



EXPO QUICK FACTS



DEADLINE DATE TO RECEIVE DISCOUNTED RATES: Tuesday, February 11, 2014

BOOTH EQUIPMENT:

Each 10' x 10' booth area will be provided with an 8' high background drape, 3' high side drape, booth carpet and a booth Identification sign (7" x 44").

CARPET COLOR:

ALL BOOTHS MUST BE CARPETED. Each booth will be provided with a complimentary standard carpet. You may carpet your booth area in any offered color, please see our enclosed Carpet Rental form. No credit will be issued if the exhibitor chooses to bring own carpet and it must meet the aisle carpeting completely.

EXHIBITOR MOVE-IN: Monday, February 24, 2014 8:00am - 4:30pm 600 sq. ft. booths or larger only
 Tuesday, February 25, 2014 8:00am - 4:30pm 400 sq. ft. booths or larger only
 Wednesday, February 26, 2014 8:00am - 4:30pm

EXHIBIT HOURS: Thursday, February 27, 2014 10:00am - 6:00pm
 Friday, February 28, 2014 10:00am - 6:00pm
 Saturday, March 1, 2014 10:00am - 4:00pm

AISLE CARPET ROLLED UP: Saturday, March 1, 2014 4:00pm - 7:00pm

EMPTIES DELIVERED: Saturday, March 1, 2014 5:00pm - 12:00am

EXHIBITOR MOVE-OUT: Saturday, March 1, 2014 4:00pm - 10:00pm
 Sunday, March 2, 2014 8:00am - 11:00am 300 sq. ft. or less
 Sunday, March 2, 2014 8:00am - 5:00pm 700 sq. ft. or less

*** Overtime Freight Charges will apply**

Monday, March 3, 2014 8:00am - 12noon 700 sq. ft. or greater

REROUTE FREIGHT: Monday, March 3, 2014 12noon

OVERTIME CHARGES:

Please be advised that overtime charges apply during move-in after 4:30pm and will apply during move-out. **Overtime hours are Monday through Friday before 8:00am and after 4:30pm. All day Saturday and Sunday.**

SHOW COLORS:

General booth area drape colors are Black / Blue / Grey / White / Black.

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse NO LATER THAN 3:00pm on Tuesday, February 18, 2014. Freight received after this date will incur a 25% late handling fee.

Graphics of the Americas
 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 Monday through Wednesday during your load-in hours.

Graphics of the Americas
 Your Company Name Booth #
 EXPO Convention Contractors, Inc.
 c/o Miami Beach Convention Center
 1901 Convention Center Drive
 Miami Beach, Florida 33139

See our Shipping & Drayage form for complete details.

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.



PAYMENT POLICY



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**

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.

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

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 by end of Show.



THIRD PARTY PAYMENT

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO

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
CHECKLIST



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**

PAYMENT POLICY FORM	<input type="checkbox"/> Completed
THIRD PARTY PAYMENT FORM	<input type="checkbox"/> Completed
RENTAL FURNISHINGS FORM	\$ _____
CUSTOM RENTAL ACCESSORIES FORM	\$ _____
STANDARD CARPET FORM (CIRCLE CARPET COLOR)	<input type="checkbox"/> Completed
CUSTOM CARPETING ORDER FORM	\$ _____
BOOTH LAYOUT FORM	<input type="checkbox"/> Completed
BOOTH PACKAGE "A" ORDER FORM	\$ _____
BOOTH PACKAGE "B" ORDER FORM	\$ _____
PAF MEMBER SPECIAL BOOTH PACKAGE ORDER FORM	\$ _____
PERMIT REQUEST FORM (EXHIBITOR TRUCK PARKING/MOVE-IT YOURSELF – OPTION 2)	<input type="checkbox"/> Completed
TURNKEY RENTAL BOOTH ORDER FORM	\$ _____
"Opt In" \$7.00 PER SQ. FT. FLAT RATE OPTION ORDER FORM	\$ _____
MACHINERY HANDLING ORDER FORM *(Estimated)	\$ _____ *
MATERIAL HANDLING AUTHORIZATION ORDER FORM *(Estimated)	\$ _____ *
SHIPPING INSTRUCTIONS FORM	<input type="checkbox"/> Completed
ACCESSIBLE STORAGE ORDER FORM	\$ _____
FORK LIFT/GROUND RIGGING ORDER FORM *(Estimated)	\$ _____ *
LABOR ORDER FORM *(Estimated)	\$ _____ *
HANGING SIGNS & BANNERS ORDER FORM *(Estimated)	\$ _____ *
NON-OFFICIAL CONTRACTOR FORM W/CERTIFICATE OF INSURANCE	<input type="checkbox"/> Completed
CLEANING ORDER FORM	\$ _____ *
GRAPHICS & SIGNS ORDER FORM	\$ _____ *
TOTAL ESTIMATED	\$ _____ *

Thank you for your order!

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with applicable forms to: (305) 751-1298 or email to info@expocci.com



FREIGHT SERVICE QUESTIONNAIRE



DISCOUNT DEADLINE: FEBRUARY 11, 2014

ALL GOA EXHIBITORS MUST RETURN THIS FORM BY FEBRUARY 11, 2014

- 1. Estimate total number of pieces being shipped: Crated Uncrated Machinery
2. Are you shipping to EXPO Convention Contractors advanced warehouse? or direct to show site? Estimate total weight of shipments:
3. Point of origin: Estimated shipping date:
4. Indicate carrier: Van Line Common Carrier Flatbed Company truck Overseas Container Air carrier UPS FedEx

If you are shipping FedEx or UPS direct to show site please make sure the labels are addressed to:

GOA 2014 - Company Name & Booth #
c/o EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139

WE CANNOT BE RESPONSIBLE FOR SHIPMENTS NOT ADDRESSED TO EXPO CONVENTION CONTRACTORS, INC.

- 5. What date & estimated time are you scheduling your shipment/s to arrive?
6. What is the weight of the single heaviest piece in your shipment?
7. List carrier contact person and telephone number: phone:
8. If using a customs broker, give name: phone:
9. Print the name of the person in charge of your move in: phone:
Print your company contact name: phone:
10. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.

Company Name Booth
Contact Name Phone
Email Fax

Fax to EXPO at 305-751-1298 or email to info@expocci.com



**DISCOUNT DEADLINE:
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CHAIRS				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	Upholstered Arm Chair	50.00	60.00	
	Upholstered Side Chair	44.00	54.00	
	Executive Swivel Arm Chair	105.00	136.50	
	Padded Counter Stool w/Back	69.25	90.25	
ACCESSORIES				
	6' Showcase w/light & lock	400.00	520.00	
	Deluxe Desk	330.00	429.00	
	Easel	30.75	40.00	
	Wastebasket	12.75	16.50	
	Coffee Table 20" x 36" x 15" high	54.00	70.25	
	Round Table - 30" x 30" high	86.00	112.00	
	Round Table - 30" x 42" high	155.00	201.50	
	Aluminum Stanchion 8' high	10.00	13.00	
	Aluminum Stanchion 3' high	10.00	13.00	
	Base	10.00	13.00	
PEGBOARDS / TACKBOARDS				
Pegboards Do NOT include hooks or brackets.				
	4' X 8' Pegboard - Vertical	126.75	165.00	
	4' x 8' Pegboard - Horizontal	126.75	165.00	
	2' x 8' Pegboard - Vertical	94.00	122.00	
	2' x 8' Pegboard - Horizontal	94.00	122.00	
	4' x 6' Tackboard	94.00	122.00	
SPECIAL DRAPERY				
	Ft. of 8' high drapery per linear ft.	14.25	18.75	
	Ft. of 3' high drapery per linear ft.	11.50	15.00	
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	82.50	108.00	
	2' x 6' TABLES - Standard	103.50	133.50	
	2' X 8' TABLES - Standard	119.00	154.75	
	2' X 4' TABLES - Counter High	112.75	146.75	
	2' x 6' TABLES - Counter High	133.50	173.75	
	2' X 8' TABLES - Counter High	149.00	193.75	
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	47.75	62.25	

UNDRAPED TABLES				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	34.50	45.00	
	2' x 6' TABLES - Standard	43.25	56.25	
	2' X 8' TABLES - Standard	52.75	68.75	
	2' X 4' TABLES - Counter High	64.50	84.00	
	2' x 6' TABLES - Counter High	73.25	95.25	
	2' X 8' TABLES - Counter High	82.75	107.75	

TABLE RISERS				
QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	4' x 8" x 8" One Step Riser	36.50	47.50	
	4' x 8" x 16" Two Step Riser	49.25	64.25	
	6' x 8" x 8" One Step Riser	52.75	68.75	
	6' x 8" x 16" Two Step Riser	77.75	101.25	

Sub Total \$ _____

7% Sales Tax \$ _____

Grand Total \$ _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

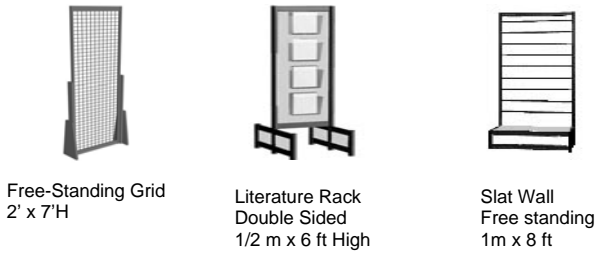
Email _____ Fax _____

Fax to EXPO along with the Payment Policy form **305.751.1298** or email to **info@expocci.com**



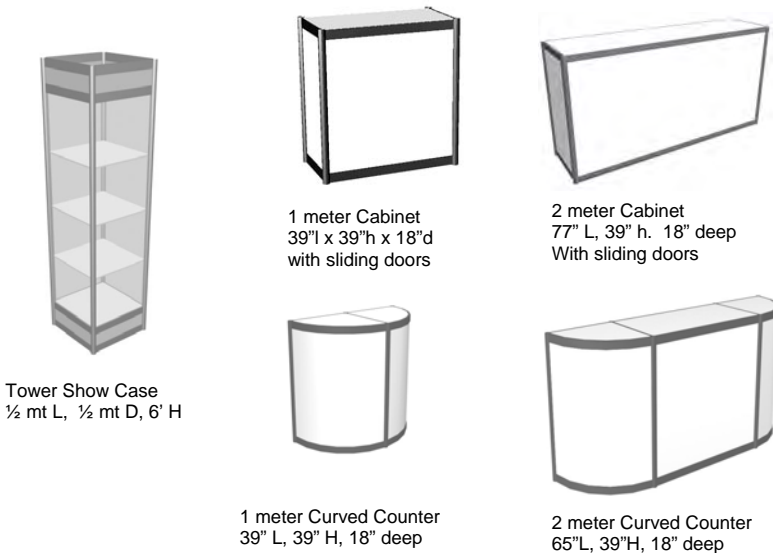
**DISCOUNT DEADLINE:
 FEBRUARY 11, 2014**

Qty	ACCESSORIES	Advance Price	Standard Price	Amount
	Adjustable Arm Rack	52.00	63.00	
	2-Way Water Fall Rack	66.00	83.00	
	4-Way Arm Rack	83.00	102.00	
	Free-Standing Grid	93.00	112.00	
	Literature Rack	186.00	230.00	
	Slat Wall	307.00	395.00	
	Gondola - Single Sided	306.00	374.00	
	Gondola - Double Sided	383.00	487.00	
	Additional White Shelves & Brackets	32.00	40.00	
	Arm Lights - 65 watts	50.00	65.00	
	Tower Showcase	374.00	440.00	
	1 meter Cabinet w/ sliding Doors	264.00	335.50	
	2 meter Cabinet w/ Sliding Doors	310.00	391.60	
	1 meter Curved Counter	264.00	335.50	
	2 meter Curved Counter	310.00	391.60	



Gondolas
Single Sided & Double Sided
2.4m x 1m

Additional white shelves & brackets
for the Gondolas



Sub Total \$ _____
 7% Sales Tax \$ _____
 Grand Total \$ _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Fax to EXPO along with the Payment Policy form **305.751.1298** or email to **info@expocci.com**



STANDARD CARPET



DISCOUNT DEADLINE:
FEBRUARY 11, 2014

All Exhibitors please complete this form and return to EXPO.

Standard Carpet is included in your Booth Package. Please indicate below whether or not you will be using the carpet provided.

- Yes, I will be using the standard carpet included in my booth package. I have circled the color below.
- No, I will not be using the standard booth carpet offered.
- I have placed an order for custom carpet and/or padding.
- We will be bringing our own carpet.

Booth Size: _____ x _____

Carpet Colors (circle one): Grey Black Blue

Please Note:

- * Custom carpet or padding may be ordered at an additional cost, please see our CUSTOM CARPET ORDER form.
- * Carpet color ordered after the deadline date will be EXPO's choice.
- * Exact color match cannot be guaranteed for multiple orders.
- * No credits will be given for carpet not used.
- * If a color is not specified, EXPO reserves the right to choose a color to expedite set-up of the show.

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Fax to EXPO along with the Payment Policy form **305.751.1298** or email to **info@expocci.com**



CUSTOM CARPETING ORDER FORM



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**

BOOTH DIMENSIONS

What is your booth size (ft.) _____ X _____ = _____
Length Width 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 CLASSIC CARPET				
Please Circle Color Choice:	Teal	Burgundy	Red	Purple
Qty.	Item	Discount Price	Regular Price	Amount
	9' x 10'	99.00	127.00	
	9' x 20'	204.00	231.00	
	9' x 30'	303.00	358.00	
	9' x 40'	402.00	482.00	

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

EXPO CUSTOM CUT CARPET							
Please Circle Color Choice:	Gray	Teal	Black	Burgundy	Blue	Red	Purple
Booth Size: _____ x _____ = _____ Length Width Sq. Ft.	Discount Price		Regular Price		Amount		
Do you want Expo Classic Carpet	2.50		3.50				
Do you want Expo Plush Carpet	3.50		4.50				

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Amount
	1/2" Padding	1.35	1.65	
	1" Padding	2.70	3.30	
	Visqueen Plastic Covering	0.60	0.75	
	Reinforced Meshed Poly Visqueen	1.00	1.50	

Minimum order of 100 square feet is required for padding & visqueen orders. Price includes: delivery, installation, carpet tape front edge and removal.

Return Via Fax 305.751.1298

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

Please complete the following:

Company Name: _____ Booth #: _____
 Contact Name: _____ Email: _____
 Phone: _____ Fax: _____
 Authorized Signature: _____ Print Name: _____

Signature also indicates you read and accept the Payment Policy and Term and Conditions. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



BOOTH PACKAGE A

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



**BOOTH PACKAGE A
For Exhibitors with booth space up to 400 sq. ft.**

BOOTH PACKAGE A - WITH MACHINERY up to 1,250 lbs.

A full service package plan designed for exhibitors who will be displaying machinery. This package of services covers 100 sq. ft. to 400 sq. ft. of booth space.

Includes:

- Carpet in standard sizes and choice of Blue, Black or Grey from our Standard Carpet form.
- Daily booth vacuuming.
- Material handling up to 1,250 lbs. received at the Miami Beach Convention Center.
- Installation and Dismantling Labor up to 4 hours straight time to be used in any way.
- Lift/Rigging Labor up to 4 hours straight time with a forklift of 10,000 lbs. capacity, to be used in any way.

The price for Booth Package A is \$9.95 per square foot. (_____ sq. ft. x \$9.95 per sq. ft. = \$ _____)

To be eligible for this special rate, exhibitors must comply with the following Target Date Conditions:

- The exhibitor's delivery trucks must arrive and check in at the Miami Beach Convention Center and receive an Unloading Ticket prior to 2:00pm on the date of scheduled delivery of exhibitor's material.
- The machinery must stay on skids or arrive with Lift Points and Lifting Bars and all other rules included in the One Time Spotting terms from the Machinery Handling Rates Form.
- The exhibitor or his representative must be present to set up and dismantle the exhibit and position the machinery.
- All furniture and carpeting must be ordered in advance.

In the event the above conditions are not followed, the price for the Booth Package A will have a surcharge, thereby making the price \$15.00 per square foot.

ALL ORDERS MUST BE RECEIVED BY FEBRUARY 11, 2014 AND ACCOMPANIED WITH PAYMENT IN FULL.

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



BOOTH PACKAGE B

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



**BOOTH PACKAGE B
For Exhibitors with booth space up to 400 sq. ft.**

BOOTH PACKAGE B - WITHOUT MACHINERY

A full service package plan designed for exhibitors who **will not be displaying machinery**. This package of services covers 100 sq. ft. to 400 sq. ft. of booth space.

Includes:

- Carpet in standard sizes and choice of Blue, Black or Grey from our Standard Carpet form.
- Daily booth vacuuming.
- Material handling up to 1,250 lbs. received at the Miami Beach Convention Center.
- Installation and Dismantling Labor up to 4 hours straight time to be used in any way.

The price for Booth Package B is \$8.50 per square foot. (_____ sq. ft. x \$8.50 per sq. ft. = \$ _____)

To be eligible for this special rate, exhibitors must comply with the following Target Date Conditions:

- **The exhibitor's delivery trucks must arrive and check in at the Miami Beach Convention Center and receive an Unloading Ticket prior to 2:00pm on the date of scheduled delivery of exhibitor's material.**
- **The exhibitor or his representative must be present to set up and dismantle the exhibit.**
- **All furniture and carpeting must be ordered in advance.**

In the event the above conditions are not followed, the price for the Booth Package B will have a surcharge, thereby making the price \$12.75 per square foot.

ALL ORDERS MUST BE RECEIVED BY FEBRUARY 11, 2014 AND ACCOMPANIED WITH PAYMENT IN FULL.

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



PAF SPECIAL
BOOTH PACKAGE

DISCOUNT DEADLINE:
FEBRUARY 11, 2014



PRINTERS SHOWCASE

Exclusive Offer for PAF Members

Special Furniture Package for PAF Members Only

EXPO Convention Contractors, Inc. is proud to offer the following package of standard furnishings to all Printing Association of Florida Members.

- 1 - 6' x 24" x 30" high draped table in your choice of standard color
- 2 - Standard Grey Fabric Arm Chairs
- 1 - Wastebasket

Retail Value: \$350.00
PAF Member Cost: \$150.00 (Limit one package per Exhibitor)

**A savings of
over 40%!**

Please select the color for your table drape:

- Black Grey Blue White

**DEADLINE:
FEBRUARY 11, 2014**

Please select the color for your carpet:

- Black Grey Blue

IMPORTANT: To obtain this PAF Member Package, your order and full payment must be received by February 11, 2014. Package not available after this date.

Package	\$ _____
7% Tax	\$ _____
Total	\$ _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



TARGETED EXHIBITOR MOVE IN

DISCOUNT DEADLINE:
FEBRUARY 11, 2014



TARGETED EXHIBITOR MOVE IN

In an effort to assist you with your equipment deliveries direct to the convention center, in a more time sensitive manner, we will be targeting exhibitors of booths 400 square feet and larger.

“What is a target time?” A specific time to arrive in the marshaling yard to get assigned to a dock to be unloaded. **Be sure your driver has weight tickets for all the equipment to be unloaded!! Trucks and or vehicles without weight tickets will not be unloaded!!**

“What does that mean?” If your equipment is being delivered directly to the convention center, you will be given a target time to be at the marshaling yard for check in. You will arrive at the marshaling yard, check in and be given a dock assignment to be unloaded. No more waiting on a first come first serve basis. You can have your equipment arrive at a specific time and unloaded shortly thereafter. **No waiting charges from your trucking firm if they arrive on schedule!**

“What if I miss my targeted time?” We will do our best to get you in ASAP, however, we will keep to our scheduled assignments.

“How do I get my target time?” You will be contacted by Erica, an EXPO representative to schedule your unloading time. When we call we will make arrangements to get you unloaded in a timely manner. Erica is in Exhibitor Services, 305-751-1234.

“What if I ship in advance to the warehouse?” Then your equipment will be waiting for you in your exhibit space when you arrive at the convention center.



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

TURNKEY RENTAL BOOTH ORDER FORM



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



Turnkey Rental Booth 101

10' x 10' Includes:

Grey Carpet

**1 - Custom Curved Counter 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 \$2,595.00

Custom Color Price \$2,745.00



Turnkey Rental Booth 102

10' x 10' Includes:

Grey Carpet

3 - Built-in Counters with doors for storage

1 - Table

3 - Chairs

1 - Wastebasket

3 - Arm Lights with power

Delivery, Installation & Dismantle

Standard Price \$2,595.00

Custom Color Price \$2,745.00



Turnkey Rental Booth 103

10' x 10' Includes:

Grey Carpet

2 - Built-in Counters with doors for storage

4 - Clear Shelves Lit from above

1 - Table

3 - Chairs

1 - Wastebasket

3 - Arm Lights with power

Delivery, Installation & Dismantle

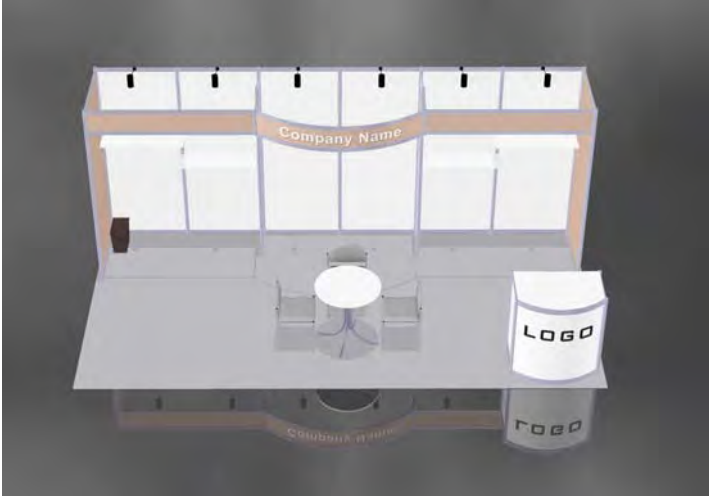
Standard Price \$2,795.00

Custom Color Price \$2,945.00

**TURNKEY RENTAL BOOTH
 ORDER FORM**

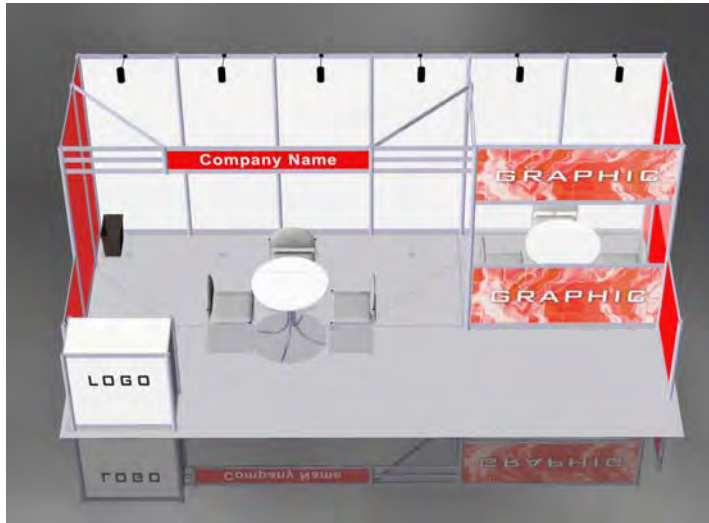


**DISCOUNT DEADLINE:
 FEBRUARY 11, 2014**



Turnkey Rental Booth 201
 10' x 20' Includes:
Grey Carpet
1 - Curved Counter with doors and logo panel
4 - Shelves
1 - Table
3 - Chairs
1 - Wastebasket
6 - Arm Lights with power
Delivery, Installation & Dismantle

Standard Price \$3,595.00
Custom Color Price \$3,895.00



Turnkey Rental Booth 202
 10' x 20' Includes:
Grey Carpet
Meeting Area with Plexi Window & Digital Graphics
1 - Counter with your company logo
2 - Tables
6 - Chairs
1 - Wastebasket
6 - Arm Lights with power
Delivery, Installation & Dismantle

Standard Price \$4,395.00
Custom Color Price \$4,695.00



Turnkey Rental Booth 203
 10' x 20' Includes:
Grey Carpet
1 - Lockable Closet / Changing room
1 - Counter with doors for storage
1 - Table
3 - Chairs
1 - Wastebasket
6 - Arm Lights with power
Delivery, Installation & Dismantle

Standard Price \$4,395.00
Custom Color Price \$4,695.00



TURNKEY RENTAL BOOTH
ORDER FORM



DISCOUNT DEADLINE:
FEBRUARY 11, 2014

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	\$2,595.00	\$2,745.00		
	Turnkey Rental Booth 102	\$2,595.00	\$2,745.00		
	Turnkey Rental Booth 103	\$2,795.00	\$2,945.00		
	Turnkey Rental Booth 201	\$3,595.00	\$3,895.00		
	Turnkey Rental Booth 202	\$4,395.00	\$4,695.00		
	Turnkey Rental Booth 203	\$4,395.00	\$4,695.00		
				7% Sales Tax	
Electrical is included to power your lights.				Total	

(Insert Header Sign Copy in Box) Black Helvetica Letters are Standard

Additional Requests: _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



INBOUND FREIGHT PROCEDURES To Avoid Additional Cost (Special Handling fees)

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

All Drivers must provide the following information on their Bills of Lading:

1. Booth Number
2. Exhibitor's Name
3. Shipper's Name
4. Piece Summary
5. Net, Gross and Tare Weight

Piece summaries must be broken into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

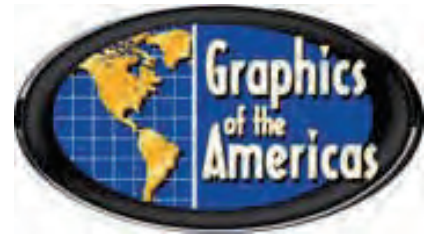
ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM.

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.



MACHINERY/DRAYAGE
"OPT IN"



DISCOUNT DEADLINE:
FEBRUARY 11, 2014

Machinery / Drayage "Opt In"

EXPO Convention Contractors, Inc. is offering the per square foot drayage option rate.

You will have an option to be billed at \$7.00 per square foot of your exhibit space for all your freight charges. For example, a 10' x 10' space is 100 square feet. A charge of \$700.00 will be billed for all the freight received, delivered, crates stored and reloaded for this space. This includes spotting one time after removal from truck directly to space. These rates are based on **straight time only**. If shipments move in and/or out on overtime EXPO will charge a 25% charge per way. Should you decided to "**Opt In**" and utilize the \$7.00 per square foot pricing, this form must be received along with payment to EXPO by the **February 11, 2014** deadline. **NO EXCEPTIONS**. Please note that once you have opted IN, you **cannot switch back** to the Drayage/machinery pricing.

We have chosen to "OPT IN" to the \$7.00 per square foot inclusive freight rate. I understand by doing so, I may not change back to the drayage/machinery rate and will be invoiced for freight by the \$7.00 per square foot rate. I understand this form plus payment must be received prior to the February 11, 2014 deadline date to receive this option. NO EXCEPTIONS.

Signature: _____ Print Name: _____

Date: _____ Booth Size: _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



DIRECT MACHINERY

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



DIRECT MACHINERY SHIPMENTS RECEIVED AT THE CONVENTION CENTER

Machinery is defined as any mechanical or electrical device that transmits or modifies energy to perform or assist in the performance of tasks. It normally requires an input as a trigger, transmits the modified energy to an output, which performs the desired task. Machinery is not displays, display walls, systems nor signage. Literature and ad specialties are not considered machinery as outlined in the machinery handling rates herein.

MACHINERY MOVE IN - ACCORDING TO SCHEDULED TARGET TIME.

***Please call to schedule Target Machinery move-in time.**

Machinery arriving at the dock will be spotted one time after removal from the truck. For the fees listed below, the following conditions must be strictly adhered to:

- The exhibitor, or his representative, is there to supervise spotting.
- The area within the booth is clearly marked to indicate the machine's position.
- No rigging, bolting, unskidding or attaching to other equipment must be done.
- Shipments arrive between 8:00am - 3:00pm. Shipments not checked in by 3:00pm could incur overtime charges if unloaded after 4:30pm.

EXHIBIT HALL - DIRECT SHIPMENTS

Rates include unloading at the Miami Beach Convention Center loading dock, delivery to booth, removal and storage of empty containers and skids, and reload on designated carrier at close of show. Rates below are for machinery only and are based on cumulative machinery weight.

** Does NOT include In-Booth Forklift work.

Forklift Service: Must be ordered at additional costs if a machine needs to be repositioned, assembled, unskidded or you require crate removal.

Van Lines: All shipments must be accompanied by a Certified Weight Ticket. Shipments will not be unloaded without a Certified Weight Ticket.

Special Handling: Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment. Carriers that do not have freight bills to cover their deliveries are required to have **CERTIFIED WEIGHT TICKETS**.

Weight	Price per CWT		# OF LBS. Round up to next 100 lbs.		Straight Time Charges
201 - 10,000 lbs.	\$30.00 per CWT	X	_____	=	\$ _____
10,001 - 20,000 lbs.	\$26.00 per CWT	X	_____	=	\$ _____
20,001 - 30,000 lbs.	\$24.50 per CWT	X	_____	=	\$ _____
30,001 - 40,000 lbs.	\$23.50 per CWT	X	_____	=	\$ _____
40,001 - Over	\$22.25 per CWT	X	_____	=	\$ _____

Rates are straight time only.

If shipment moves in and/or out on over time add 25% per way.

Machinery/Drayage "OPT"ion - Machinery square foot rate will be \$7.00 per sq. ft. - on all freight.

NOTE: ALL SHIPMENTS ARE SUBJECT TO OFF-TARGET SURCHARGES.

A 25% surcharge will apply to any shipment not meeting the scheduled target day & time.

- Rates quoted above will be billed on round trip basis.
- All shipments must have certified weight ticket.

Shrink Wrap and Metal Banding can be ordered at show site at \$75.00 per skid each.

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

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



MATERIAL HANDLING AUTHORIZATION



ADVANCE SHIPMENT DEADLINE:
FEBRUARY 18, 2014

DIRECT SHIPMENT DATE:
FEBRUARY 24, 2014

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	

200lbs. Minimum per shipment

Advance Shipment Straight Time Rate

Up to - 4,999 lbs.\$52.75 per CWT
 5,000 lbs. - 9,999 lbs.\$51.75 per CWT
 10,000 lbs. - 14,999 lbs.\$49.75 per CWT
 15,000 lbs. - 20,000 lbs.\$48.75 per CWT
 Minimum weight is 200 lbs.\$105.50

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

Deadline Date is February 18, 2014 shipments received after this date will incur an additional 25% late handling fee.

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.

Additional Surcharges based on inbound weight.
 Warehouse shipment Delivered after the deadline date. Add 25% to above rates.
 Show Site Shipment Delivered Off Target. Add 25% to above rates.
 Overtime. Add 25% to above rates.

EXPO Warehouse Hours are
 Monday through Friday; 8:30am to 3:00pm.
 Holidays excluded.

Direct Shipment Straight Time Rate

Up to - 4,999 lbs.\$52.75 per CWT
 5,000 lbs. - 9,999 lbs.\$51.75 per CWT
 10,000 lbs. - 14,999 lbs.\$49.75 per CWT
 15,000 lbs. - 20,000 lbs.\$48.75 per CWT
 Minimum weight is 200 lbs.\$105.50

Direct Address is
 Expo Convention Contractors, Inc.
 c/o Miami Beach Convention Center
 1901 Convention Center Drive
 Miami Beach, Florida 33139

Will not be accepted prior to February 24, 2014.

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.

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

CWT = 100 lbs.

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.



SHIPPING INSTRUCTIONS



DISCOUNT DEADLINE: FEBRUARY 11, 2014

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Shipping information form including fields for 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, and City, State and Zip.

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

- 8 numbered shipping instructions detailing requirements for labeling, insurance, routing, handling, and authorization.

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:

Form for Authority to Handle & Billing Instructions, including fields for Company Name, Address, Attention, Phone, Fax, City, State, Zip, Authorized by (please print), Title, and Signature.

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:



MATERIAL HANDLING INFORMATION



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**

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 handed 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.

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

Labor - Straight time \$60.00 per hour, Monday through Friday 8:00am to 4:30pm.

Overtime is \$90.00 per man hour, Monday through Friday before 8:00am, after 4:30pm, all day Saturday and Sunday.

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: \$125.00 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.



MATERIAL HANDLING Q & A



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**

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).



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

ACCESSIBLE STORAGE

**DISCOUNT DEADLINE:
 FEBRUARY 11, 2014**



ACCESSIBLE STORAGE & LABOR ORDER FORM

A storage area will be available for exhibitor's samples and literature. The area will be secured. The charge for storage as described will be **\$70.00 per skid**. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show.

Space Required: _____ cartons _____ pallets

Dates Storage is Needed: _____

To have items placed in or removed from accessible storage, please notify EXPO at the service desk and pick up accessible storage labels. Minimum charge for each delivery to the booth or return of material to storage is **\$70.00 per skid**. Maximum size per single item not to exceed 48" x 48" x 72".

LABOR & EQUIPMENT RATES

	Straight Time	Overtime
Labor (per Worker)	\$ 57.00	\$ 85.50
Forklift & Operator	\$130.00	\$195.00

As noted, the storage area will be secured: However "ALL GOODS STORED WITH EXPO ARE STORED AT YOUR OWN RISK". EXPO shall not be liable for any injury, damage, loss, theft or destruction, including, but not by way of limitation, damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by our servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God, or any act beyond our sole control. EXPO is not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turn-over goods at any particular time or place whatsoever, however, such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resales, commissions or brokerage, nor for any freight or damage.

We agree to follow the above procedures in shipment and movement of storage material.

Minimum Accessible Storage Fee \$70.00

If applicable: ___ # of Additional Skids x \$70.00 = \$ _____

Total Enclosed \$ _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com

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:
Graphics of the Americas

First Day freight can arrive w/o a surcharge:
January 24, 2014

Last day freight can arrive w/o a surcharge:
February 18, 2014

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**



For:
Graphics of the Americas

First Day freight can arrive w/o a surcharge:
January 24, 2014

Last day freight can arrive w/o a surcharge:
February 18, 2014

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

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____

**TO: EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139**



DIRECT SHIPMENT



For:

Graphics of the Americas

Must arrive on February 24th, 25th or 26th ONLY

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____

**TO: EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139**



DIRECT SHIPMENT



For:

Graphics of the Americas

Must arrive on February 24th, 25th or 26th ONLY



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

FREIGHT HANDLING

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

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

EXHIBIT INSTALLATION AND DISMANTLING

We have a contract with Local 1175 Union which claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

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

**FORKLIFT /
GROUND RIGGING**

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY (To move heavy items within the booth)				
	Straight-time Hourly Rental	143.25	186.00	
	Overtime Hourly Rental	173.00	225.00	

Please note:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and ground men will be billed at the hourly rate.

The minimum charge for labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.

Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 CAPACITY (To move heavy items within the booth)				
	Straight-time Hourly Rental	166.50	216.25	
	Overtime Hourly Rental	195.50	254.00	

Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 CAPACITY (To move heavy items within the booth)				
	Straight-time Hourly Rental	210.00	273.00	
	Overtime Hourly Rental	240.00	312.00	

Installation	
Date Needed	Time

Qty.	Item Description	Discount	Regular	Amount
RIGGING - LIFT WITH DRIVER & 2 RIGGERS				
	Straight-time Hourly Rental	358.50	474.00	
	Overtime Hourly Rental	448.50	583.00	

Qty.	Item Description	Discount	Regular	Amount
ADDITIONAL CREW - SUPERVISOR per man hour				
	Straight-time Hourly Rental	77.75		
	Overtime Hourly Rental	116.75		

Dismantle	
Date Needed	Time

Qty.	Item Description	Discount	Regular	Amount
ADDITIONAL CREW - RIGGER per man hour				
	Straight-time Hourly Rental	59.75		
	Overtime Hourly Rental	89.75		

Please indicate work to be performed: Uncrating Un-skidding Re-skidding of machinery
 Installation/Dismantling of Header Other _____

- Time necessary for workers to get tools and report to the booth, to have work checked by exhibitor and to return to the Customer Service Desk will the exhibitor to be signed out will be included in the time charged to the work order.
- Forklifts must be ordered in advance for more than the 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional equipment needs not listed above, contact EXPO Convention Contractors, Inc. Exhibitor Service Department.

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



LABOR ORDER



**DISCOUNT DEADLINE:
February 11, 2014**

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$60.00	\$82.00
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$90.00	\$123.00

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.

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

INSTALLATION

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.

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 preferred carrier: _____
Send shipment back to EXPO warehouse: (\$50.00 min. fee) _____

Services You Have Ordered (please check all that apply)
Electrical _____ Furniture _____ A/V Equipment _____
Booth Cleaning _____ Telephone/Internet _____

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

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 are? _____ Faxed to EXPO _____ Shipped w/exhibit crates

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



HANGING SIGNS & BANNERS

DISCOUNT DEADLINE: FEBRUARY 11, 2014



INSTRUCTIONS

All hanging signs must conform to Show Management rules and regulations and facility limitations.

All overhead hanging signs or banners must be handled by Expo Convention Contractors, Inc. Overhead hanging signs must be sent in separate containers directly to Expo Convention Contractors, Inc. warehouse and marked HANGING SIGN.

Hanging anchor points must be pre-fabricated and ready for use.

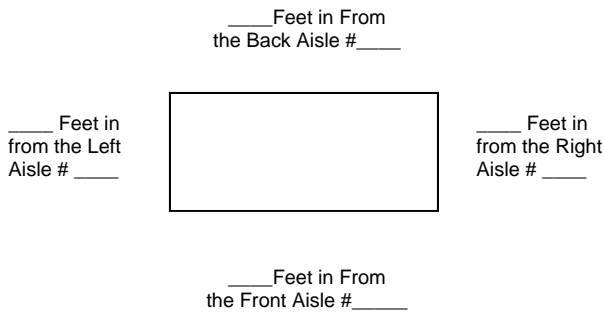
Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE order form. For Signs other than banners, include blueprint or drawing containing detailed information so hanging anchor points can be determined.

SIGN DESCRIPTION, SIZE & WEIGHT

Type: Cloth Banner _____ Metal or Wood _____ Other _____
 Shape: Square _____ Triangle _____ Rectangle _____ Other _____
 Size: Height _____ Length _____ Width _____
 Weight of sign: _____
 Does your Sign Require - Electricity _____ Assembly _____

Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beam may require your sign to be moved from your specified location.

PLACEMENT DIAGRAM



Number of feet from bottom of sign: _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

- STRAIGHT TIME - 8:00am to 4:30pm, Monday through Friday
- OVERTIME - 4:30pm to 8:00am, Monday through Friday, ALL DAY Saturday and Sunday
- CREW SIZE - MINIMUM of three people, Operator and two riggers
- MATERIALS - Cable, clamp, etc. additional & charged accordingly

EQUIPMENT WITH CREW	STRAIGHT TIME	OVERTIME
*Rates Are Per Lift Crew/Per Hour *One Hour Minimum Per Lift Crew		
Boom Lift with Crew..... (Condor/Snorkel) up to 200 lb. lift capacity	\$375.00	\$575.00
Additional crew/Assembly labor...	\$ 75.00	\$115.00

INSTALLATION ESTIMATE

Approx. Hours @ Hourly Rate = Total Estimated Cost

Install Date: _____

DISMANTLE ESTIMATE

Approx. Hours @ Hourly Rate = Total Estimated Cost

Dismantle Date: _____

SUPERVISION for installation and dismantling of overhead hanging signs can be provided by EXPO CONVENTION CONTRACTORS, INC., your company representative or display house.

Please indicate method of supervision you require:

EXPO _____ Exhibitor Personnel _____ Display House _____

*Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and will be charged accordingly.

NOTE: WE ARE NOT RESPONSIBLE FOR, LIABLE FOR, AND WILL NOT HANG ANY SIGNAGE CONSTRUCTED IN ANY MANNER DEEMED UNSAFE.

SUB-TOTAL \$ _____

No Sales Tax \$ _____

PAYMENT ENCLOSED \$ _____

Fax along with the Payment Policy form to 305.751.1298

PAYMENT POLICY: All invoices must be settled at our Service desk prior to hanging your banner. For your convenience, MasterCard, American Express, Discovercard and Visa credit cards will be accepted.

IMPORTANT: TO OBTAIN DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER. No Telephone orders accepted. Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

PLEASE PRINT

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



NON-OFFICIAL
CONTRACTOR

DISCOUNT DEADLINE:
FEBRUARY 11, 2014



For Exhibitors intending to use their own labor or contractor 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., Printing Association of Florida, City of Miami Beach and Global Spectrum 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: _____

On-Site Supervisor _____

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by **FEBRUARY 11, 2014** 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	SAMPLE	CONTACT NAME:	
		PHONE (A/C, No. Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/>	<input type="checkbox"/>				\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additionally Insured: EXPO Convention Contractors, Inc., City of Miami Beach, Global Spectrum & The Printing Association of Florida, Inc.

Exhibiting Company Name and Booth #.

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

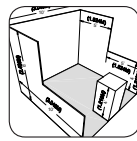
© 1988-2010 ACORD CORPORATION. All rights reserved.



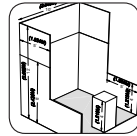
Guidelines for Display Rules & Regulations 2011 Update



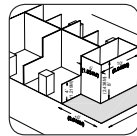
Contents



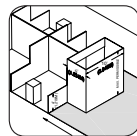
Linear Booth and Corner Booth 4



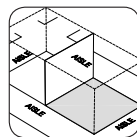
Perimeter Booth 5



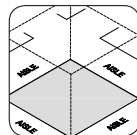
End-cap Booth 6



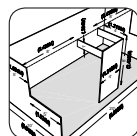
Peninsula Booth 7



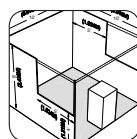
Split Island Booth 8



Island Booth 9



Extended Header Booth 10



Other Important Considerations 11

Issues Common To All Booth Types 12-13

Advisory Notes To Exhibition Organizers 14

Guidelines for Display Rules and Regulations 2011 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2011 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition and event organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

For display rules and regulations specific to an exhibition or event,
consult the exhibition or event organizer.

Linear Booth

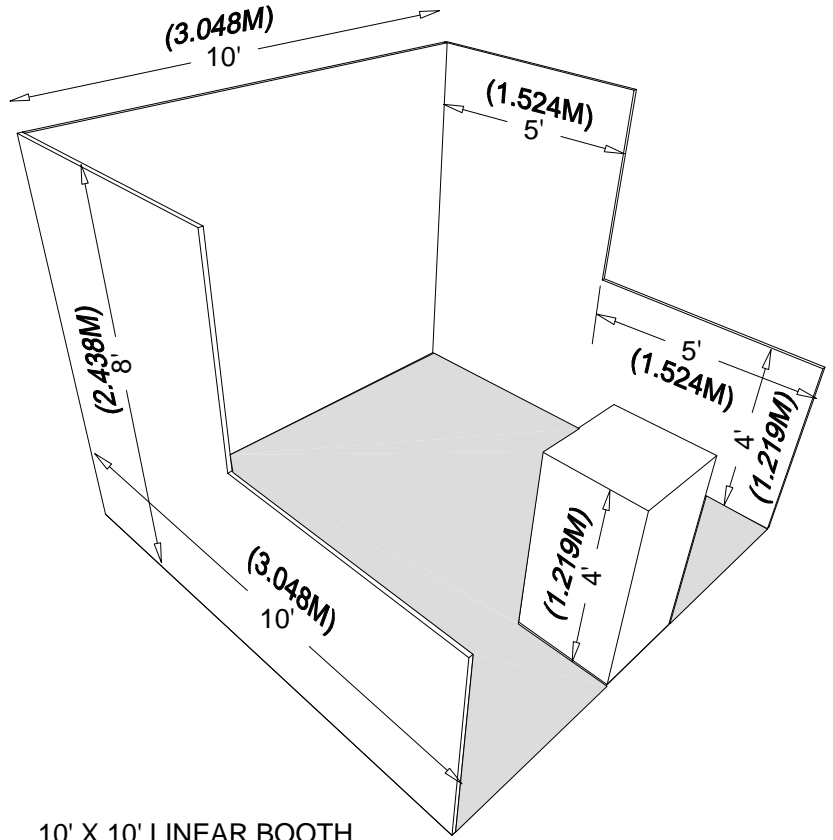
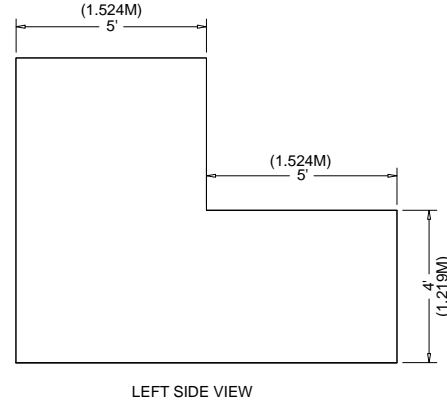
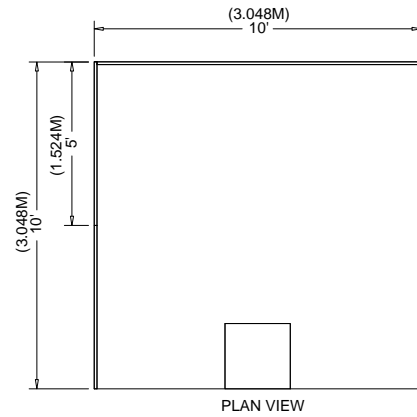
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

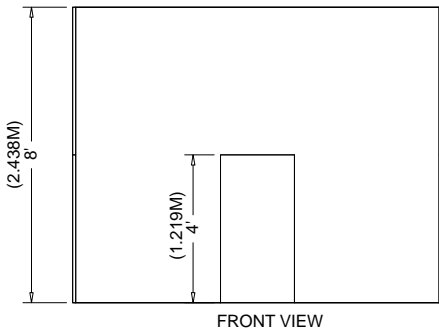
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

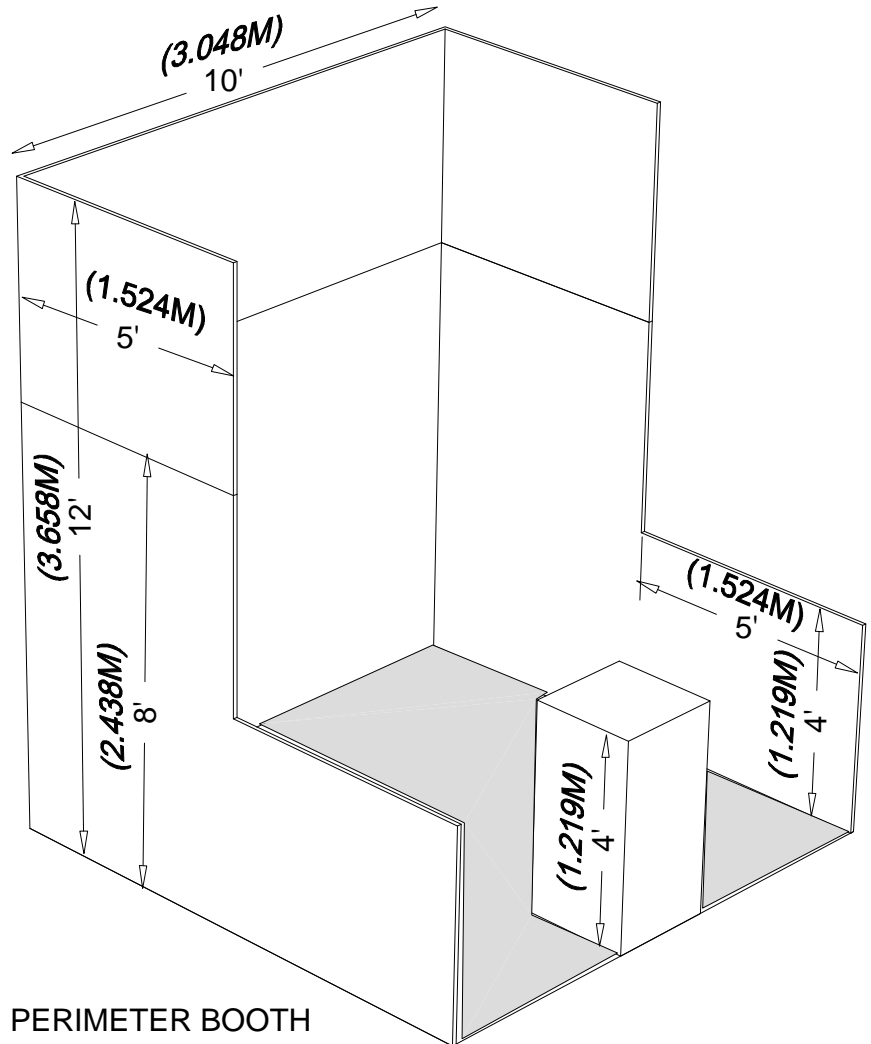
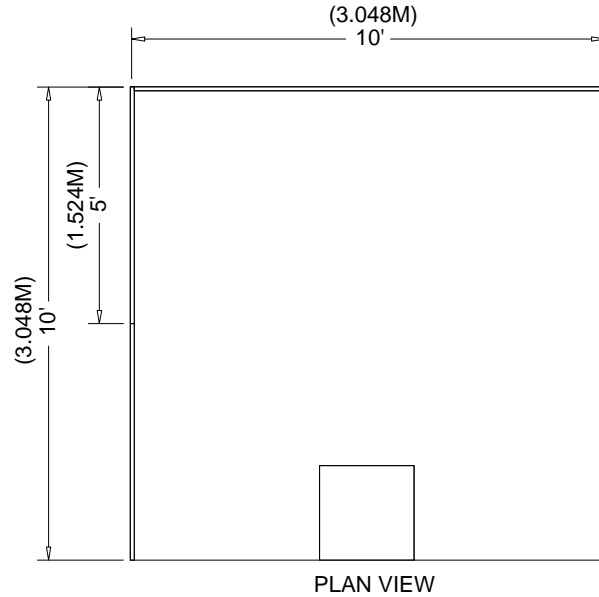
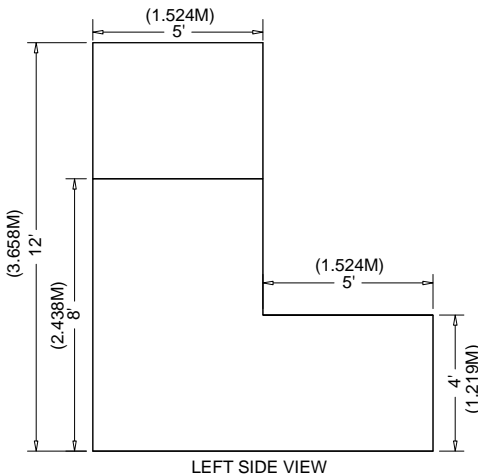
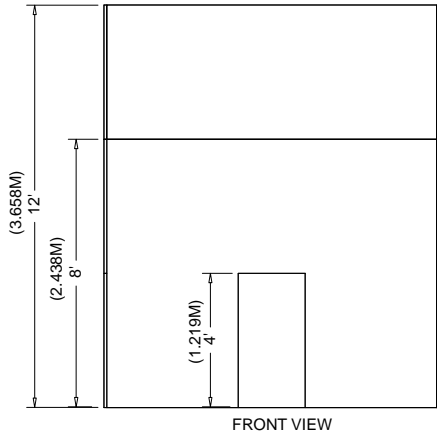


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

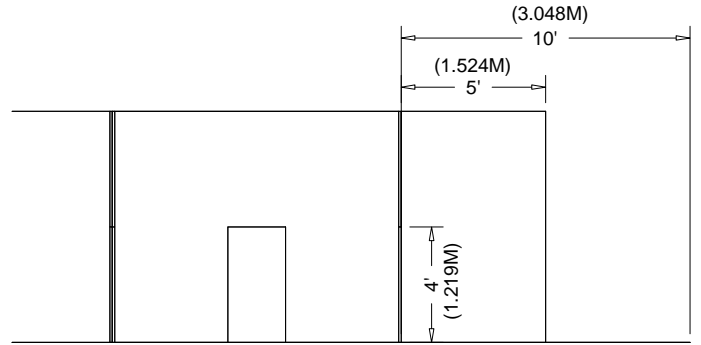


End-cap Booth

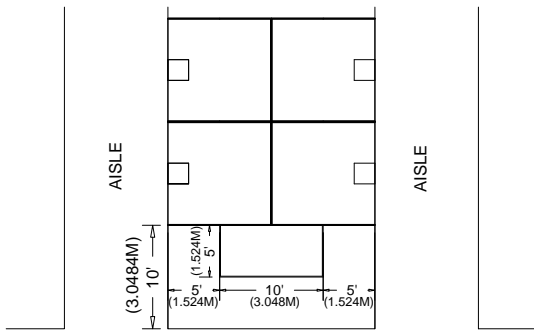
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

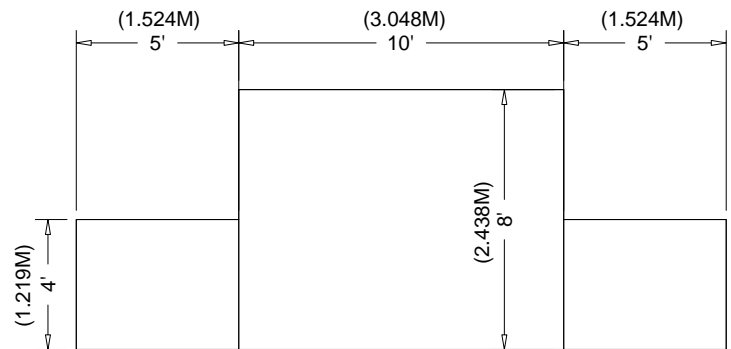


LEFT SIDE VIEW

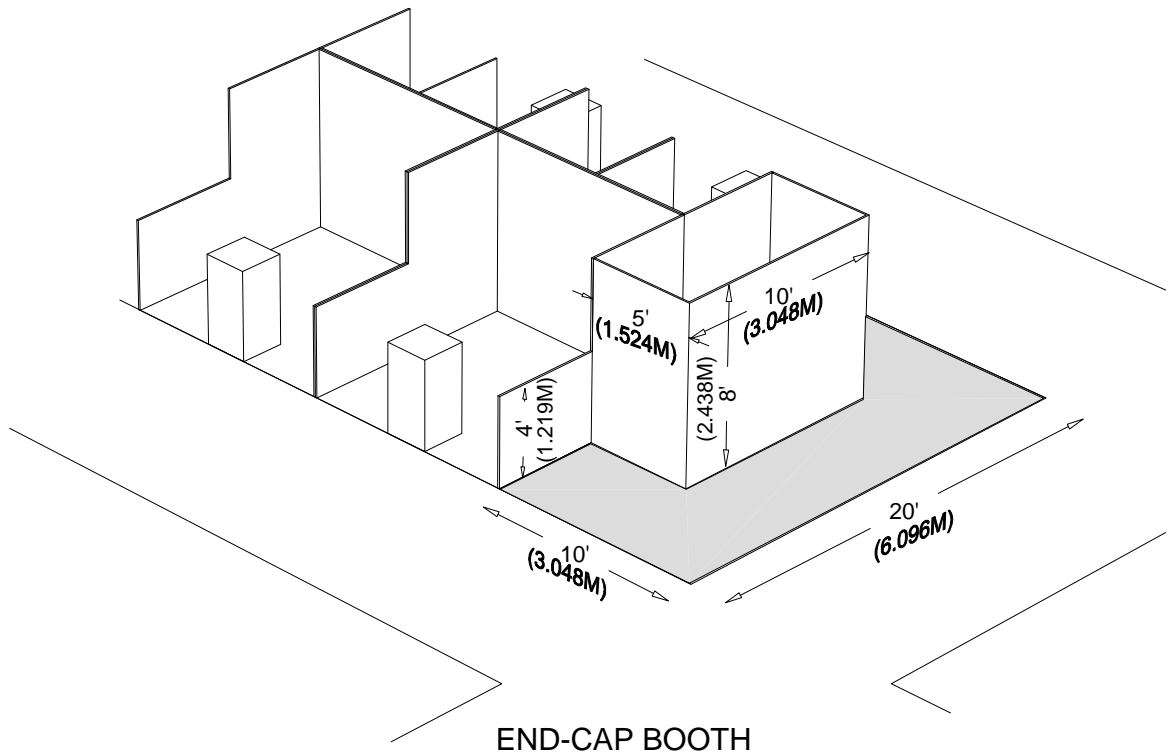


AISLE

PLAN VIEW



FRONT VIEW



END-CAP BOOTH

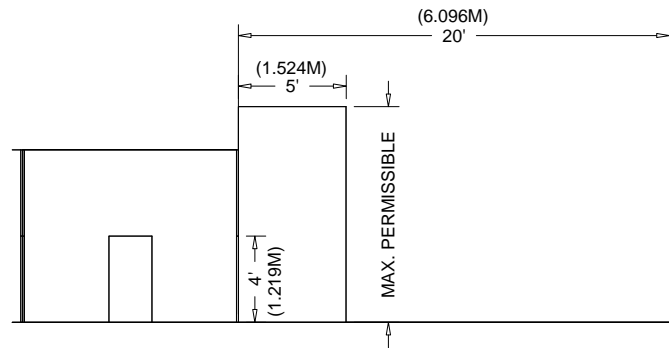
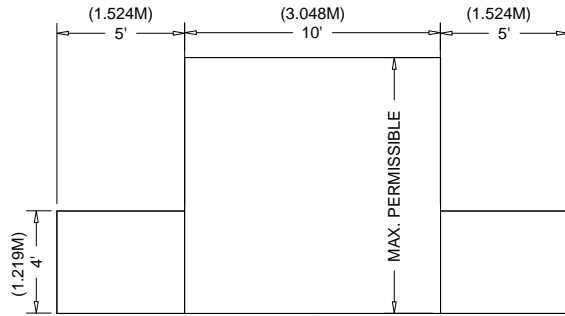
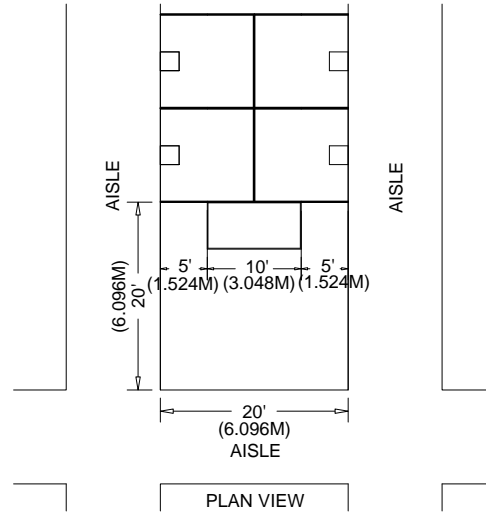
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **FREEMAN**

Peninsula Booth

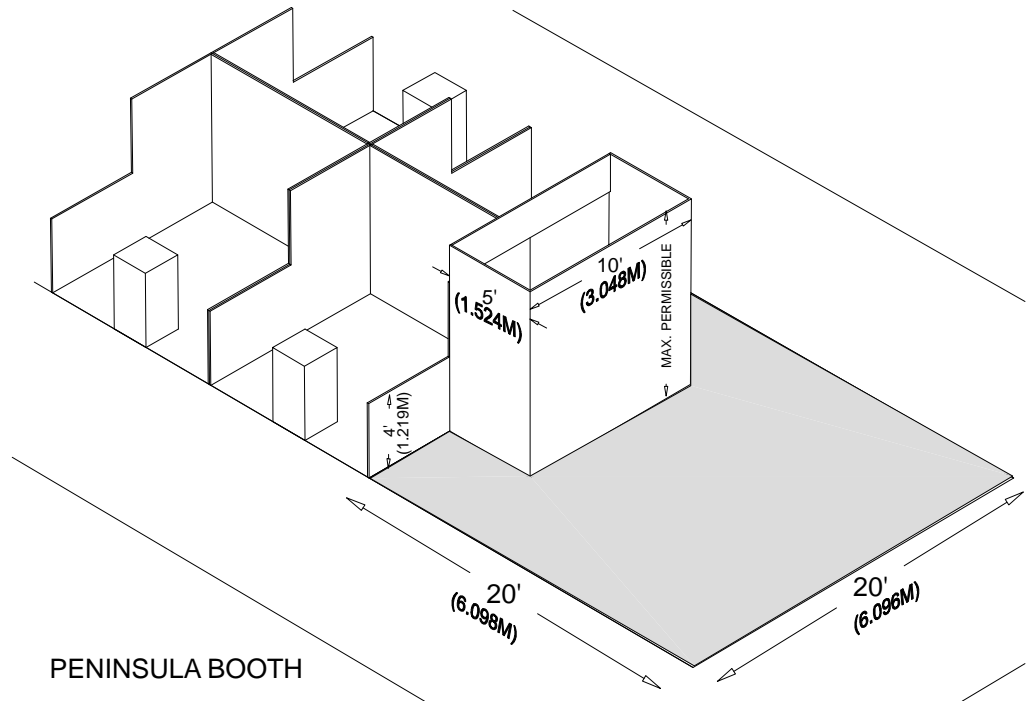
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

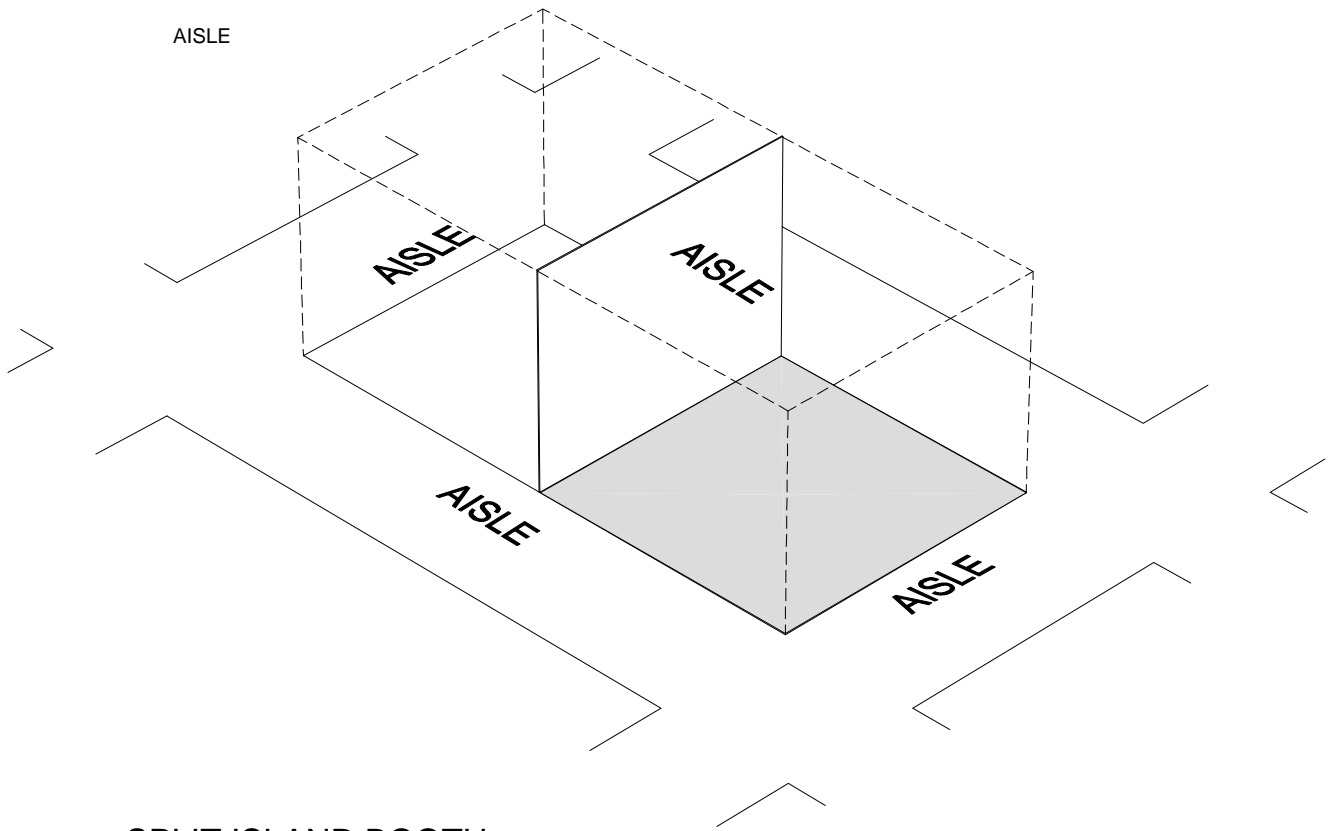
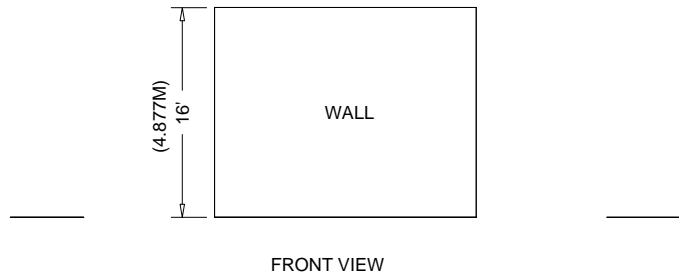
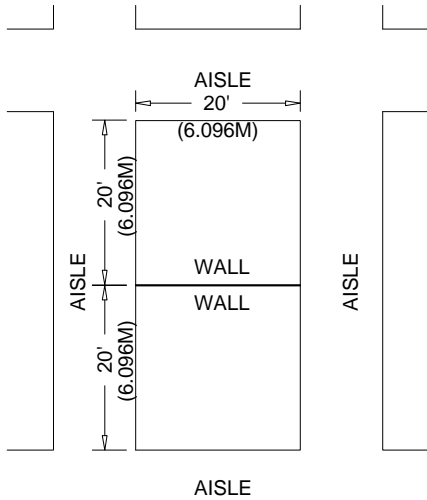
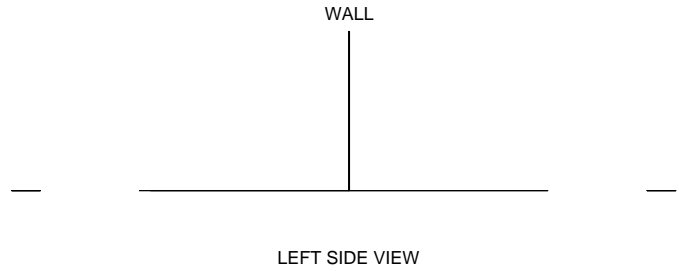


FRONT VIEW



Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

Island Booth

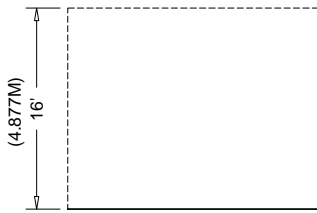
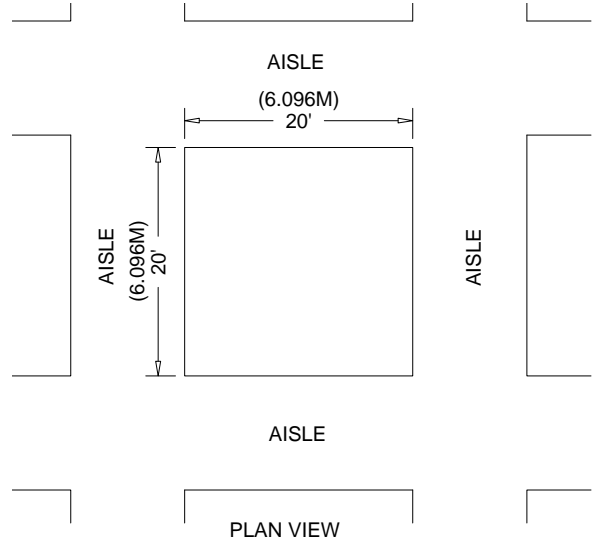
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

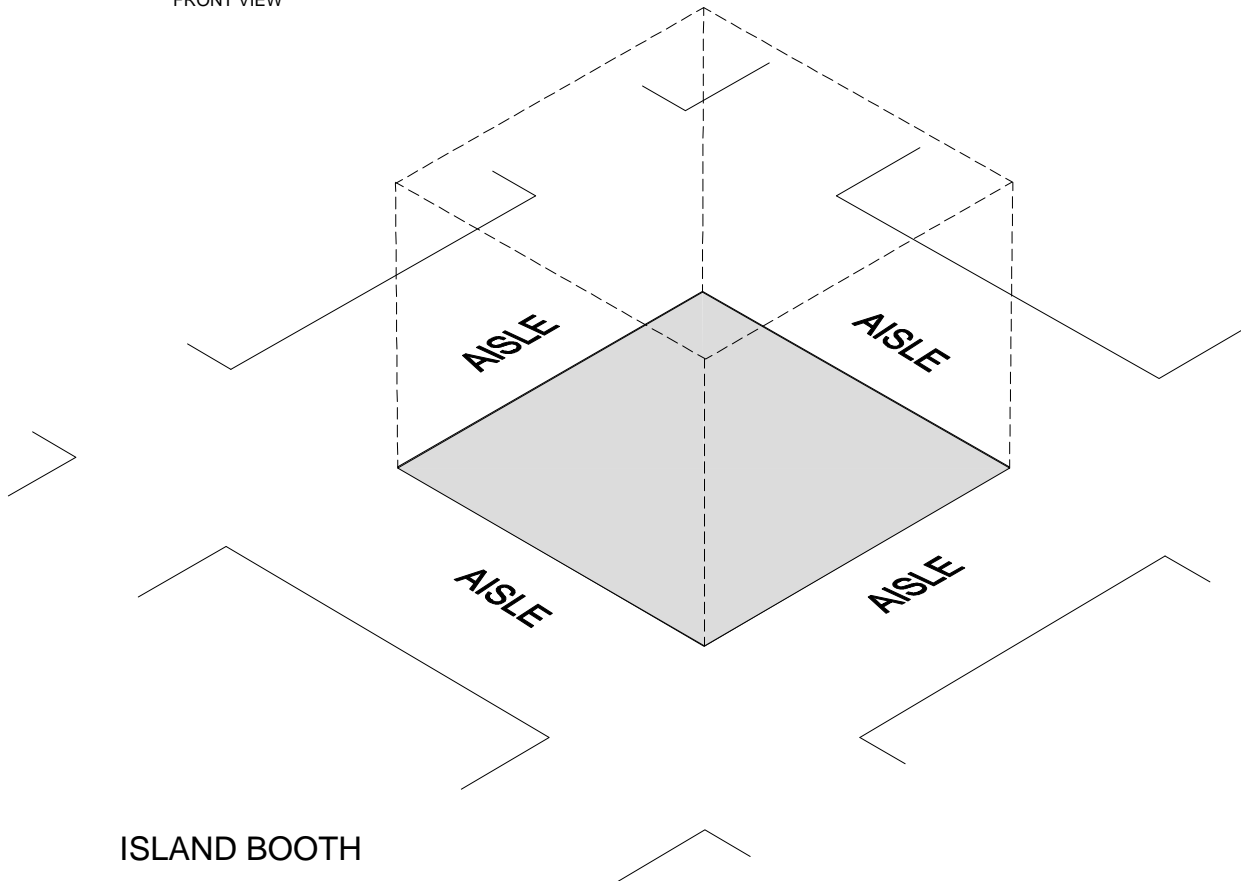
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW



This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

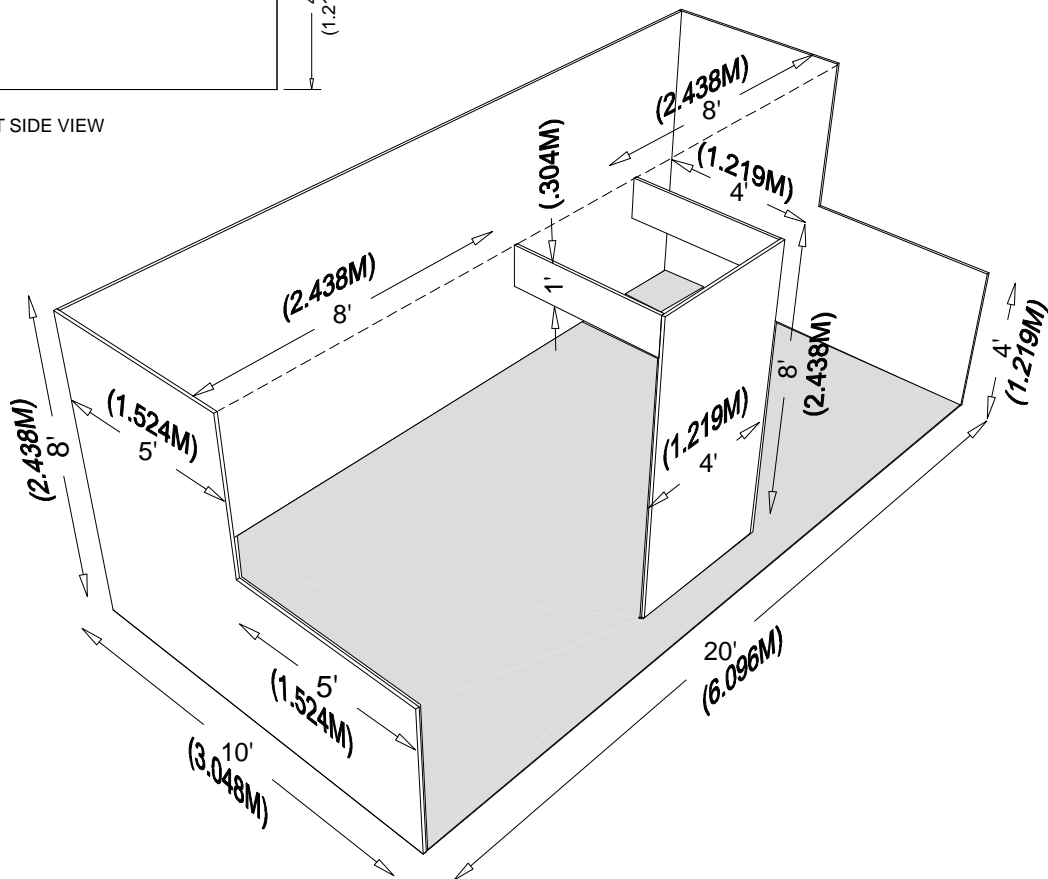
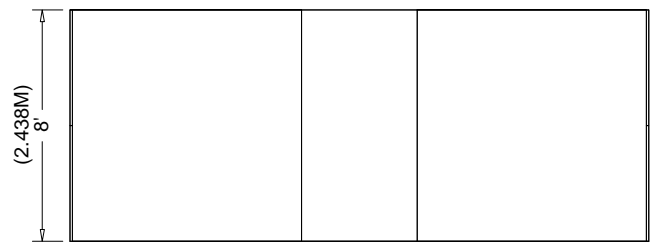
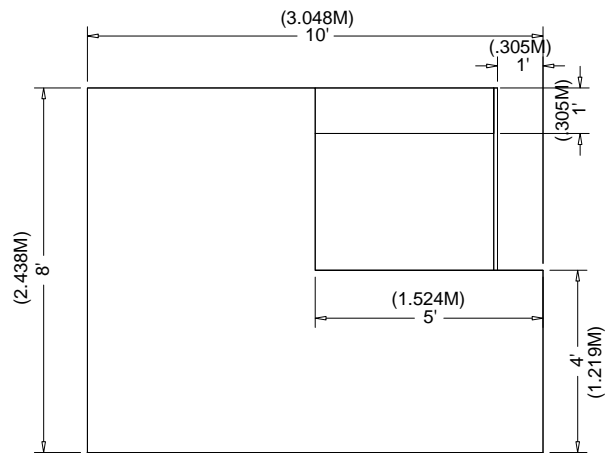
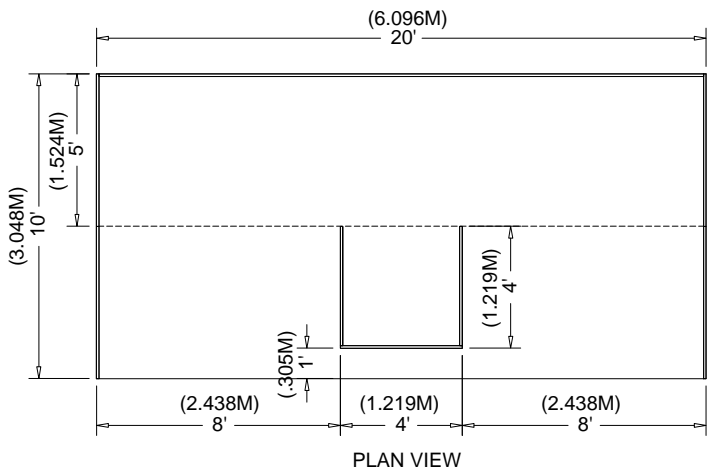
© 2011 IAEE. No cost to members in good standing for including these guidelines in exhibitor service kits and/or in their event's rules and regulations at www.tradeshowstore.com – non member rates apply.

Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

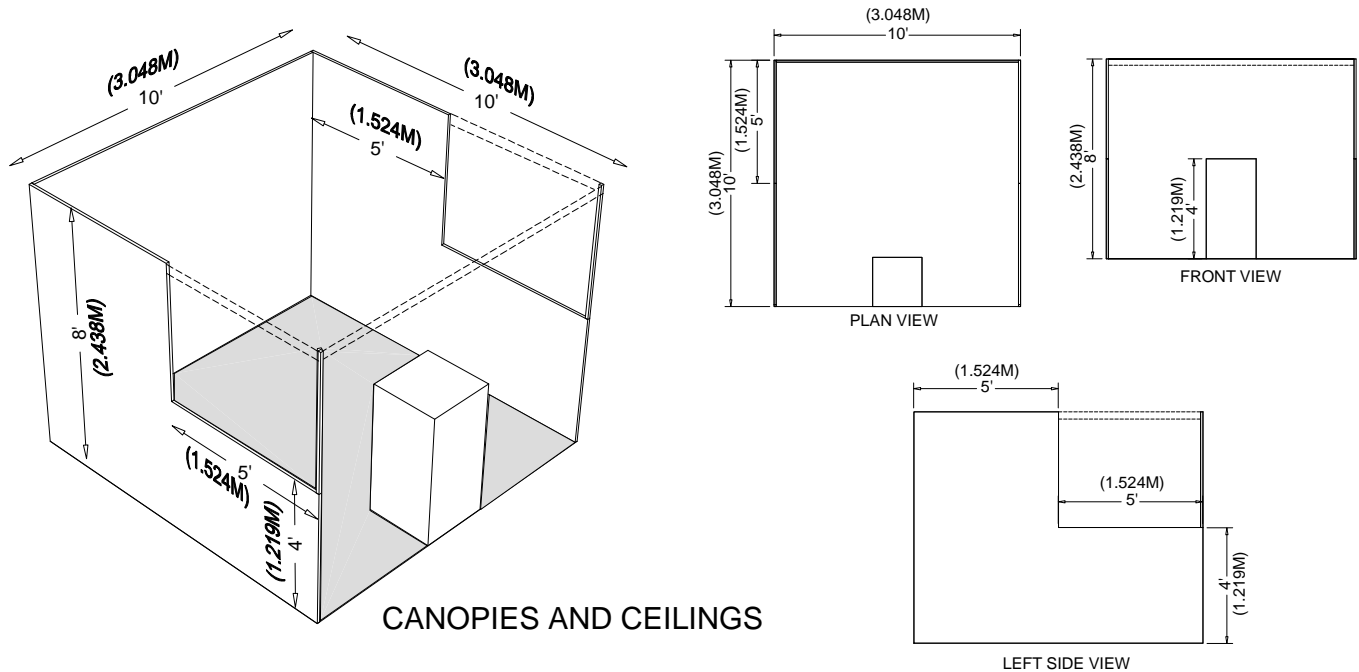
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **FREEMAN**

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



CANOPIES AND CEILINGS

Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management’s discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.usdoj.gov/crt/ada/adahom1.htm.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

(continued on next page)

Issues Common To All Booth Types *(continued)*

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although the *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have hanging signs labeled and cased separately so that they can be easily identified on site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for their exhibition based on the nature of their exhibition and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibition organizer to allow use of full cubic content in linear exhibit space or to observe the line-of-sight set-back rule. It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Organizers that permit use of cubic content in linear booths do so for one or all of these reasons:

- Cubic content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these areas.

It is prudent for the exhibition organizer considering cubic content to examine the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibition organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition.

Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large peninsulas and islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions to define exhibit space. Exhibition organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some exhibitions require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Height Variances: Height Variances may be issued for all types of booths. However, in a linear booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics, and/or logos.

Environmental Responsibility: Exhibitions, by their very nature, create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



International Association
of Exhibitions and Events

12700 Park Central Drive
Suite 308
Dallas, TX 75251-1500

www.iaee.com



CLEANING FORM



**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**

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

Carpet Vacuuming	Rate	Booth Size**	# Days	Total
_____ (Check if Needed) Vacuuming	\$0.32 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:	\$45.00 @ _____	X _____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due
_____ (Check if Needed) 6 -15 Booths:	\$55.00 @ _____	X _____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due

Specify Dates Needed: _____

Exhibit Cleaning		Rate	# of days	Total
_____ (Check if Needed)	Exhibit cleaning & dusting of display daily	\$25.00	X _____	= \$ _____
_____ (Check if Needed)	Exhibit cleaning & dusting 1 time only	\$35.00	_____ (Specify Date Needed)	= \$ _____

Specify Dates Needed: _____

Total Order	_____
7% Sales Tax	_____
Total Due	_____

Company Name _____ Booth _____
 Contact Name _____ Phone _____
 Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



GRAPHICS & SIGNS
ORDER FORM



DISCOUNT DEADLINE:
FEBRUARY 11, 2014

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 \$
25.00	45.00	8.5" x 11"					
50.00	70.00	22" x 28"					
100.00	125.00	28" x 44"					
150.00	200.00	36" x 48"					
Banners are \$10.00 per square foot & come with Grommets. (\$100 min)							
						Sub Total	
						7% sales Tax	
						Total Due	

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

Please call for quote on dimensions of graphics not shown above.

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

Contact us with questions at 305.751.1234

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 _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



Photographic Waste Control, Inc.
Protecting You and the Environment



HAZARDOUS WASTE REMOVAL

Urgent Exhibitor Bulletin!!

Environmental Protection Agency (EPA) & Department of Transportation (DOT) regulations require that all hazardous materials and photographic waste be properly removed in **approved containers** from the *Miami Beach Convention Center* at close of show. This service is available through the official show vendor,

Photographic Waste Control (PWC) ~ RDW Environmental, Inc. (RDW)

This vendor will supply all regulated waste collection containers, collect photographic waste, hazardous and non-hazardous chemical waste, and remove them at close of show.

Alternatively, the exhibiting company may remove its own hazardous materials and photographic waste from the *Miami Beach Convention Center*. **Should exhibitors leave hazardous materials or photographic waste behind after move-out, they will be billed for clean-up services.**

Please indicate below how you intend to dispose of your hazardous waste materials upon close of *Graphics of the Americas*, and return this form to us, no later than **February 3, 2014.**

We will not be using hazardous materials in our booth.

We will be removing our hazardous materials ourselves.

We will use the services of **PWC ~ RDW**

I will contact them directly at 954.965.6080, sales@fumecontrol.net, or fax this completed document.

Signed: _____ Date: _____

Please Print Name: _____

Company Name: _____ Booth # _____

COMPLETE THIS FORM AND RETURN BY FAX TO:

Photographic Waste Control ~ RDW Environmental

Attention: Bob Woodard



FAX # (954) 965 - 6008



METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02/13/14



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



COMPANY:		BTH #	
EVENT:	Graphics of the Americas		
FACILITY:	Miami Beach Convention Center		
DATES:	February 27– March 1, 2014	EVENT#	024009MI

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
SIGNATURE:		PRINT NAME:	
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 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. 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
ACH Direct Deposit
 ABA# 125000024 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.

VISA

MASTERCARD

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.

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUBTOTAL	
7% SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA DR-13 OR DR-14 TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	
TOTAL DUE	

PLEASE SIGN

 AUTHORIZED SIGNATURE

 PRINT NAME

 DATE

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 02/13/14

E M



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

COMPANY:		BTH #	
EVENT:	Graphics of the Americas		
FACILITY:	Miami Beach Convention Center		
DATES:	February 27– March 1, 2014 EVENT# 024009MI		



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 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

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.

24 HOUR SERVICES

Electricity will be turned on within 2 hours of show opening and off within 1 hour of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

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

Form 120/208-042012TAX

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)	_____	_____	53.00	79.00	_____
1000 WATTS (10 AMPS)	_____	_____	69.00	105.00	_____
1500 WATTS (15 AMPS)	_____	_____	95.00	140.00	_____
2000 WATTS (20 AMPS)	_____	_____	119.00	178.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	78.00	117.00	_____
10 AMPS	_____	_____	133.00	200.00	_____
15 AMPS	_____	_____	152.00	228.00	_____
20 AMPS	_____	_____	189.00	284.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	250.00	376.00	_____
30 AMPS	_____	_____	297.00	446.00	_____
60 AMPS	_____	_____	408.00	612.00	_____
100 AMPS	_____	_____	643.00	966.00	_____
200 AMPS	_____	_____	1138.00	1706.00	_____
480 VOLT THREE PHASE					
20 AMPS	_____	_____	500.00	752.00	_____
30 AMPS	_____	_____	594.00	892.00	_____
60 AMPS	_____	_____	817.00	1224.00	_____
100 AMPS	_____	_____	1287.00	1912.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 3.25 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS	_____	23.00	_____
POWER STRIPS	_____	23.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	80.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun. & holidays)	_____	120.00	_____

PLACE TOTAL HERE

COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

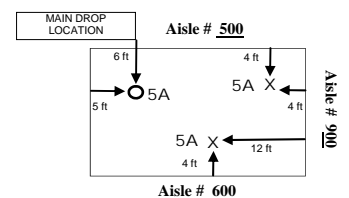
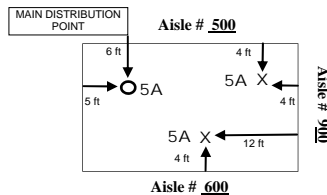
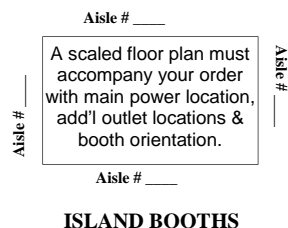
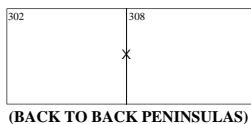
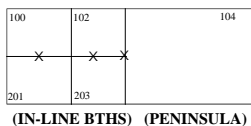
The "Method of Payment Form" must be completed and returned with this order form.

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.



ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/13/14



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

COMPANY:		BTH #	
EVENT:	Graphics of the Americas		
FACILITY:	Miami Beach Convention Center		
DATES:	February 27– March 1, 2014	EVENT#	024009MI



ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

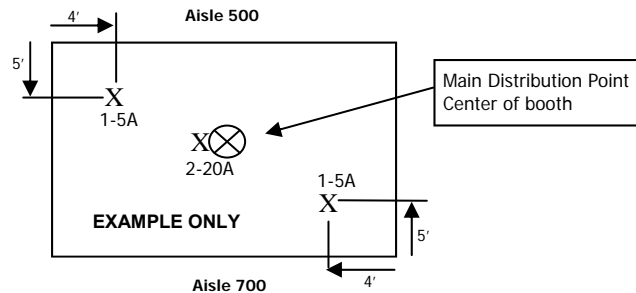
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| 1. Electrical distribution under carpet | 6. Overhead power distribution |
| 2. Data/network cable under carpet | 7. Overhead coaxial (network) cable distribution |
| 3. Connection of all 208V or higher services | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs | 9. Hardwiring of any electrical apparatus |
| 5. Installation of lighting requiring tools for installation | |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/13/14



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

COMPANY:		BTH #	
EVENT:	Graphics of the Americas		
FACILITY:	Miami Beach Convention Center		
DATES:	February 27- March 1, 2014	EVENT#	024009MI

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 80.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays
 Overtime 120.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 210.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

**PLEASE PROVIDE CREDIT CARD INFORMATION
 ON THE METHOD OF PAYMENT FORM**

Credit card information must be on file before any of the requested labor is performed.

LIGHTING ORDER FORM

Advance Payment Deadline Date: 02/13/14

E M



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

COMPANY:		BTH #	
EVENT:	Graphics of the Americas		
FACILITY:	Miami Beach Convention Center		
DATES:	February 27– March 1, 2014 EVENT# 024009MI		



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

OVERHEAD LIGHTING (Does not include labor or lift time to install or remove)



- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available

Call for a quote for labor & lift cost

	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
1000 WATT OVERHEAD LIGHT	_____	245.00	368.00	_____
ST LABOR (Install and/or remove fixture)	_____	75.00	75.00	_____
OT LABOR (Install and/or remove fixture)	_____	150.00	150.00	_____
LIFT (Install and remove fixture)	_____	195.00	195.00	_____

TRACK LIGHTING (Track & fixture includes power and 1 hour labor for install and removal)



- 50 Watt MR 16 Fixtures
- Adjustable fixtures
- Low heat
- Beam spread 23-26°
- High intensity, output lights
- Color consistency for jewelry & art

	QTY	ADVANCE	REGULAR	TOTAL
4' TRACK WITH 2 FIXTURES	_____	143.00	229.00	_____
4' TRACK WITH 3 FIXTURES	_____	173.00	259.00	_____
4' TRACK WITH 4 FIXTURES	_____	203.00	289.00	_____
ADDITIONAL MR16 LIGHT FIXTURES	_____	42.00	42.00	_____

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator.

ARM & POLE LIGHTS (Lights include power and 1 hour labor for install and removal)



- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths

	QTY	ADVANCE	REGULAR	TOTAL
ARM LIGHT	_____	101.00	152.00	_____
8 FOOT POLE LIGHT WITH 1 FIXTURE	_____	82.00	123.00	_____
8 FOOT POLE LIGHT WITH 2 FIXTURES	_____	164.00	246.00	_____

PLACE TOTAL HERE		
COMPANY:	BOOTH #:	
AUTHORIZED SIGNATURE:		
PRINT NAME:	DATE:	

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.

PLUMBING ORDER FORM

Advance Order Deadline Date: 02/13/14

E M



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

COMPANY:		BTH #	
EVENT:	Graphics of the Americas		
FACILITY:	Miami Beach Convention Center		
DATES:	February 27-March 1, 2014	EVENT#	024009MI



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, please 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	\$231.00	\$347.00	_____
_____ Additional Connections within 20' of Outlet	\$147.00	\$221.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	\$15.00/cfm	\$23.00/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	\$193.00	\$290.00	_____
_____ Additional Connections within 20' of Outlet	\$155.00	\$233.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

_____ Drain Outlet	\$155.00	\$233.00	_____
_____ Additional Connections within 20' of Outlet	\$155.00	\$233.00	_____
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	\$77.00	\$116.00	_____
_____ 51 – 200 Gallons	\$120.00	\$180.00	_____
_____ 201 – 500 Gallons	\$155.00	\$233.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	\$10.00	\$15.00	_____

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

_____ ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	\$69.00	_____
_____ OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	\$103.00	_____

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:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

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 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the 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 its 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 will apply when 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 will apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. 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 please 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.

How do you recognize your **new #1 client?**

With **complete prospect profiles** captured with **X•Press Leads**.

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X•Press Connect Plus

- Our portable handheld wireless scanner
- Scans anywhere
- Full color display
- Real-time leads list
- Optional Bluetooth printer



X•Press Connect

- Scan or type badge ID on your mobile device
- Real-time leads list
- Review, add notes and qualifiers
- Set Appointments
- Fast email followup



System Requirements:

Android – compatible with phones and tablets (2.x or higher)
Apple iOS – compatible with phones and iPads (3.x or higher)
3 megapixel or higher camera is recommended

X•Press LeadKey

- View and sort leads anytime
- Uses your PC
- Instant access to leads
- Add notes easily



X•Press LeadPro

- Stand-alone, desktop unit
- Instant printout
- Unlimited paper supply
- Complimentary USB flash drive



LeadPro requires
120 volt AC outlet

Leads are available 1 business day post-event at www.xpressleadpro.com/leads for no additional charge. All orders include onsite and post show tech support.

X•Press Extras Tools that save time and increase sales

Exhibit Tracker

X•Press Exhibit Tracker lets prospects come looking for you.

- **FREE** to exhibitors
- Attendees are given your name, contact info and web site
- Allows prospects to contact you directly

Email Blasts

Use X•Press Email Blasts for effective follow-up while your company is fresh in your prospect's minds.

- Personal greetings
- Highlights your unique message and brand
- Fully formatted HTML

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Target ideal prospects for your organization.

- **Customize qualifying questions**
- Identify customer interests
- Simplify your follow up

X•Press DITP

Save time onsite with DITP—Delivery, Installation, Training and Pick-up, at your booth.

- **Saves time**
- Guarantees proper setup
- Staff training

Convention Data Services | 107 Waterhouse Road | Bourne, MA 02532

www.xpressleadpro.com | 1-800-746-9734 | 1-508-743-0197 | xpressleadpro@cdsreg.com

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Or scan the QR code to launch videos.



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Use Show Code: GRAP024

Fax both order pages to **1.508.759.4238**

Save 10% Complete Lead Management Packages Include: the Lead Retrieval System, 20 Custom Sales Qualifiers for targeted post-show follow up, and XPress DITP (Delivery, Installation, Training and Pick-up Service to your booth). All packaged together with a 10% savings taken off the cost.



XPress Connect Plus Package - Lead Retrieval on Our Smart Phone
We've loaded our full-featured XPress Connect App onto our state-of-the-art Android smart-phone (Mobile device provided). Take notes, qualify, review your leads list and rate leads. Leads uploaded in real-time to our password protected website.

Add a Connect Plus Printer - Add a Bluetooth printer for hardcopy leads printout. One per unit

QTY	EARLY*	ADVANCE*	STANDARD**	TOTAL
	thru 01/03/14	thru 01/31/14	after 01/31/14	
<input type="checkbox"/>	\$560	\$640	\$760	_____
<input type="checkbox"/>	+\$75	+\$85	+\$95	_____



XPress LeadKey Package - Plug-and-Play PC Solution
Use your laptop to capture leads using a USB flash drive with XPress Leads software program and scanner. Leads can be saved directly to laptop's hard drive. Requires Windows 2000 or greater, 2 USB 1.1 connections and .NET Framework. NOT compatible with MACs.

<input type="checkbox"/>	\$505	\$590	\$710	_____
--------------------------	-------	-------	-------	-------



XPress LeadPro Package - All-In-One Desktop Solution
Easy-to-use product for those who want everything in one, simple unit. The built in printer gives instant access to leads and complimentary USB flash drive stores prospect information. The XPress LeadPro requires electricity.

<input type="checkbox"/>	\$460	\$545	\$660	_____
--------------------------	-------	-------	-------	-------



XPress Connect - Licensed App for YOUR Mobile Device
Use your own mobile device to scan or type badge ID for real-time lead information. XPress Connect features include standard qualifiers or surveys, fast email "follow-up", schedule appointments (iPhone only), lead rating, view real-time statistics and the ability to work offline. Leads available online during and after the event.

Additional Licenses - Get a license for each person in your booth and increase your leads

System Requirements:				
Android – compatible with phones and tablets (2.x or higher)				
Apple iOS – compatible with phones and iPads (3.x or higher)				
3 megapixel or higher camera is recommended				
<input type="checkbox"/>	\$335	\$390	\$450	_____
<input type="checkbox"/>	\$125 for each additional license			

Individual Lead Retrieval Units - Please see product descriptions above

Individual XPress Connect Plus - features listed above without the DITP and Custom Qualifiers	<input type="checkbox"/>	\$425	\$475	\$540	_____
Add the Connect Plus Bluetooth Printer - One per unit, available for Connect Plus Only	<input type="checkbox"/>	+\$75	+\$85	+\$95	_____
Individual XPress LeadKey - features listed above without the DITP and Custom Qualifiers	<input type="checkbox"/>	\$365	\$415	\$475	_____
Individual XPress LeadPro - features listed above without the DITP and Custom Qualifiers, Includes USB	<input type="checkbox"/>	\$315	\$370	\$430	_____

XPress Extras - Optional Services (prices listed below are per unit)

XPress eBlast Email Service XPress eBlast is the complete event email campaign solution. Send custom HTML or plain text emails to your leads, complete with a personalized greeting and your company's unique message. - this is a post-show service	<input type="checkbox"/>	\$205	\$255	\$300	_____
XPress Custom Sales Lead Qualifiers Available for all systems to enhance your post-show follow up. Target ideal prospects! Submit customized qualifiers with an online order or by email to xpressleadpro@cdsreg.com . - 20 lines with a 22 character limit	<input type="checkbox"/>	\$100	\$120	\$155	_____
XPress DITP Service Delivery, Installation, Training and Pick-up Service. Ensure your booth staff learns tips to maximize results.	<input type="checkbox"/>	\$100	\$120	\$155	_____

Protect your lead retrieval equipment if lost or damaged by including the equipment waiver with your order.

Company Name: _____

ORDER ONLINE and SAVE \$10 : www.xpressleadpro.com

Use Show Code: GRAP024

Fax both order pages to **1.508.759.4238**

Subtotal	=	
Sales Tax 6%	+	
Optional Equipment Waiver (cost is per unit)	QTY ____ X \$75	=
Processing Fee (No Fee for ordering online)	+	\$10.00
TOTAL (US dollars)	=	63



Leads are available 1 business day post-event at www.xpressleadpro.com/leads for no additional charge.
All orders include onsite and post event tech support.

CONTACT

COMPANY: _____

CONTACT NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ BOOTH #: _____

PHONE: _____ FAX: _____

EMAIL: _____

COMPANY WEB ADDRESS: <http://www.>_____

All orders will be confirmed by email.

PAYMENT

PAYMENT METHOD: MC VISA AMEX

CARD NUMBER: _____

NAME ON CARD: _____

EXPIRATION DATE: _____ "Convention Data Services" will appear on your credit card statement.

SIGNATURE: _____

Questions? Please Call:

1-800-746-9734

1-508-743-0197

or email:

hgossnell@cdsreg.com

Fax both order pages to:
1-508-759-4238

**NO REFUNDS WITH-IN 30 DAYS
OF SHOW OPENING**
*All other order cancellations are
subject to a \$100.00 cancellation fee
**Onsite orders limited to availability



Authorization

Your signature denotes acceptance of the Terms & Conditions on both pages of this order form and is required prior to processing.

SIGNATURE: _____

PRINT NAME: _____ DATE: _____

Terms & Conditions

1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**

- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received. **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.**
- 4) Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELLED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X Press LeadKey orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) The X Press LeadPro requires electricity. No partial refunds will be allowed onsite should exhibitor fail to order electricity for X Press LeadPro orders. If you do not have electricity, and need an alternative unit, an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 7) The customer agrees to return any equipment to CONTRACTOR in the same condition. The customer agrees to the immediate payment, upon request by CONTRACTOR for all damages or loss of equipment, except such as may result from normal operation thereof; and the customer acknowledges and understands that the applicable replacement cost is as follows:

STANDARD EQUIPMENT REPLACEMENT COSTS

X*Press Lead Pro Unit	\$2000.00
X*Press Connect Plus	\$1000.00
X*Press Connect Plus Remote Printer	\$1000.00
X*Press Connect Plus Bluetooth Adaptor	\$500.00
X*Press LeadKey	\$500.00
Barcode Scanner	\$1000.00

X*Press Connect Plus: AC Adapter for Blue Tooth Printer \$250; Unit Power Adapter: \$25.00; Carrying Case: \$50.

The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

- 7a) If purchased, and paid for in full, the Loss Damage Waiver coverage protects the exhibitor from liability of accidental damage or theft to the CONTRACTOR'S device up to, and only includes the replacement value of the covered unit. Exhibitor must report loss or damage to CONTRACTOR'S Lead Retrieval Desk immediately. To honor Loss Damage Waiver policy for units believed to be stolen, exhibitor must file a police/security report and provide a copy of such report to the CONTRACTOR. If copy of report is not received within 7 business days of the event end date, LDW is considered null and void and the exhibitor will be charged for the full replacement value of the equipment.
- 8) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 9) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 10) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 11) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.

Capture, Collect and Manage all your leads... with ease



Turn your leads into customers by keeping in touch using Convention Data Service's X•Press Exhibit Tracker.

X•Press Exhibit Tracker lets prospects come looking for you

X•Press Exhibit Tracker is an online tool that provides attendees with a list of the exhibitors they visited, as well as links to exhibitor contact information and web sites. Your organization name and web site URL appear in a linked list that puts attendees one click away from your complete contact details. Exhibit Tracker is live immediately following the event while the impression you left on attendees is still fresh in their minds.

Main Exhibit Tracker page lists your company and web site address

Popup window provides complete contact information



X•Press Exhibit Tracker is **FREE** with the purchase of CDS Lead Retrieval

Features

- Personalized email directs attendees to the Exhibit Tracker web site
- Custom page lists exhibitors visited by each attendee
- Exhibitor's name linked to popup with contact information
- Direct link to the exhibitor's web site

Benefits

- Lengthens exposure to attendees for months after the show
- Increases exhibiting return on investment
- Encourages attendees to contact you directly

Sign up included with a lead retrieval order at no cost and will keep attendees visiting your company for months after the show



X•Press Leads Exhibitor Success Kit



The X•Press Leads Exhibitor Success Kit was created by Convention Data Services. ©2010. All Rights Reserved.

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Background

Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries. It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment



Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

Lead Goal Formula

$$\begin{array}{r} \text{Number of Exhibit Hours} \\ \times \text{ Number of Exhibit Staff} \\ \times \text{ Interactions Per Hour} \\ \hline = \text{ Total Lead Goal} \end{array}$$

Example

$$\begin{array}{r} 18 \text{ exhibit hours} \\ \times 3 \text{ exhibit staffers} \\ \times 4 \text{ leads collected per hour} \\ \hline = 216 \text{ leads to collect, } 72 \text{ leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.



Pre-show: Setting Goals (cont'd)

Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{ Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{ Total Value of Each Lead} \end{array}$$

Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ } 1/3 \text{ (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{ Cost Per Lead} \end{array}$$

Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.



Pre-show: Getting Ready

Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information. This information can also be used for rating leads.

Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead



Pre-show: Getting Ready (cont'd)

Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.



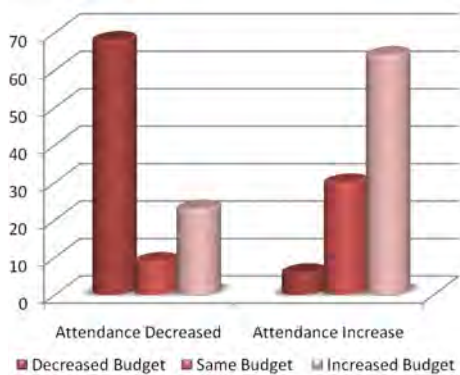
Pre-show: Getting Ready (cont'd)

Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.



Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.

X•Press Exhibit Tracker

The X•Press Exhibit Tracker is a marketing program that sends a post-show email to attendees providing links and contact information of the exhibitor's booths they visited. Each exhibitor name is linked to a contact card with additional exhibitor details including a link to their company website. The Exhibit Tracker is free to exhibitors.



Pre-show: Getting Ready (cont'd)

Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualify each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.



Onsite: Collecting Leads

Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

X•Press Leads Family of Products



Onsite: Collecting Leads (cont'd)

Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.



Post-show: Closing the Deal

Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

One business day after the event close, the leads you collect on X•Press Leads equipment will be posted to X•Press Leads Central. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.



Post-show: Closing the Deal

Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

METRICS

Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!



Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours		<input type="text"/>	<input type="text"/>
Number of Booth Staff	X	<input type="text"/>	<input type="text"/>
Interactions Per Hour	X	<input type="text"/>	<input type="text"/>
Total Lead Goal	=	<input type="text"/>	<input type="text"/>

Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		<input type="text"/>	<input type="text"/>
Average Closing Percentage	X	<input type="text"/>	<input type="text"/>
Average Sale Value	X	<input type="text"/>	<input type="text"/>
Total Leads Value	=	<input type="text"/>	<input type="text"/>
Total Lead Goal	÷	<input type="text"/>	<input type="text"/>
Total Value of Each Lead	=	<input type="text"/>	<input type="text"/>

Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*		<input type="text"/>	<input type="text"/>
Number of Leads Collected	÷	<input type="text"/>	<input type="text"/>
Cost Per Lead	=	<input type="text"/>	<input type="text"/>

*Include all exhibiting expenses including booth, travel, entertainment, etc.

Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		<input type="text"/>	<input type="text"/>
Cost of Exhibiting	-	<input type="text"/>	<input type="text"/>
Total Event ROI	=	<input type="text"/>	<input type="text"/>

Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Exhibiting Objectives

Campaign Message(s)

Promotional Vehicles

X•Press VIP Guest Pass
 X•Press Exhibitor Emails
 X•Press Email Blast
 X•Press Attendee List

Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

Ordering Information

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Smart City Wireless Services • Miami Beach Convention Center

Wi-Fi Quick Access Guide

Wireless services are now a self-service option you may purchase at any time.



- 📶 Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- 📶 You should see a page resembling the graphic shown.*
- 📶 If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- 📶 If you have already created an account and are returning for an additional session click LOGIN.
- 📶 *Please note User Name and Password are Case SensiTive.*

*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet".

Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.

- 📶 **Exhibitor Internet** - Available in *Exhibit Halls only* on the 5Ghz frequency only. **Not** available in common areas (hallway, meeting rooms or lobby areas). Price is \$79.99 / 24 hr; \$159.99 / 3 day; \$239.99 / 5 day (up to 1.54Mbps up/1.54Mbps down).
- 📶 **Instant Internet** - Available in *Meeting rooms, common areas, and lobby areas only*. **Not** available in Exhibit Halls. \$12.95 per 24 clock hours per device (up to 256k up/512k down).
- 📶 **Free Internet** - *Limited to lobbies and common areas only*. **Not** available in Meeting Rooms. One session per calendar day (up to 128k up/256k down).



Questions? Please call Smart City at
888-446-6911

**Also Available from Smart City:
Wired Internet and Telephone Services**



Smart City
 5795 W. Badura Ave, Suite 110
 Las Vegas, Nevada 89118
 888-446-6911
 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	Sec Code:
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smarcitynetworks.com/Facilities/Locations.aspx](http://smarcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restricted LD) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
				SUBTOTAL	
Unused portions of deposits returned with final billing.				ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%	
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001				GRAND TOTAL	

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2014 - 047 -
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ORDER ON LINE: <https://www.smarcitynetworks.com/order/center.aspx?center=047>

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Terms and Conditions / Payment Options

<ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 256 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. 	<ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Credit Card restriction will only allow "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice.
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(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<ol style="list-style-type: none"> 23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: SMART CITY. 25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. 	<p style="text-align: center;">Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>
--	--

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2014 - 047 -	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=047>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Miami Beach CC (047) - FL Company Name: _____
Show: _____ Booth / Room #: _____
Customer / Ref #: 2014 - 047 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____ Date _____

Printed Name _____ Title _____



SHOW OFFICIAL MEANS:

- NO EXPENSIVE SHIPPING/STORAGE FEES!
- Free On-Site Technical Support
- Delivery, Installation & Testing Included
- Pre-Carpet Cable Installation Included
- Replacement Equipment On-Site
- All Pricing Is For Entire Show



ONLINE ORDERING NOW AVAILABLE! - WWW.CCREVENTS.COM/ORDER.ASPX

Call Toll Free: 877-292-0101 ~ exhibitor@ccrevents.com ~ www.ccrevents.com ~ fax: 770-907-0103

Send Payments To: 7220 Oakley Industrial Boulevard, Union City, Georgia 30291

QTY	PERSONAL COMPUTERS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Dell Pentium IV 3Ghz, 1 Gig, 100 Gig HD, DVD/CDRW	\$95.00	\$110.00	
	Lenovo Core 2 Duo 2.53Ghz, 2 Gig, 160 Gig HD, DVDRW	\$125.00	\$145.00	
	HP i5 3.10Ghz, 4 Gig, 500Gig HD, DVDRW	\$175.00	\$205.00	
	Mac Mini Dual Core 2.4Ghz, 2 Gig, 320 Gig HD, DVDRW	\$195.00	\$225.00	
	Imac 21" Core 2 Duo 3.06Ghz, 4Gig, 1 TB, DVDRW	\$295.00	\$340.00	
	Imac 27" Core 2 Duo 3.06Ghz, 4Gig, 1 TB, DVDRW	\$350.00	\$405.00	
QTY	LAPTOP COMPUTERS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Lenovo Dual Core 1.6Ghz, 1 Gig, 120 Gig HD, DVDRW	\$150.00	\$175.00	
	Lenovo Core 2 Duo 2.1Ghz, 3 Gig, 250 Gig HD, DVDRW	\$195.00	\$225.00	
	HP i3 2.2Ghz, 4 Gig, 320Gig HD, DVDRW	\$225.00	\$260.00	
	MacBook Pro 13" i5 2.3Ghz, 4 Gig, 500 Gig HD, DVDRW	\$250.00	\$290.00	
	iPad 2/3 16GB WiFi	\$125.00	\$150.00	
	iPad 2/3 16GB WiFi Standing Kiosk	\$275.00	\$325.00	
QTY	COMPUTER PERIPHERALS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Wireless Keyboard	\$20.00	\$25.00	
	Wireless Mouse	\$20.00	\$25.00	
	Computer Multimedia Speakers	\$10.00	\$15.00	
	4 Port Ethernet Hub	\$25.00	\$30.00	
	8 Port Ethernet Hub	\$35.00	\$40.00	
	Surge Protector 6 Outlet	\$10.00	\$15.00	
QTY	PRINTERS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Hewlett Packard Laserjet 2430N/3005N (35ppm)	\$150.00	\$175.00	
	Hewlett Packard Laserjet 4240N (40ppm)	\$195.00	\$225.00	
	Hewlett Packard Color Laserjet CP2025N (21ppm)	\$295.00	\$345.00	
QTY	AUDIO EQUIPMENT	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Wired Microphone: Handheld, Lavalier, Headset (circle one)	\$35.00	\$40.00	
	Shure UHF Wireless Microphone Kit	\$175.00	\$200.00	
	Mackie 1202 Mixer (4 Mic Inputs)	\$50.00	\$60.00	
	FBT Powered Speaker With Wall Mount or Floorstand (80 Watts)	\$95.00	\$110.00	
	FBT Sound System: 2 Speakers With Floor Stands and Mixer (160 Watts)	\$200.00	\$230.00	
	JBL Powered Speaker With Floor Stand (150 watts)	\$150.00	\$175.00	
	JBL Sound System: 2 Speakers With Floor Stands and Mixer (300 watts)	\$300.00	\$350.00	
	Custom Sound Systems Available	Call for Quote	Call for Quote	



SHOW OFFICIAL MEANS:

- NO EXPENSIVE SHIPPING/STORAGE FEES!
- Free On-Site Technical Support
- Delivery, Installation & Testing Included
- Pre-Carpet Cable Installation Included
- Replacement Equipment On-Site
- All Pricing Is For Entire Show



ONLINE ORDERING NOW AVAILABLE! - WWW.CCREVENTS.COM/ORDER.ASPX

Call Toll Free: 877-292-0101 ~ exhibitor@ccrevents.com ~ www.ccrevents.com ~ fax: 770-907-0103

Send Payments To: 7220 Oakley Industrial Boulevard, Union City, Georgia 30291

QTY	PROJECTION EQUIPMENT	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	LCD Projectors 3K, 5K,10K, Available	Call for Quote	Call for Quote	
	6' Tripod Screen	\$65.00	\$75.00	
	8' Tripod Screen	\$75.00	\$85.00	
	Flipchart Stand, Pad & Marker	\$75.00	\$85.00	
QTY	FLAT SCREEN LCD DISPLAYS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	20" LCD Display (1280 X 1024)	\$95.00	\$110.00	
	20" LCD Touch Screen Display (1920 X 1080)	\$195.00	\$225.00	
	24" LCD Display (1920 x 1200)	\$150.00	\$175.00	
	26" LCD Display (1280 x 768)	\$175.00	\$195.00	
	32" LCD Display (1920 x1080)	\$195.00	\$225.00	
	37" LCD Display (1920 x 1080)	\$275.00	\$325.00	
	42" LCD Display (1920 X 1080)	\$350.00	\$405.00	
	42" LCD Touch Screen Display (1360 X 768)	\$595.00	\$685.00	
	46" LCD Display (1920 X 1080)	\$395.00	\$450.00	
	46" LCD Touch Screen Display (1920 X 1080)	\$795.00	\$925.00	
	52" LCD Display (1920 X 1080)	\$495.00	\$570.00	
	65" LCD Display (1920 X 1080)	\$950.00	\$1,100.00	
	80" LCD Display (1920 X 1080)	\$1,495.00	\$1,725.00	
	Floor Stand for LCD (Available for CCR Displays Only)	\$125.00	\$145.00	
QTY	VIDEO DISPLAYS & ACCESSORIES	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Standard DVD Player	\$35.00	\$42.00	
	Blu-Ray DVD Player	\$50.00	\$58.00	
	32" LCD TV / DVD Combo With Auto Repeat	\$295.00	\$345.00	
IMPORTANT: UNION LABOR / HANDLING (Setup & Dismantle)			35% of Order	
SHOW NAME:			SUBTOTAL	
LOCATION:		BOOTH #:	7% SVC CHG	
EXHIBITING COMPANY:			DEL / PICKUP	\$95.00
ORDERED BY:			TOTAL	
EMAIL ADDRESS:			ORDER DATE	
ADDRESS:			DELIVERY DATE	
CITY:	STATE:	ZIP CODE:	DELIVER TIME	
PHONE#:	FAX #:		PICKUP TIME	SHOW CLOSE
AMEX / VISA / MC #:			EXP. DATE:	
CARDHOLDER NAME:			CID#:	
CREDIT CARD BILLING ADDRESS:				
SIGNATURE:				
PLEASE NOTE: All orders are to be prepaid unless guaranteed by credit card. A company representative must accept delivery at the designated time. All on-site cancellations will be charged 100% of the rental rate. All orders cancelled within 10 Business days prior to show opening, will be charged 50% of the rental rate.				



Graphics of the Americas
 February 27- March 1, 2014
 Miami Beach Convention Center

OFFICE USE ONLY

SERVICES AND RATES

Events & Office Consultants, Inc. is a Personnel Service for supply of contract Temporary Personnel for 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.

Models/Booth Attendants Call for quote
 Hostesses Call for quote

Bilingual Interpreter: specify language(s) _____

Show Rate \$ 525.00 (show hours for 3 days)

Day Rate \$ 175.00 (show hours for requested date)

Other Call for quote: 305-442-6000

**PAF MEMBERS
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LOUNGE AREAS

Uptown



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-5 Cocktail Table, Nickel & Glass
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass
26" Diameter x 22"H



LOUNGE AREAS



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



A-8 Center, 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-10 Cocktail Table, Black & Glass
48"L x 24"D x 17"H



A-11 End Table, Black & Glass
21"L x 21"D x 21"H



A-12 Floor Lamp
Black, 72"H

Newport



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



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



B-5 End Table, Natural
24"Diameter x 21"H



B-6 Ottoman, Green Suede
32"L x 19"D x 17"H



B-7 Chair, Green Suede
32"L x 34"D x 32"H

Laredo



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



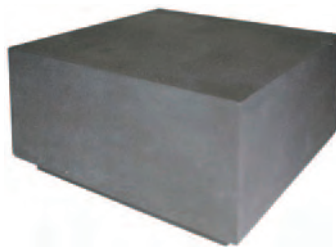
C-2 Loveseat, Black Leather
54"L x 34"D x 32"H



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



C-6 Table Lamp,
Black & Chrome
22"H



D-4 Cocktail Table, Black Cube
30"L x 30"D x 16"H



D-5 Cocktail Table, Black Cylinder
30"Diameter x 15"H



D-6 End Table, Black Cube
24"L x 24"D x 20"H

South Beach



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-7 Square Cocktail, White & Chrome
31"L x 31"D x 15"H



E-8 Rectangle Cocktail, White & Chrome
46"L x 23"D x 11"H



E-9 End Table, White & Chrome
20"L x 20"D x 19"H

Barcelona



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

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



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

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



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

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

Melrose



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



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



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

Monte Carlo



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



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

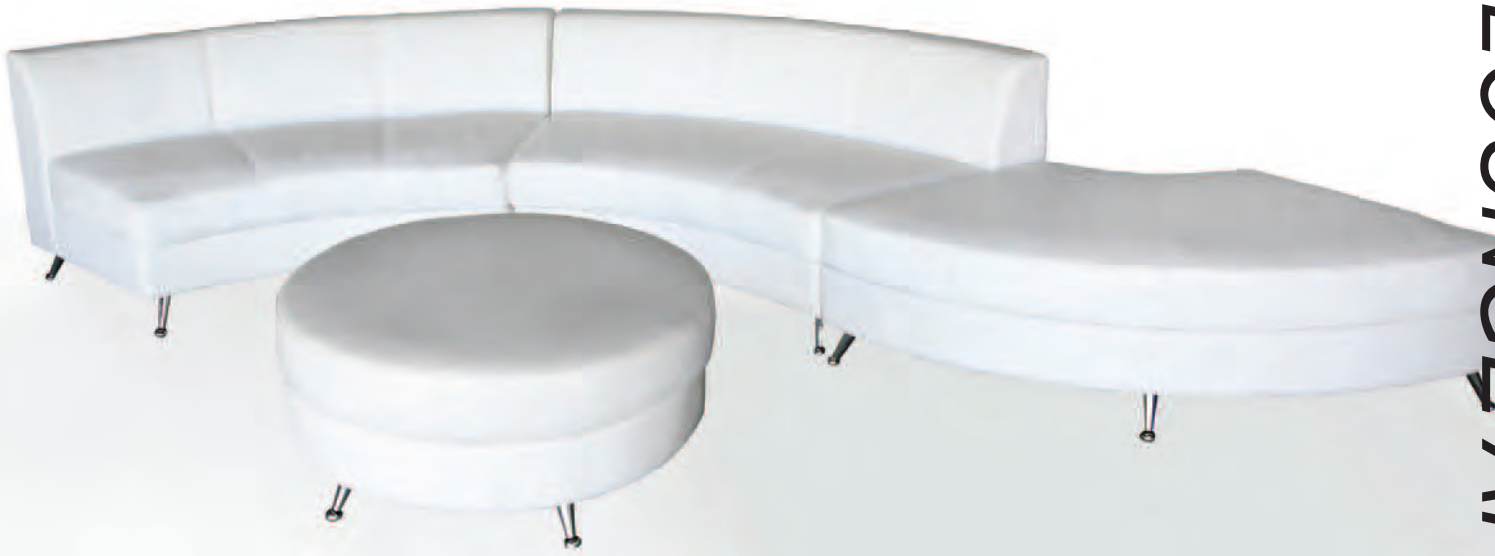


H-3 White Leather Sectional Loveseat
50"L x 38"D x 29"H



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





Contempo



I-1 Curved Sofa, White Leather
71"L x 34"D x 30"H



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



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



I-4 Curved Sofa, Black Leather
71"L x 34"D x 30"H



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



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



I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass
25"Diameter x 21"H



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

LOUNGE AREAS

Havana



J-1 Sofa, Havana Leather
88"L x 38"D x 37"H



J-2 Chair, Havana Leather
47"L x 38"D x 37"H



J-3 Cocktail Table, Havana
48"L x 24"D x 18"H



J-4 End Table, Havana
24"L x 22"D x 22"H



J-5 Wingback Chair, Burgundy
35"L x 36"D x 45"H



J-6 Desk Chair, Cherry
16"L x 18"D x 39"H



J-7 Writing Desk, Cherry
48"L x 24"D x 30"H



J-8 Table Lamp, Brass
28"H



J-9 Half Round Banquette
59" L x 29"D x 39"H
Seat Height = 17" H



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



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

ACCENT - NEW ITEMS



\$ 135.00

L-9W White / Chrome Chair



\$ 165.00

L-12W White / Chrome Bar Stool



\$ 135.00

L-9WL White Leather Armless Chair



\$ 130.00

L-7W 30" Dia. X 29"H White & Chrome Table



\$ 675.00

9MLWS White / Chrome "MODERN" Sofa



\$ 375.00

9MLWC White / Chrome "MODERN" Chair



Table, Black (Textured Top)
 K-1 24"Diameter Top x 29"H
 K-2 30"Diameter Top x 29"H
 K-3 36"Diameter Top x 29"H
 K-4 42"Diameter Top x 29"H



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



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



Tall Bar Table, Black (Textured Top)
 K-7 24"Diameter Top x 42"H
 K-8 30"Diameter Top x 42"H
 K-9 36"Diameter Top x 42"H



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



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

Stage Chairs



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



K-13 Chair, Black Tub
 25"L x 25"D x 33"H



K-14 Chair, Grey Tub
 25"L x 25"D x 33"H



K-15 Chair, Black Tulip
 22"L x 19"D x 36"H

TABLES & CHAIRS



Table, Maple & Chrome (Laminant Top)
 L-1 30"Diameter Top x 29"H
 L-2 36"Diameter Top x 29"H



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



Tall Bar Table
 Maple & Chrome (Laminant Top)
 L-4 30"Diameter Top x 42"H
 L-5 36"Diameter Top x 42"H



L-6 Bar Stool, Maple & Chrome
 16"L x 18"D x 42"H



Table, Black & Chrome (Textured Top)
 L-7 30"Diameter Top x 29"H
 L-8 36"Diameter Top x 29"H



L-9 Chair, Black & Chrome
 16"L x 18"D x 31"H



Tall Bar Table
 Black & Chrome (Textured Top)
 L-10 30"Diameter Top x 42"H
 L-11 36"Diameter Top x 42"H



L-12 Bar Stool, Black & Chrome
 16"L x 18"D x 42"H



L-13 Bar Stool, Chrome Back
 19"L x 14"D x 42"H

TABLES & CHAIRS



L-14 Table, Black & Glass
42"Diameter x 29"H



L-15 Table, Chrome & Glass
36"Diameter Top x 29"H



L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H



L-18 Wht & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-19 Blk & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-20 Table, Chrome
30"Diameter Top x 29"H



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



L-22 Tall Bar Table, Chrome
28"Diameter x 42"H



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



TABLES & CHAIRS



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



M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel



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



M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel



M-5 Tall Bar Table, White & Chrome (Laminant Top)
30" Diameter x 42"H



M-6 Bar Stool, White & Chrome
17"L x 18"D x 35"H
Seat Height 25" - 31" - Swivel



Gelato Table
24"Diameter x 31" to 40" Adjustable Height

- M-7 White
- M-8 Grey
- M-9 Black



Scoop Chair
17"L x 22" to 33" Adjustable Height

- M-10 Red
- M-11 Grey
- M-12 Black
- M-13 White

DISPLAY PEDESTALS



Pedestal, Black

- N-1 12"L x 12"D x 30"H
- N-2 12"L x 12"D x 36"H
- N-3 12"L x 12"D x 42"H



Pedestal, Grey

- N-4 12"L x 12"D x 30"H
- N-5 12"L x 12"D x 36"H
- N-6 12"L x 12"D x 42"H



Pedestal, Black

- N-7 18"L x 18"D x 36"H
- N-8 18"L x 18"D x 42"H



Pedestal, Grey

- N-9 18"L x 18"D x 36"H
- N-10 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 Pedestal, Black w/ Optional
Tray & Locking Door
24"L x 24"D x 42"H



N-14 Pedestal, White w/ Optional
Tray & Locking Door
24"L x 24"D x 42"H

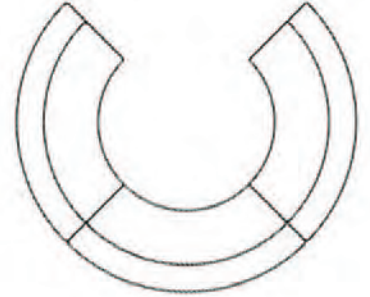
BARS



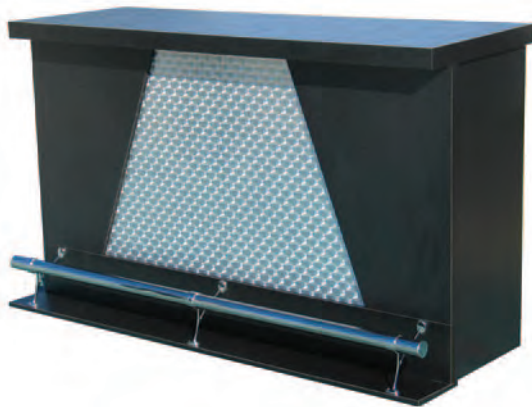
O-1 Martini Bar
50"L x 50"D x 47"H



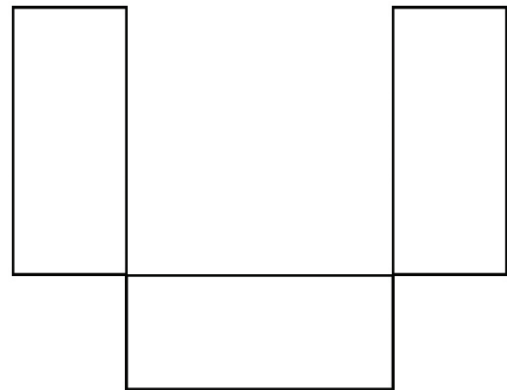
O-2 Martini Bar with colored lighting option.
No Electric Required



Suggested Layouts



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



Suggested Layouts



O-4 Cosmopolitan Bar with colored lighting option. Electric Required

ACCESSORIES



O-5 Reception Counter
48"L x 16"D x 42.5"H



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



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



O-8 Tall Computer Table
36"L x 30"D x 42"H



O-9 Computer Table
48"L x 30"D x 30"H



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



O-11 Refrigerator
20"L x 20"D x 34"H



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



O-13 Mirror, Black Free Standing
15"L x 71"H



O-14 Literature Stand, 6 Pocket
10"L x 9"D x 64"H



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



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



O-17 Floor Lamp, Off-White Paper Shade
10"L x 10"D x 61"H

CONFERENCE TABLES



Conference Table, Maple
 P-1 6 Ft.- 72"L x 36"D x 29"H
 P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany
 P-3 6 Ft.- 72"L x 36"D x 29"H
 P-4 8 Ft.- 96"L x 48"D x 29"H
 P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak
 P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval
 P-7 6 Ft.- 72"L x 36"D x 29"H
 P-8 8 Ft.- 96"L x 48"D x 29"H
 P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval
 P-10 6 Ft.- 72"L x 36"D x 29"H
 P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass
 P-12 5 Ft.- 60"L x 36"D x 29"H



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



P-14 Table, Honey Oak Round
 42"Diameter Top x 29"H



P-15 Table, Mahogany Round
 42"Diameter Top x 29"H



CONFERENCE CHAIRS



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



Q-2 Mesh Executive
28"L x 23"D x 38"H



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



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



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



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



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



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



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



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



Drafting Stool
20"L x 23"D x 51"H Seat Height: 23"-33"

Q-11 Black
Q-12 Grey



Secretarial Chair
20"L x 23"D x 36"H Seat Height: 16"-21"

Q-13 Black
Q-14 Grey



SHELVING / STORAGE



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



Bookcase, 48"
36"L x 12"D x 48"H
R-3 Grey
R-4 Black



Bookcase, 72"
36"L x 12"D x 72"H
R-5 Grey
R-6 Black



Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H
R-7 Grey
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer
15"L x 25"D x 52"H



Storage Cabinet, 42"
36"L x 18"D x 42"H
R-10 Grey
R-11 Black



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



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
66"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



S-7 Desk, Grey
60"L x 30"D x 29"H



S-8 Credenza, Grey
60"L x 20"D x 29"H

CABANA

Catalina



T-1 Corner Lounge
35"L x 35"D x 27"H



T-2 Center Lounge
35"L x 35"D x 27"H



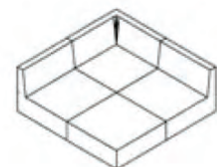
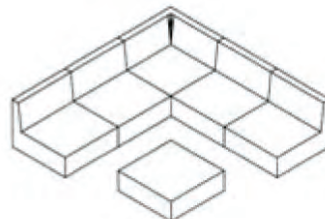
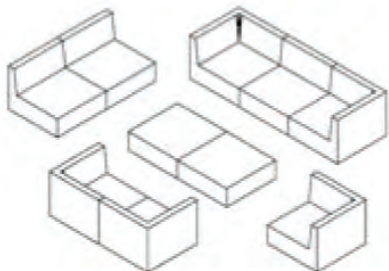
T-3 Cocktail Table
35"L x 35"D x 11"H

T-3C Cocktail Table w/ Cushion

T-3G Cocktail Table w/ Glass



T-4 End Table
19"L x 19"D x 19"H





Barbados



T-6 Small Backrest Section
50"L x 33"D x 28"H



T-7 Large Backrest Section
50"L x 33"D x 28"H



T-8 Curve Section
50"L x 33"D x 11"H



T-9 End Section
31"L x 18"D x 11"H

T-9C End Section w/ Cushion

T-9G End Section w/ Glass



CABANA

Antigua



T-11 Corner Lounge
30"L x 30"D x 28"H



T-12 Center Lounge
23"L x 32"D x 28"H



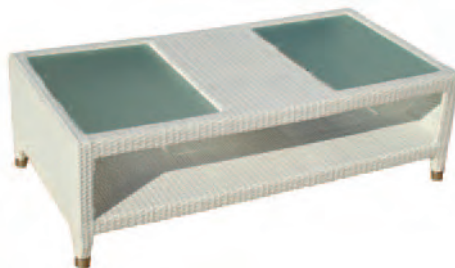
T-13 Right Arm Lounge
52"L x 32"D x 28"H



T-14 Left Arm Lounge
52"L x 32"D x 28"H



T-15 Lounge Chair
33"L x 32"D x 28"H



T-16 Cocktail Table, White
25"L x 51"D x 15"H



T-17 End Table, White
17"L x 17"D x 15"H



T-18 Lounge
86”L x 43”D x 31”H

T-19 Ottoman
74”L x 36”D x 14”H

Montego



T-20 6.5’ Table
78”L x 35”D x 30”H

T-21 Chair
20”L x 21”D x 34”H

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v012.1_405

A-1 Black Suede Sofa \$405	J-1 Havana Sofa \$490	M-8 Grey Gelato Table \$215	Q-8 Grey Sled Chair \$155
A-2 Black Suede Loveseat \$370	J-2 Havana Chair \$315	M-9 Black Gelato Table \$215	Q-9 Blk/Chrome Breuer Chair \$135
A-3 Black Suede Chair \$260	J-3 Havana Ckt Table \$195	M-10 Red Scoop Chair \$165	Q-10 Gry/Chrome Breuer Chair \$135
A-4 Black Suede Bench \$230	J-4 Havana End Table \$170	M-11 Grey Scoop Chair \$165	Q-11 Black Drafting Stool \$165
A-5 Nickel/Glass Ckt Table \$170	J-5 Burgundy Chair \$305	M-12 Black Scoop Chair \$165	Q-12 Grey Drafting Stool \$165
A-6 Nickel/Glass End Table \$155	J-6 Cherry Desk Chair \$165	M-13 White Scoop Chair \$165	Q-13 Black Secretarial Chair \$135
A-7 Black Suede Corner \$260	J-7 Cherry Writing Desk \$235	N-1 12x12x30 Black \$165	Q-14 Grey Secretarial Chair \$135
A-8 Black Suede Armless \$260	J-8 Brass Lamp \$85	N-2 12x12x36 Black \$175	R-1 Black Etagere \$175
A-9 Blk/Half Round Ottoman \$325	J-9 Wht/Suede 1/2 Banquette \$345	N-3 12x12x42 Black \$190	R-2 Chrome Etagere \$175
A-10 Black/Glass Ckt Table \$170	J-10 White Suede Cube \$105	N-4 12x12x30 Grey \$165	R-3 48" Grey Bookcase \$140
A-11 Black/Glass End Table \$155	J-11 Black Leather Cube \$105	N-5 12x12x36 Grey \$175	R-4 48" Black Bookcase \$140
A-12 Black Floor Lamp \$85	K-1 24" Black Table \$125	N-6 12x12x42 Grey \$190	R-5 72" Grey Bookcase \$165
B-1 Tan Suede Sofa \$405	K-2 30" Black Table \$125	N-7 18x18x36 Black \$200	R-6 72" Black Bookcase \$165
B-2 Tan Suede Loveseat \$370	K-3 36" Black Table \$140	N-8 18x18x42 Black \$210	R-7 2-Dr Grey File Cabinet \$140
B-3 Tan Suede Chair \$260	K-4 42" Black Table \$170	N-9 18x18x36 Grey \$200	R-8 2-Dr Black File Cabinet \$140
B-4 Natural Ckt Table \$170	K-5 Black Euro Chair \$115	N-10 18x18x42 Grey \$210	R-9 4-Dr Black File Cabinet \$160
B-5 Natural End Table \$155	K-6 Jet Black Chair \$115	N-11 24x24x42 Black \$220	R-10 42" Grey Storage Cabinet \$160
B-6 Green Suede Ottoman \$140	K-7 24" Black Tall Bar Table \$165	N-12 24x24x42 Grey \$220	R-11 42" Black Storage Cabinet \$160
B-7 Green Suede Chair \$260	K-8 30" Black Tall Bar Table \$165	N-13 24x24x42 Black w/ Tray \$305	R-12 72" Black Storage Cabinet \$185
C-1 Black Leather Sofa \$405	K-9 36" Black Tall Bar Table \$175	N-14 24x24x42 White w/ Tray \$305	S-1 Natural/Black Desk \$385
C-2 Black Leather Loveseat \$370	K-10 Black Barstool \$140	O-1 Martini Bar \$895	S-2 Natural/Black Credenza \$345
C-3 Black Leather Chair \$260	K-11 Jet Black Bar Stool \$165	O-2 Martini Bar (w/ Light Kit) \$1,060	S-3 Honey Executive Desk \$385
C-6 Black/Chrome Lamp \$85	K-12 Mocha Stage Chair \$155	O-3 Cosmopolitan Bar \$820	S-4 Honey Credenza \$345
D-4 Black Cube Ckt Table \$175	K-13 Black Tub Chair \$230	O-4 Cosmo Bar (w/ Light Kit) \$950	S-5 Mahogany Desk \$385
D-5 Black Round Ckt Table \$175	K-14 Grey Tub Chair \$230	O-5 Reception Counter \$225	S-6 Mahogany Credenza \$345
D-6 Black Cube End Table \$160	K-15 Black Tulip Chair \$165	O-6 Black Contour Reception \$370	S-7 Grey Executive Desk \$385
E-1 White Sofa \$490	L-1 30" Maple Table \$140	O-7 Grey Contour Reception \$370	S-8 Grey Credenza \$345
E-2 White Chair \$315	L-2 36" Maple Table \$155	O-8 42"h Computer Table \$215	CATALINA
E-3 White Bench \$230	L-3 Maple/Chrome Chair \$135	O-9 30"h Computer Table \$195	T-1 Corner Lounge \$290
E-4 Red Sofa \$490	L-4 30" Maple Tall Bar Table \$170	O-10 Parson Desk \$215	T-2 Center Lounge \$240
E-5 Red Chair \$315	L-5 36" Maple Tall Bar Table \$175	O-11 Refrigerator \$195	T-3 Cocktail Table \$240
E-6 Red Bench \$230	L-6 Maple/Chrome Bar Stool \$165	O-12 Coat Rack \$110	T-3C Cocktail Table w/ Cushion \$240
E-7 White Square Ckt Table \$165	L-7 30" Black/Chrome Table \$130	O-13 Black Mirror \$140	T-3G Cocktail Table w/ Glass \$240
E-8 White Rectangle Ckt Table \$165	L-7W 30"White/Chrome Table \$130	O-14 Literature Stand \$120	T-4 End Table \$180
E-9 White End Table \$155	L-8 36" Black/Chrome Table \$145	O-15 Silver Folding Lit. Stand \$160	BARBADOS
9mlws Wht/Chrm Modern Sofa \$675	L-9 Black/Chrome Chair \$135	O-16 Black Folding Lit. Stand \$160	T-6 Small Backrest Section \$290
9mlwc Wht/Chrm Modern Chair \$375	L-9W White / Chrome Chair \$135	O-17 Floor Lamp - Off White \$85	T-7 Large Backrest Section \$290
F-1 Barcelona Chair Red \$345	L-9WL White Armless Chair \$135	P-1 6' Maple Conf. Table \$335	T-8 Curve Section \$240
F-2 Barcelona Ottoman Red \$175	L-10 30" Blk/Chrome Tall Bar Tl \$170	P-2 8' Maple Conf. Table \$425	T-9 End Section \$220
F-3 Barcelona Chair White \$345	L-11 36" Blk/Chrome Tall Bar Tl \$175	P-3 6' Mahogany Conf. Tbl \$335	T-9C End Section w/ Cushion \$220
F-4 Barcelona Ottoman White \$175	L-12 Black/Chrome Bar Stool \$165	P-4 8' Mahogany Conf. Tbl \$425	T-9G End Section w/ Glass \$220
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I-6 Black Round Ottoman \$230	M-3 Red/Black Chair \$135	Q-4 Blk/Leather Exec Chair \$265	
I-7 Chrome/Glass Ckt Table \$195	M-4 Red/Black Bar Stool \$165	Q-5 Blk Jr. Executive Chair \$180	
I-8 Chrome/Glass End Table \$170	M-5 30" Wht/Chrome Tall Bar \$170	Q-6 Grey Jr. Executive Chair \$180	
I-9 Wht/Chrome Glove Chair \$270	M-6 White/Chrome Bar Stool \$175	Q-7 Black Sled Chair \$155	
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