Tall Bar Table	\$267	\$320	O-11	Refrigerator	\$312	\$374
C-3	Black Leather Chair	\$419	\$503	K-8	30" Black Tall Bar Table	\$267	\$320	O-12	Coat Rack	\$179	\$214
D-4	Black Cube Cktl Table	\$286	\$343	K-9	36" Black Tall Bar Table	\$267	\$320	O-13	Free Standing Mirror	\$233	\$279
D-5	Black Round Cktl Table	\$286	\$343	K-10	Black Barstool	\$233	\$280	O-14	Literature Stand	\$196	\$235
D-6	Black Cube End Table	\$259	\$311	K-11	Jet Black Barstool	\$267	\$320	O-15	Silver Folding Lit Stand	\$259	\$311
E-1	White South Beach Sofa	\$794	\$953	K-12	Mocha Stage Chair	\$250	\$300	O-16	Black Folding Lit. Stand	\$259	\$311
E-2	White South Beach Chair	\$509	\$611	L-1	30" Maple Table	\$233	\$280	O-18	White iPad Stand	\$196	\$235
E-3	White South Beach Bench	\$374	\$449	L-2	36" Maple Table	\$250	\$300	O-19	Black iPad Stand	\$196	\$235
E-4	Red South Beach Sofa	\$794	\$953	L-3	Maple/Chrome Chair	\$224	\$268	O-20	Universal Tablet Stand	\$196	\$235
E-5	Red South Beach Chair	\$509	\$611	L-4	30" Maple Tall Bar Table	\$276	\$332	O-22	Chrome Stanchion	\$78	\$93
E-6	Red South Beach Bench	\$374	\$449	L-5	36" Maple Tall Bar Table	\$286	\$343	O-23	Burgundy Rope	\$47	\$56
E-7	White Square Cktl Table	\$267	\$320	L-6	Maple/Chrome Barstool	\$267	\$320	O-24	Black Rope	\$47	\$56
E-8	White Rec. Cktl Table	\$267	\$320	L-7	30" Black/Chrome Table	\$214	\$257	O-25	Black Park Bench	\$261	\$313
E-9	White Square End Table	\$250	\$300	L7S	White Square Table	\$214	\$257	P-1	6' Maple Conf. Table	\$545	\$653
E-10	White Cube End Table	\$349	\$419	L-7R	Rustic Table	\$214	\$257	P-2	8' Maple Conf. Table	\$690	\$828
E-10C	Charger Cable	\$47	\$56	L-W	30" White/Chrome Table	\$214	\$257	P-3	6' Mahogany Conf. Table	\$545	\$653
E-11	White Sofa w/Outlet	\$923	\$1,107	L-8	36" Black/Chrome Table	\$241	\$287	P-4	8' Mahogany Conf. Table	\$690	\$828
E-12	White Loveseat w/Outlet	\$768	\$921	L-9B	Black/Chrome Chair	\$224	\$268	P-5	10' Mahogany Conf. Table	\$882	\$1,059
E-13	White Chair w/Outlet	\$613	\$735	L-9R	Red/Chrome Chair	\$224	\$268	P-6	6' Honey Oak Conf. Table	\$545	\$653
E-14	Tall White Pub Table	\$582	\$698	L-9VW	White/Chrome Chair	\$224	\$268	P-6C	8' Honey Oas Conf. Table	\$690	\$828
E-14C	Power Grommet	\$117	\$140	L-10	30" Blk/Chrm Tall Table	\$276	\$332	P-7	6' Black Conf. Table	\$517	\$620
E-14L	Under Lighting	\$47	\$56	L-11	36" Blk/Chrm Tall Table	\$286	\$343	P-8	8' Black Conf. Table	\$690	\$828
E-15	Short White Pub Table	\$543	\$652	L-12B	Black/Chrome Barstool	\$267	\$320	P-9	10' Black Conf. Table	\$882	\$1,059
F-1	Barcelona Chair Red	\$562	\$674	L-12R	Red/Chrome Barstool	\$267	\$320	P-10	6' Grey Conf. Table	\$517	\$620
F-2	Barcelona Ottoman Red	\$286	\$343	L-12W	White/Chrome Barstool	\$267	\$320	P-11	8' Grey Conf. Table	\$690	\$828
F-3	Barcelon Chair White	\$562	\$674	L-14	Black/Glass Table	\$241	\$289	P-13	Wht Frosted Glass Table	\$543	\$652
F-4	Barcelone Ottoman White	\$286	\$343	L-15	Chrome/Glass Table	\$233	\$280	P-14	42" Dia. Honey Oak Table	\$374	\$449
F-5	Barcelon Chair Black	\$562	\$674	L-17	Chrm/Glass Tall Bar Tbl	\$303	\$363	P-15	42" Dia. Mahogant Table	\$374	\$449
F-6	Barcelon Ottoman Black	\$286	\$343	L-18	Wht/Chrm Swivel Stool	\$233	\$280	P-16	6.5' White Conf. Table	\$845	\$1,014
F-7	Black Stage Chair	\$287	\$345	L-18B	Wht Swivel Stool w/back	\$286	\$343	P-18	8' Oak Rustic Table	\$845	\$1,014
F-8	Burgundy Stage Chair	\$287	\$345	L-19	Blk/Chrm Swivel Stool	\$233	\$280	P-19	Black Power Grommet	\$62	\$75
F-9	Whire Stage Chair	\$287	\$345	L-20	30" Chrome Table	\$241	\$289	Q-1	Leather Executive Chair	\$349	\$419
G-1	Red Melrose Sofa	\$794	\$953	L-21	Chrome Chair	\$224	\$268	Q-3	Wht/Leather Exec. Chair	\$428	\$514
G-2	Red Melrose Chair	\$509	\$611	L-22	30" Chrome Tall Bar Tbl	\$286	\$343	Q-4	Blk/Leather Exec. Chair	\$428	\$514
G-3	Red Melrose Bench	\$374	\$449	L-23	Chrome Barstool	\$267	\$320	Q-5	Blk Jr. Executive Chair	\$295	\$354
G-4	LED Glow Cube	\$287	\$345	L-24	White Anaheim Chair	\$224	\$268	Q-6	Grey Jr. Executive Chair	\$295	\$354
G-5	LED Glow Twist Cube	\$303	\$364	M-1	Blue/Black Chair	\$224	\$268	Q-7	Black Sled Chair	\$250	\$300
G-6	LED Fluted Bar Table	\$380	\$456	M-2	Blue/Black Barstool	\$267	\$320	Q-8	Grey Sled Chair	\$250	\$300
G-7	LED Glow Pedestal	\$365	\$438	M-3	Red/Black Chair	\$224	\$268	Q-9	Blk/Chrome Breuer Chair	\$224	\$268
G-9	LED Glow Curve Bar	\$1,512	\$1,814	M-4	Red/Black Barstool	\$267	\$320	Q-10	Grey/Chrm Breuer Chair	\$224	\$268
G-10	LED Glow Straight Bar	\$1,357	\$1,628	M-4B	Black/Black Barstool	\$267	\$320	Q-11	Black Drafting Stool	\$267	\$320
H-1	Black Sectional Loveseat	\$695	\$834	M-5	30" Wht/Chrm Tall Table	\$272	\$326	Q-12	Grey Drafting Stool	\$267	\$320
H-2	Black Sectional Corner	\$509	\$611	M-5R	Rustic Square Tall Table	\$272	\$326	Q-13	Black Secretarial Chair	\$224	\$268
H-3	White Sectional Loveseat	\$695	\$834	M-5S	White Square Tall Table	\$272	\$326	Q-14	Grey Secretarial Chair	\$224	\$268
H-4	White Sectional Corner	\$509	\$611	M-6	White Curve Barstool	\$286	\$343	R-1	Black Etagere	\$286	\$343
H-5	Wht/Chrm Modern Sofa	\$737	\$884	M-7	White Gelato Table	\$349	\$419	R-2	Chrome Etagere	\$286	\$343
H-6	Wht/Chrm Modern Chair	\$427	\$512	M-8	Grey Gelato Table	\$349	\$419	R-3	42" Grey Bookcase	\$233	\$280
I-1	White Curve Sofa	\$758	\$910	M-9	Black Gelato Table	\$349	\$419	R-4	42" Black Bookcase	\$233	\$280
I-2	White Curve Bench	\$490	\$588	M-10	Red Scoop	\$267	\$320	R-5	72" Grey Bookcase	\$267	\$320
I-3	White Round Ottoman	\$374	\$449	M-11	Grey Scoop	\$267	\$320	R-6	72" Black Bookcase	\$267	\$320
I-4	Black Curve Sofa	\$758	\$910	M-12	Black Scoop	\$267	\$320	R-7	2-Dr. Grey File Cabinet	\$233	\$280
I-5	Black Curve Bench	\$490	\$588	M-13	White Scoop	\$267	\$320	R-8	2-Dr. Black File Cabinet	\$233	\$280
I-6	Black Curve Ottoman	\$374	\$449	M-14	White Crescent Stool	\$286	\$343	R-9	4-Dr. Black File Cabinet	\$256	\$307
I-7	Chrm/Glass Cktl Table	\$312	\$374	M-15	Gunmetal Barstool	\$267	\$320	R-10	42" Grey Storage Cabinet	\$256	\$307
I-8	Chrome/Glass End Table	\$276	\$332	M-16	Gunmetal Chair	\$224	\$268	R-11	42" Black Storage Cabine	\$256	\$307
I-9	Wht/Chrome Glove Chair	\$438	\$525	N-1	12x12x30 Black Ped	\$267	\$320	R-12	72" Black Storage Cabine	\$303	\$363
I-10	White Da Vinci Sofa	\$737	\$884	N-2	12x12x36 Black Ped	\$286	\$343	S-1	Natural/Black Desk	\$628	\$754
J-1	Black Dynamic Chair	\$224	\$268	N-3	12x12x42 Black Ped	\$303	\$363	S-2	Natural/Black Credenza	\$559	\$670
J-2	Green Dynamic Chair	\$224	\$268	N-4	12x12x30 Grey Ped	\$267	\$320	S-3	Honey Executive Desk	\$628	\$754
J-3	Orange Dynamic Chair	\$224	\$268	N-5	12x12x36 Grey Ped	\$286	\$343	S-4	Honey Credenza	\$559	\$670
J-4	White Dynamic Chair	\$224	\$268	N-6	12x12x42 Grey Ped	\$303	\$363	S-5	Mahogany Desk	\$628	\$754
J-10	White Storage Cube	\$169	\$203	N-7	18x18x36 Black Ped	\$321	\$386	S-6	Mahogany Credenza	\$559	\$670
J-11	Black Leather Ottoman	\$169	\$203	N-8	18x18x42 Black Ped	\$338	\$406				



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

Specialty Furniture Order Form

The Water Expo

August 30 - August 31, 2017
Miami Airport Convention Center

**DISCOUNT DEADLINE:
AUGUST 15, 2017**

Item #	Description	Qty	Price	Total

- Check or credit card must accompany order.
- 25% cancellation will be applied if cancelled 7 days prior to event opening.
- 100% cancellation will be applied if canceled on day of deliver.
- All show site orders are subject to a 25% service charge.

Sub Total	
7% Sales Tax	
Total Due	

Please fax order to 305-751-1298 along with your Payment Policy form or mail order with check to address above.

Thank you for your order!

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

METHOD OF PAYMENT FORM**Advance Payment Deadline Date: 08/09/17**

The Power People

ELECTRICAL EXHIBITION SERVICES

16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:**BTH #****EVENT: The Water Expo****FACILITY: Miami Airport Convention Center****DATES: August 30-31, 2017****EVENT #: 087003MI****EXHIBITOR INFORMATION**

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

EMAIL:

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

*** \$25 processing fee MUST be included with transfer.**☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**Bank of America ABA# 125000024 Acct: 33855214

6900 Westcliff Drive, Las Vegas, NV 89145

Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **VISA**
☐ **MASTER CARD**
☐ **AMX**
☐ **DISCOVER**
CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

LIGHTING

SUB TOTAL

**7% SALES TAX. SALES TAX IS DUE
 UNLESS FL DR-13 OR DR-14 EXEMPTION
 CERTIFICATE ACCOMPANIES THIS ORDER.**

TOTAL DUE

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 08/09/17

E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	August 30-31, 2017	EVENT #:	087003MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
120 VOLT POWER DELIVERY The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.
ISLAND BOOTHS Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.
208/480VOLT SERVICES If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
LIGHTING Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.
Form 120-0314MI

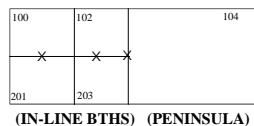
ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS) ORDER DIRECTLY FROM THE WATER EXPO. See below for Add'l power					
1000 WATTS (10 AMPS)			160.00	240.00	
1500 WATTS (15 AMPS)			171.00	256.00	
2000 WATTS (20 AMPS)			183.00	274.00	
MISC. REQUIREMENTS					
LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
1000 WATT OVERHEAD LIGHT			245.00	368.00	
ARM LIGHT (Only mounts to hard wall structures)			101.00	152.00	
8' POLE LIGHT WITH 1 FIXTURE			82.00	123.00	
8' POLE LIGHT WITH 2 FIXTURES			164.00	246.00	
MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORD				26.00	
POWER STRIP				26.00	
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)				80.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)				160.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)				210.00	
PLACE TOTAL HERE					
PRINT NAME:					
AUTHORIZED SIGNATURE:			DATE:		
EMAIL:			PHONE:		
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.					
The "Method of Payment" form must be completed and returned with this order form.					

TERMS & CONDITIONS

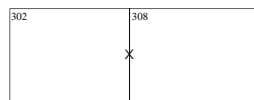
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

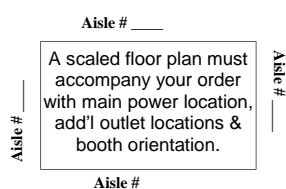
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



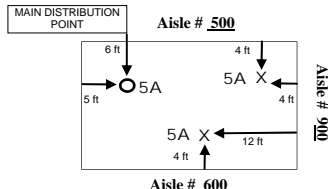
(IN-LINE BTHS) (PENINSULA)



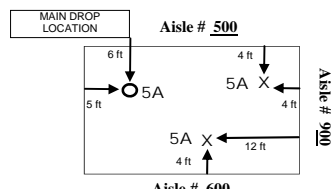
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

PLUMBING ORDER FORM

Advance Order Deadline Date: 08/09/17 E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	August 30-31, 2017	EVENT #:	087003MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

Advance Regular Total

COMPRESSED AIR: 90-100 LBS. Psi

Air Outlet	225.00	338.00	
Additional Connections within 20' of Outlet	116.00	174.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	8.00/cfm	11.00/cfm	

Remember to order CFM with air services. Connection size see # 9 on back of form.

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	203.00	305.00	
Additional Connections within 20' of Outlet	116.00	174.00	
# of connections required: _____ Size of connection: _____			

PSI required: _____ GPM Required: _____

DRAIN LINES

Drain Outlet	145.00	218.00	
Additional Connections within 20' of Outlet	116.00	174.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	80.00	120.00	
51 – 200 Gallons	120.00	180.00	
201—500 Gallons	240.00	360.00	
Each additional 100 Gallons up to 1,000 Gallons	25.00	38.00	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	69.00	
OT (Monday– Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	138.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	210.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

PLACE TOTAL HERE

COMPANY:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:
The "Method of Payment" form must be completed and returned with this order form	

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7" water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.

<p><u>The Water Expo</u></p> <p>August 30 & August 31, 2017</p> <p>Miami Airport Convention Center</p>	<p>Exhibitor Form</p> <p>Booth Staff / Translators</p>	OFFICE USE ONLY

SERVICES AND RATES

Events & Office Consultants, Inc. is a Personnel Service for supply of contract Temporary Personnel for the Conference, Exhibition and Seminar industry for the Greater Miami area.

SPECIAL TERMS AND CONDITIONS:

Payment is due upon confirmation by credit card charge. Special payment arrangements will be provided for additional orders during the event.

Events & Office Consultants, Inc. SPECIAL TERMS AND CONDITIONS:

A full working day is based on show hours (inclusive of one half hour lunch). Please indicate start/end time. Five hour minimum per day.

Overtime rates are charged after 40 hours in any work week (Monday to Sunday). Overtime is calculated at one and a half times the regular hourly rate.

Rates:

Booth Assistant	\$22.00 per hour	English Only
Booth Assistant / Bilingual Interpreter:	\$28.00 per hour	Spanish/English
Booth Assistant / Bilingual Interpreter:	\$32.00 per hour	Other, specify language(s):

Please indicate hours and brief job description:

PAYMENT INFORMATION

Sign and complete this form to authorize Events & Office Consultants, Inc. to make a one time debit to your credit card listed below. By Signing this form you give us permission to debit your account for the amount indicated on or after the indicated date.

You will be charged a convenience fee of 3.88% for each transaction. This fee will be added to your invoice.

Please mark the appropriate box of the card being used

☐ 
☐ 
☐ 

CREDIT CARD NO.

EXPIRATION DATE

Security Code:

Zip Code:

CARDHOLDER'S NAME

AUTHORIZED SIGNATURE

COMPANY INFORMATION

COMPANY NAME

CONTACT NAME

EMAIL

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

FAX

(please include country & city code)

(please include country & city code)

COMPLETE AND RETURN THIS FORM TO:



EVENTS & OFFICE CONSULTANTS, INC.

3326 Mary Street, Suite 401 - Coconut Grove, FL 33133 - P (305) 442-6000 - F (305) 442-1365 - info@eocpeople.com



To guarantee equipment availability and advanced rate, this order should reach us before August 15, 2017

Please send orders to: dcolon@avms.com

If you have a special request or need additional equipment, please contact us.

Video Equipment								Customer Information			
Advance Notice		OR	Standard Notice		Show		Total				
Qty	Cost		Qty	Cost	Rate						
Misc Cabling (HDMI or VGA)		\$ 25.00	or		\$ 31.25	1	-	Firm Name:			
Blu-ray Player w Auto Repeat (Play DVDs and Blu-rays)		\$ 75.00	or		\$ 93.75	1	-	Address:			
Laptop Computer		\$ 200.00	or		\$ 250.00	1	-	City:			
LCD Projector (4,000 lumen)		\$ 500.00	or		\$ 625.00	1	-	State:			
Short-Throw LCD Projector (3,300 lumen)		\$ 600.00	or		\$ 750.00	1	-	Zip:			
6" Tripod Screen		\$ 150.00	or		\$ 187.50	1	-	Ordered By:			
34" Rolling Cart w/Black Skirt		\$ 50.00	or		\$ 62.50	1	-	Telephone #:			
54" Rolling Cart w/Black Skirt		\$ 50.00	or		\$ 62.50	1	-	Email:			
Audio Equipment								Ordering Instructions			
Advance Notice		OR	Standard Notice		Show		Total				
Qty	Cost		Qty	Cost	Rate						
Wireless Microphone: Handheld or Lavalier		\$ 185.00	or		\$ 231.25	1	-	⇒ Rates are valid for the entire 2-day event			
Wireless Microphone: Headset Add to Microphone		\$ 50.00	or		\$ 62.50	1	-	⇒ Please include applicable Sales Tax on equipment rental.			
(1) Powered Speaker w/ stand & PC Audio Patch		\$ 150.00	or		\$ 187.50	1	-	⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.			
(2) Speaker Sound System <i>Includes Speakers, Stands, Mixer and PC Audio Patch</i>		\$ 300.00	or		\$ 375.00	1	-				
(4) Speaker Sound System <i>Includes Speakers, Stands, Mixer and PC Audio Patch</i>		\$ 450.00	or		\$ 562.50	1	-				
Computer Display Equipment								⇒ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery. ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum. CANCELLATIONS: A) CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. B) No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.			
Advance Notice		OR	Standard Notice		Show		Total				
Qty	Cost		Qty	Cost	Rate						
22" LED HD Monitor/Table Stand		\$ 225.00	or		\$ 281.25	1	-				
32" LED HD Monitor/Table Stand		\$ 350.00	or		\$ 437.50	1	-				
50" LED HD Monitor/Table or Rolling Stand		\$ 500.00	or		\$ 625.00	1	-				
60" LED HD Monitor/Table or Rolling Stand		\$ 600.00	or		\$ 750.00	1	-				
Rental Totals								Delivery Information			
PAYMENT IS DUE WHEN ORDER IS PLACED											
EQUIPMENT TOTAL	1	\$	-					On-Site Contact:			
DELIVERY/SETUP/PICKUP/SERVICE CHARGE (50% of line 1)	2	\$	-					Location:			
SUBTOTAL	3	\$	-					Booth #:			
SALES TAX (7% of line 3)	4	\$	-					Delivery Date:			
TOTAL DUE	5	\$	-					Time:			
								Pickup Date:			
								Time:			
Payment								Return for Processing			
PLEASE CHECK ONE											
Card Number: _____ CCV _____ American Express <input type="checkbox"/>								 DoubleTree Miami Airport & Convention Center 711 NW 72nd Avenue FL 33126 Office: 305-261-3800 dcolon@avms.com			
Exp Date ____ / ____											
Cardholder's Name (as appears on card): _____ Visa <input type="checkbox"/>											
Cardholders Signature: _____ MasterCard <input type="checkbox"/>											
Other <input type="checkbox"/>											