



# EXHIBITOR SERVICE MANUAL

**Broward County Convention Center  
Halls A & B  
January 22-24, 2025**

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*Discount deadline:  
January 2, 2025*

**NEED  
A CUSTOM  
BOOTH?**

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**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



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Phone: 305-751-1234

| Fax: 305-751-1298

## Online Marketplace

Expo Convention Contractors, Inc. (Expo CCI) has been chosen as the Official Service Contractor for **Tropical Plant International Expo 2025**. We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo Convention Contractors has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to order via the PDF Exhibitor Manual by completing and sending form/s to [info@expocci.com](mailto:info@expocci.com).

Below are instructions to access our online marketplace for online ordering.

- Once you have successfully registered for a booth with the show manager, Expo CCI will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront (<https://expocci.boomerecommerce.com/Home/Pages/Security/Login.aspx>).
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you. If you were an exhibitor last year or have logged into our storefront before, your password will be whatever you changed it to the last time you logged in. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses. As well as any important contacts you may need in preparation for this event.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online. Shipping labels, subcontractor forms and additional information can be found with in the menus displayed across the top of the page.
- Freight shipments will incur a material handling charge. Please see the Shipping Information section of the online marketplace for posted rates. By having a credit card on file prior to move-in, Expo CCI can deliver your shipment to your booth space in a timely manner.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be accessed to your invoice.
- **Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is January 9, 2025 and Direct to Show shipments will be accepted on Monday, January 20, 2025 and Tuesday, January 21, 2025 between 8:00am & 4:30pm**
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at (305) 751.1234 or by email at [info@expocci.com](mailto:info@expocci.com)

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



## EXHIBITOR / VENDOR GENERAL RULES AND REGULATIONS

1. No freight or packages will be accepted at the Center prior to your designated move-in dates. Coordinate with the Event directly for all shipping instructions.
2. Use of center equipment, supplies and other materials is limited to Center personnel ONLY.
3. The Center does not have dollies. Must provide own equipment.
4. Exhibitor/ Vendors are prohibited from moving the Center's furniture, fixtures, and equipment.
5. **No one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.**
6. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/ out.
7. Passenger elevators and all escalators are to be used by the public and should not be used for any freight equipment movement.
8. All cords and carpeting should be taped down immediately after placement.
9. Motorized vehicles and equipment (i.e., carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space.
10. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
11. No oversized vehicle parking permitted
12. No loading in and out from the front of the center.
13. During show hours, no loading in and out or loading dock access.
14. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
15. The Center provides on an exclusive in-house basis all electrical, utility, Internet, event staff security, rigging, technical services personnel, telecommunications and food and beverage services.
16. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
17. The sale or distribution of novelty merchandise without prior written approval of Operator. All distributed materials, whether for sales or at no cost, must be distributed from locations approved by Operator.
18. Holes may not be drilled, cored, or punched into any part of the Center or exterior premises.
19. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
20. Open-toed shoes are strictly prohibited during move-in and move-out.

### PROHIBITED ITEMS

1. Helium balloons
2. **Outside food & beverage.** See attached Booth Service Catering Form to place a custom order.
3. Personal Hot Spots or Router. See attached Internet Services Order Form for more information.
4. Glitter and Confetti, without the prior written approval from Center.
5. Animals and pets, without written approval. Service animals are permitted under the ADA (Americans with Disabilities Act 2010) and the owner will be fully responsible for his/her animals.
6. Soliciting in the Center or on Center premises.
7. Alcoholic beverages, without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
8. Adhesive backed decals & stickers.
9. Exterior banners
10. Concealed Weapons or Firearms, defined under "Florida Statutes". Contact the Event Manager for details.

Please contact your Event directly for all other Event specific policies.

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check the  
completed pages

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## Expo Quick Facts/ Show Information

Deadline date to receive discounted rates: January 2, 2025

### SCHEDULE

Targeted Exhibitor Move-in:	Friday,	January 17, 2025	1:00pm - 4:30pm
	Monday,	January 20, 2025	8:00am - 4:30pm
	Tuesday,	January 21, 2025	8:00am - 4:30pm

*\*\*Please refer to the Targeted Exhibitor Move-In schedule page to view your assigned move-in date. \*\**

Show hours:	Wednesday,	January 22, 2025	10:00am - 5:00pm
	Thursday,	January 23, 2025	9:00am - 5:00pm
	Friday,	January 24, 2025	9:00am - 2:00pm

Exhibitor Move-out:	Friday,	January 24, 2025	2:00pm - 11:00pm
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Reroute freight:	Friday,	January 24, 2025	10:00pm
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### MOVE-OUT NOTE

All carriers must check-in no later than **10:00pm on Friday, January 24, 2025**. If your carrier does not check-in by the designated time above your freight will be rerouted through eLogistics.

All freight must be labeled and a Bill of Lading filled out and returned to the Expo Service Desk before leaving your booth. **Any exhibitors without a card on file will have their freight held until paid in full.**

### EMPTIES

Empties come out at around 2:00pm on Friday, January 24, 2025. This will take between 2 to 6 hours. Please plan your hotel and travel arrangements accordingly.

### SHOW COLORS

Side Drape: White    Back Drape: White/Blue/ White

### CARPET COLOR

The booth area is carpeted with Black carpet, and the aisles are carpeted with Blue Jay pattern carpet. You may carpet your booth area in any offered color, please see our enclosed Carpeting form for color selection and pricing. Exhibitors are responsible for damages to the carpet caused by exhibiting vehicles, or exhibit materials. To avoid incurring additional fees please order visqueen/plastic protection for the carpet. **Please email info@expocci.com before January 9, 2025 if you do not want the booth carpet that is provided. Any removal requests after this date, will incur a 1 hour minimum labor charge.**

### BOOTH EQUIPMENT PACKAGE

Each 10' x 10' booth area is carpeted with Black carpet and will be provided with an 10' high background drape, 3' high side drape, and one booth Identification sign (7" x 44"). (Black Helvetica letters are standard for the ID Signs)

Please email us at info@expocci.com before January 9, 2025, if you **DO NOT** want the Black booth carpet that is provided with your booth. Any removal requests after this date, will incur a 1 hour minimum labor charge. **IF YOU WANT TO ADD GRAPHICS, ADDITIONAL FEATURES, OR ANY SPECIFIC REQUIREMENTS TO MAKE YOUR BOOTH UNIQUE, PLEASE CONTACT US.**

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## Expo Quick Facts/Show Information

### ADVANCE WAREHOUSE SHIPMENT

Materials should be shipped to arrive at our warehouse beginning **Wednesday, December 18, 2024** but **NO LATER THAN, Thursday, January 9, 2025**. Freight received before or after these dates will incur a 25% early/late handling fee.

#### Tropical Plant International Expo 2025 (TPIE)

Your Company Name and Booth #  
Expo Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, FL, 33169.

See our Material Handling forms for more details. Shipping Labels Provided.

### DIRECT SHIPMENT TO FACILITY

Direct-to-show shipments will be accepted **on Monday and Tuesday, January 20th and 21st, 2025, between 8:00am to 4:30pm. All carriers will need to check-in at the Marshalling Yard, please see direction on pg 8.** Freight received before or after these dates and times will incur a 25% early/late handling fee.

#### Tropical Plant International Expo 2025 (TPIE)

Your Company Name and Booth #  
Expo Convention Contractors, Inc.  
c/o Broward County Convention Center- Halls A & B  
1950 Eisenhower Blvd,  
Fort Lauderdale, FL 33316

See our Material Handling forms for more details. Shipping Labels Provided.

### BOOTH CLEANING

All rental carpet delivered clean to booth space, but during setup, carpet may become dirty. Vacuuming is not included in your booth package. If you would like to order booth cleaning you must place an order.

[Check Out Cleaning Form](#)

**Bulk Trash Removal:** Exhibitors are responsible for move-out of all freight. Those with third-party labor providers are responsible for ensuring that all crates and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal fee.

### ASSISTANCE

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

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# Exhibitor Service Manual



## Targeted Exhibitor Move-in Schedule

### Targeted Exhibitor Move-in Friday, January 17, 2025

203	473	917	1419	1605
261	517	925	1431	1613
303	525	935	1451	1629
311	603	967	1473	1645
325	623	1101	1517	1653
335	635	1117	1527	1661
367	653	1253	1535	1673
417	873	1303	1547	1801
425	901	1405	1567	

### Targeted Exhibitor Move-in Monday, January 20, 2025

9	130	229	439	801	912	1111	1309	1505	1815
101	133	231	505	802	914	1112	1312	1511	1817
102	134	233	511	803	916	1124	1313	1511	1818
103	135	234	533	805	924	1127	1314	1623	1822
105	136	235	539	807	934	1133	1315	1639	1823
107	140	236	611	811	936	1134	1317	1703	1825
109	141	237	617	812	1001	1139	1319	1705	1827
110	201	238	701	813	1003	1201	1323	1707	1829
111	202	239	703	814	1005	1203	1324	1709	1830
112	206	241	705	816	1007	1207	1325	1713	1831
113	211	310	707	819	1011	1211	1327	1715	1835
114	212	314	711	823	1013	1213	1329	1719	1836
115	214	316	713	824	1017	1215	1333	1721	1839
116	214	319	717	825	1019	1219	1335	1723	1841
117	215	324	719	826	1023	1223	1339	1725	1843
118	217	330	723	829	1025	1225	1341	1729	
119	219	332	725	833	1027	1229	1413	1731	
123	223	334	727	834	1029	1235	1414	1733	
124	224	336	729	835	1033	1239	1416	1739	
125	225	338	733	836	1035	1241	1434	1804	
126	226	405	735	839	1037	1302	1436	1807	
127	227	411	737	904	1039	1304	1438	1811	
129	228	433	739	911	1102	1306	1439	1814	

### Targeted Exhibitor Move-in Tuesday, January 21, 2025

146	275	457	661	961	1169	1345	1450	1765	1867
147	276	461	667	977	1173	1347	1454	1767	1868
148	346	467	673	1061	1174	1351	1461	1769	1869
149	347	545	674	1067	1175	1353	1462	1773	1872
151	350	551	677	1073	1177	1355	1467	1777	1877
152	353	552	761	1075	1246	1357	1472	1846	
245	354	553	767	1076	1247	1361	1561	1847	
246	357	555	772	1145	1250	1363	1577	1848	
247	361	557	773	1147	1252	1367	1676	1850	
251	372	561	775	1149	1261	1371	1745	1853	
255	377	567	776	1151	1262	1373	1747	1857	
257	445	573	777	1153	1264	1376	1751	1861	
271	451	575	861	1155	1267	1377	1753	1862	
272	452	577	867	1161	1273	1445	1755	1863	
273	453	647	874	1163	1274	1446	1761	1865	
274	454	652	961	1167	1277	1448	1763	1866	

# 2025 TPIE MOVE-IN MAP

**Friday Jan 17**  
**1 p.m. - 4:30 p.m.**  
no plants  
no marshaling yard

**Monday & Tuesday Jan 20 - 21**  
**8 a.m. - 4:30 p.m.**  
All vehicles check in  
at marshaling yard

SE 17th Street

## From 17th St (6AM-6PM)

1. East on 17th St
2. Right on Eisenhower Blvd
3. Continue through Port Security Checkpoint
4. Right on E State Rd 84
5. Immediate Right onto SE 20th St
6. Left into BCCC Marshaling Yard

SE 20th St

**BCCC  
Marshaling Yard**

SE 21st St

SE 22nd St

## From US-1 (6AM-6PM)

1. East on E State Rd 84
2. Continue through Port Security Checkpoint
3. Left onto SE 20th St
4. Left into BCCC Marshaling Yard

E State Rd 84

SE 25th St

**From 595**

## From 595 (24hrs)

1. 595 East to Port Everglades Exit
2. Continue through Port Security Checkpoint
3. Left on SE 19th Ave (Becomes Eisenhower Blvd)
4. Left onto E State Rd 84
5. Immediate Right onto SE 20th St
6. Left into BCCC Marshaling Yard



# TPIE

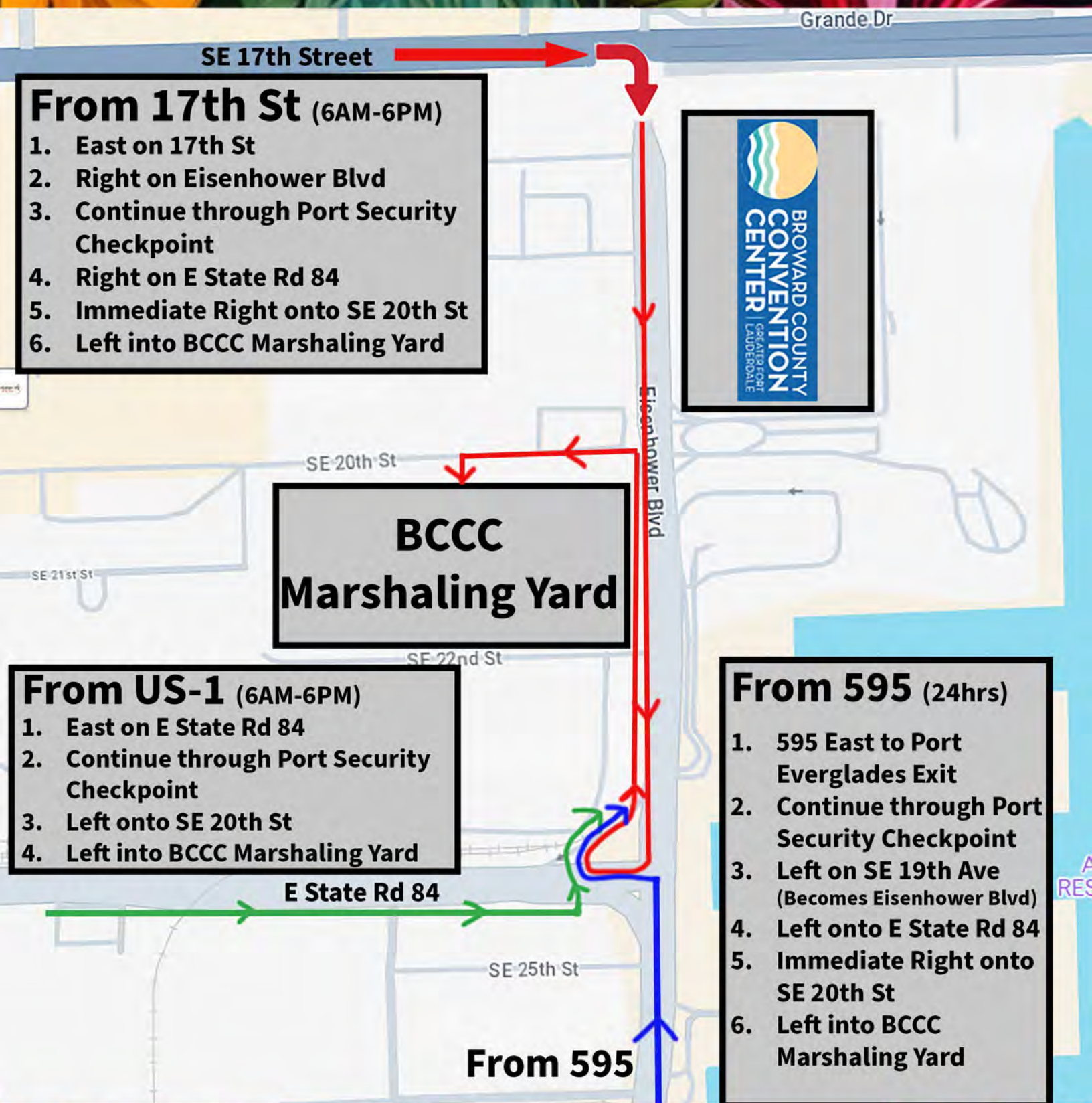
TROPICAL PLANT  
**INTERNATIONAL**  
EXPO 2025 FT. LAUDERDALE

January  
**22-24**  
[www.tpie.org](http://www.tpie.org)



# 2025 TPIE MOVE-OUT MAP

Friday, January 24  
8 a.m. - 10 p.m.



TROPICAL PLANT  
**INTERNATIONAL**  
EXPO 2025 FT. LAUDERDALE

January  
**22-24**  
[www.tpie.org](http://www.tpie.org)

Show Dates: January 22-24, 2025

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## Payment Policy

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

**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 CCI. You may prepay with a check written on your company, but a credit card is required by Expo CCI 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 CCI, the Payment Policy presented above shall apply. Expo CCI must be notified, in writing, a non-official contractor form and COI must be submitted, 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 CCI's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to Expo CCI. 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 provides an additional form of payment prior to the charge being processed. Expo CCI 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 CCI.

Expo CCI charges a 3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.

**ADJUSTMENTS/REFUNDS** 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 CCI will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by Expo CCI. **Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type.

**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 CCI with its tax exempt certificate prior to orders being processed. If not provided and exhibitors requests tax to be removed a 6% processing fee will apply before refund.

**CANCELLATION POLICY** On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, Expo CCI will be entitled to a fee equal to the percentage of work completed by Expo CCI. This percentage will be determined solely by Expo CCI. In the event the deposit received exceeds the percentage of work completed, Expo CCI will refund the excess deposit.

**COLLECTION POLICY** In the event this contract is turned over to an attorney for collection or dispute, Expo CCI 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 Discover for your convenience. No checks will be accepted at show site.**

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

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

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## Terms and Conditions

### PAYMENT POLICY:

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Expo CCI, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Ultimately, the exhibitor is responsible for payment if the third party's payment is declined.

**Invoices:** Prior to close of show, an Invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The Exhibitor understands that there will be a 10% monthly (120% per year) finance charge on past due accounts and agrees to pay all costs incurred by Expo CCI while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be emailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$30 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Expo CCI. The customer shall be held financially responsible for any damage to Expo CCI equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** On-site exchanges and cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

**Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type, all credits will be done post show.

**Expo CCI charges a 3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.**

### DEFINITIONS AND EXPO RESPONSIBILITIES:

The name "Expo CCI" shall be construed within the meaning of this contract as Expo Convention Contractors and its employees, officers, agents, and assigns including any subcontractors Expo CCI may appoint. The term "exhibitor" refers to any party who contracts for services with Expo CCI. Expo CCI shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Expo CCI assumes no responsibility for any person, parties, or other contracting firms not under Expo CCI's direct supervision and control. Expo CCI shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Expo CCI's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, we do not allow POV's to unload at the docks. POV's may ground load only.

### INDEMNIFICATION:

The exhibitor agrees to indemnify, forever hold harmless and defend Expo CCI and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Expo CCI or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Expo CCI equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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## Terms and Conditions

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES:

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Expo CCI prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Expo CCI more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Expo CCI and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Expo CCI services as an offset against the amount of the alleged loss or damage. Any claim against Expo CCI shall be considered a separate transaction and shall be resolved on its own merit.

### EXPO'S LIMITS OF LIABILITY:

If found liable for any loss or damage, Expo CCI's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Expo CCI specifically acknowledges receipt in writing. Expo CCI shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Expo CCI is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Expo CCI shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Expo CCI assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Expo CCI loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Expo CCI assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move-out deadline after a show, Expo CCI shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Expo CCI Service Desk.

### PACKAGING, CRATES AND EMPTY CONTAINERS:

Expo CCI shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Expo CCI shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Expo CCI shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Expo CCI assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty".

NEED

**A CUSTOM  
BOOTH?**

click here

NEED

**SHIPPING  
TO AND FROM  
A TRADESHOW?**

 **LOGISTICS**

click here

**NEED ANYTHING?**

Phone: 305-751-1234

| Fax: 305-751-1298

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## Third Party Payment

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

### THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to Expo CCI 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 CCI 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 CCI 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.  
A non-official contractor form and COI must accompany the Third Party Payment form.

## EXHIBITING COMPANY

Exhibiting Company:			Booth #:
Address:			
City:	State:	Country:	Zip:
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):	Card Holder Signature:		

\*\*\*\*\*Cardholder hereby authorizes EXPO CCI 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 CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

**On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.**

## THIRD PARTY

Third Party Company:			Booth #:
Address:			
City:	State:	Country:	Zip:
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):	Card Holder Signature:		

\*\*\*\*\*Cardholder hereby authorizes EXPO CCI 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 CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee. A non-official contractor form and COI must accompany the third Party Payment form.**

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**NEED ANYTHING?**

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## Special Booth Package

Rental price includes delivery to and removal from your booth.

*IMPORTANT: TO OBTAIN THE SPECIAL BOOTH PACKAGE, YOUR ORDER AND FULL PAYMENT  
MUST BE RECEIVED BY* January 2, 2025

**THIS SPECIAL PACKAGE IS NOT AVAILABLE AFTER DISCOUNT DEADLINE DATE.  
NOTHING CAN BE CHANGED IN THIS PACKAGE (COMES AS IS. THERE ARE NO SUBSTITUTIONS,  
NOR CREDIT GIVEN FOR UNUSED PACKAGE ITEMS.)**

### *SPECIAL PACKAGE*

Booth Price \*\*\*\*\* \$ 275.00

- INCLUDES:
- 1 - 6' x 30" white draped table - 30" h.
  - 2 - side chairs
  - 1 - wastebasket (trash removal excluded)

No substitutions to the booth package. The above rates are offered in advance only (NO onsite orders). Items cancelled after delivery to booth are subject to a 100% charge of the booth package rate.

Quantity of packages \$275.00 per package=

Amount	
7% TAX	
Amount Due	

Payment Policy: Payment in full of rental charges including applicable tax, must accompany your order. Invoices must be settled at the service desk prior to show opening. No telephone orders accepted. Cancellation Policy: Items cancelled before the deadline date will be refunded 100%. Items cancelled after move-in begins will be invoiced at 100% of original price.

Company name: Booth #:  
Contact name: Email:  
Phone: Fax:

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

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## Tables

### Draped Table



	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 187.50	\$ 244.00	
2' x 6' - 30" H		\$ 207.50	\$ 269.50	
2' x 8' - 30" H		\$ 246.50	\$ 320.50	
2' x 4' - 42" H		\$ 266.50	\$ 346.50	
2' x 6' - 42" H		\$ 286.50	\$ 372.00	
2' x 8' - 42" H		\$ 325.50	\$ 423.50	
4th sided skirt 30"		\$ 72.50	\$ 94.50	
4th sided skirt 42"		\$ 72.50	\$ 94.50	

Amount

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

**PLEASE CHECK  
COLOR CHOICE**

White

Grey

Black

Red

Blue

Teal

Gold

Peach

Burgundy

### Undraped Table



	Qty	Advance Price	Standard Price	
2' x 4' - 30" H		\$ 140.50	\$ 182.50	
2' x 6' - 30" H		\$ 155.50	\$ 201.50	
2' x 8' - 30" H		\$ 185.00	\$ 240.50	
2' x 4' - 42" H		\$ 199.50	\$ 259.50	
2' x 6' - 42" H		\$ 214.50	\$ 278.50	
2' x 8' - 42" H		\$ 243.50	\$ 316.50	

Amount



### 30" Round Table

30" L x 30" W x 30" H or 42" H			
	Qty	Advance Price	Standard Price
30" High		\$ 241.50	\$ 314.00
42" High		\$ 277.50	\$ 360.50

Amount



### Chrome Square Table

29 1/2" L x 29 1/2" W x 30" H		
Qty	Advance Price	Standard Price
	\$ 220.50	\$ 290.00

Amount



### Glass Table

33 1/2" L x 53 1/8" W x 29 1/8" H		
Qty	Advance Price	Standard Price
	\$ 393.50	\$ 511.50

Amount



### Charging Table

23" L x 58 7/8" W x 41 1/2" H		
Qty	Advance Price	Standard Price
	\$ 1,179.50	\$ 1,533.00

Amount

Company Name:  
Booth #:

Amount

7% TAX

Amount Due

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## Chairs and Stools



### Black Side Chair

17 1/2" L x 20 1/2" W x 30 1/8" H		
Qty	Advance Price	Standard Price
	\$ 110.50	\$ 144.00
Amount		



### White Side Chair

18 15/16" L x 18 1/8" W x 27 7/8" H		
Qty	Advance Price	Standard Price
	\$ 159.00	\$ 206.50
Amount		



### Clear Chair

14 13/16" L x 20 1/4" W x 35 7/32" H		
Qty	Advance Price	Standard Price
	\$ 229.50	\$ 298.50
Amount		



### Light Gray Wood Stool

16 3/4" L x 17 5/8" W x 39 3/16" H		
Qty	Advance Price	Standard Price
	\$ 229.50	\$ 298.50
Amount		



### White Folding Chair

17 5/16" L x 19 1/16" W x 30 3/32" H		
Qty	Advance Price	Standard Price
	\$ 110.50	\$ 114.00
Amount		



### White Stool with back

15 1/64" L x 16 3/8" W x 36 3/4" H		
Qty	Advance Price	Standard Price
	\$ 264.00	\$ 343.00

\*adjustable to 30"H or 42" H

Amount



### Light Gray Lounge Chair

23" L X 21" W X 32" H		
Qty	Advance Price	Standard Price
	\$ 356.50	\$ 463.00
Amount		



### Black Stool with back

17 9/16" L x 21 5/8" W x 45 1/8" H		
Qty	Advance Price	Standard Price
	\$ 200.50	\$ 260.50
Amount		

Company Name:  
Booth #:

Amount

7% TAX

Amount Due

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### Flooring

**Note: Your booth does not include vacuuming. It is possible that your booth carpet will become dirty during set up. Please remember to order booth vacuuming if you would like your booth vacuumed before the show. Exhibitors are responsible for damages to the flooring. If you believe that your exhibit materials may damage the flooring, please order protective visqueen to cover the flooring.**

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.	
What is your booth size?	X	=

#### Wood Vinyl

SELECT WOOD VINYL

EXPO WOOD VINYL				
Qty	Item	Advance Price	Standard Price	Total Price
	10'x 10'	\$ 679.50	\$ 883.00	
	10'x 20'	\$ 1,357.50	\$ 1,765.50	
	10'x 30'	\$ 2,037.50	\$ 2,648.50	
	10'x 40'	\$ 2,715.50	\$ 3,530.50	

Medium Oak Wood

Silver Wood



*Discount deadline:*  
January 2, 2025

#### Carpets

SELECT CARPET COLOR

Red



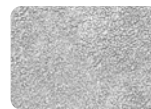
Burgundy



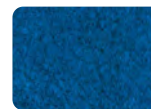
Black



Grey



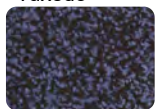
Blue



Black Tuxedo



Blue Tuxedo



EXPO CLASSIC CARPET				
Qty	Item	Advance Price	Standard Price	Total Price
	10'x 10'	\$ 195.00	\$ 253.50	
	10'x 20'	\$ 390.00	\$ 507.00	
	10'x 30'	\$ 585.00	\$ 760.50	
	10'x 40'	\$ 780.00	\$ 1014.00	

EXPO CUSTOM CUT FLOORING			
BOOTH SIZE: LENGTH X WIDTH = Sq. Ft. X =	Advance Price	Standard Price	Total Price
Do you want Expo Classic Carpet?	\$ 6.00	\$ 7.50	
Do you want Expo Plush Carpet?	\$ 7.50	\$ 10.00	
Do you want Expo Vinyl?	\$ 10.50	\$ 14.00	

#### Padding and Visqueen

Sq. Ft.	Item	Advance Price	Standard Price	Total Price
	1/2" Padding	\$ 1.70	\$ 2.20	
	1" Padding	\$ 2.40	\$ 3.00	
	Visqueen	\$ 1.00	\$ 1.30	

Company Name:

Booth #:

Amount	
7% TAX	
Amount Due	

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A TRADESHOW?**

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**NEED ANYTHING?**

Phone: 305-751-1234

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## Accessories



### Sign Holder

66" H - Graphic Size 22" W x 28" H

	Qty	Advance Price	Standard Price
NO Graphic		\$ 171.50	\$ 223.50
Single Graphic		\$ 232.50	\$ 301.50
Double Graphic		\$ 293.50	\$ 382.00

Amount



### Floor Easel

65" H

Qty	Advance Price	Standard Price
	\$ 47.00	\$ 61.00

Amount



### Adjustable Arm Rack

16" W x 47 11/16" H

Qty	Advance Price	Standard Price
	\$ 94.50	\$ 122.50

Amount



### 2 Way Waterfall Rack

30" W x 53 5/16" H

Qty	Advance Price	Standard Price
	\$ 118.50	\$ 153.50

Amount



### Mini Refrigerator

20" L x 20" W x 34" H

Qty	Advance Price	Standard Price
	\$ 465.50	\$ 605.50

*\*Electricity not included*

Amount



### Black Retractable Rope Stanchions

39 1/2" H - 10 ft. Rope

Qty	Advance Price	Standard Price
	\$ 70.50	\$ 91.50

*\*Minimum order of 2*

Amount



### Wastebasket

14" L x 10" W x 15" H

Qty	Advance Price	Standard Price
	\$ 51.50	\$ 67.00

Amount

Company Name:

Booth #:

Amount

7% TAX

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### Accessories

#### Arm Light with Bulb

4 3/8" L x 22" W x 17 1/2" H			
	Qty	Advance Price	Standard Price
BLACK		\$ 97.50	\$ 126.50
WHITE		\$ 108.00	\$ 140.50

\*Electricity not included (25 watts or 0.25 amps per arm light)  
\*Only for hard wall structures.

Amount

#### 4 Track Lights with Two Cans

72" L x 6 1/2" W x 9 11/16" H			
	Qty	Advance Price	Standard Price
Track		\$ 372.00	\$ 483.50
Additional Can		\$ 101.50	\$ 131.50

\*Electricity not included (25 watts or 0.25 amps per can).  
Max 4 cans per track.  
\*Only for hard wall structures.

Amount

#### Rolling TV Stand

26 7/16" L x 18 7/16" W x 66 7/32" H			
	Qty	Advance Price	Standard Price
		\$ 256.50	\$ 333.50

\*TV not included.  
\*Holds up to 70 lbs (31.82 kg)  
\*Height-adjustable 58.7" - 70.31"

Amount

#### TV Rentals

	Qty	Advance Price	Standard Price
43" TV		\$ 758.50	\$ 985.50
55" TV		\$ 929.50	\$ 1,208.00

\*Please contact us for other sizes.  
\*Electricity not included.  
\*Can be installed on hard walls. Installation not included, please see labor page for rate.

Amount

#### White Shelves

12" W			
	Qty	Advance Price	Standard Price
1 Meter		\$ 71.50	\$ 93.50
2 Meter		\$ 105.50	\$ 137.50
3 Meter		\$ 145.50	\$ 189.50

\*Please send layout and heights.  
\*Only for hard wall structures.

Amount

#### Literature Rack

15" L x 11" W x 60" H		
Qty	Advance Price	Standard Price
	\$ 279.50	\$ 363.00

Amount

#### Pegboard Panel

	Qty	Advance Price	Standard Price
2' x 8' vertical		\$ 257.50	\$ 335.00
2' x 8' horizontal		\$ 257.50	\$ 335.00
4' x 8' vertical		\$ 344.00	\$ 447.50
4' x 8' horizontal		\$ 344.00	\$ 447.50

Amount

#### White Shelving Unit

46 1/2" L x 13 3/4" W x 76" H		
Qty	Advance Price	Standard Price
	\$ 877.50	\$ 1,141.00

Amount

\*All shelf heights are adjustable with preset holes spaced 4.5 inches apart.

Company Name:  
Booth #:

Amount   
7% TAX  
Amount Due

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### Cabinets


(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is January 2, 2025)




1 meter Cabinet with Sliding Doors & Lock			
40 9/16" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 549.00	\$ 713.50
WHITE		\$ 421.00	\$ 547.50
Graphic Size	37 15/16" W x 35 7/8" H		
Amount		<input type="text"/>	




2 meter Cabinet with Sliding Doors & Lock			
79 5/8" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 783.50	\$ 1,018.50
WHITE		\$ 540.50	\$ 702.50
Graphic Size	77" W x 35 7/8" H		
Amount		<input type="text"/>	




1 meter Curved Cabinet with Sliding Doors & Lock			
40 9/16" L X 29" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 615.50	\$ 800.50
WHITE		\$ 473.50	\$ 615.50
Graphic Size	42 1/4" W x 35 7/8" H		
Amount		<input type="text"/>	




2 meter Curved Cabinet with Sliding Doors & Lock			
79 5/8" L X 37 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 814.00	\$ 1,058.50
WHITE		\$ 572.50	\$ 744.00
Graphic Size	85 5/8" W x 35 7/8" H		
Amount		<input type="text"/>	



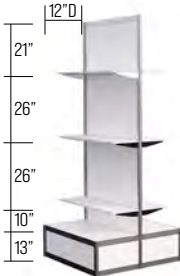
1 meter Diagonal Curved Cabinet without Door			
56 5/8" L X 26 5/8" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 683.50	\$ 888.00
WHITE		\$ 508.50	\$ 661.50
Graphic Size	60 1/4" W x 35 7/8" H		
Amount		<input type="text"/>	



2 meter Curved Corner Cabinet with Sliding Doors & Lock			
79 5/8" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Graphic		\$ 826.50	\$ 1,074.50
WHITE		\$ 572.00	\$ 744.50
Graphic Size	Front: 37 15/16" W x 35 7/8" H Both Sides: 29 5/8" W x 35 7/8" H		
Amount		<input type="text"/>	



1 meter Gondola Single Sided with 3 Shelves			
40 9/16" L X 21 1/16" W X 96 1/32" H			
Shelves	Qty	Advance Price	Standard Price
Straight		\$ 487.00	\$ 633.50
Angled		\$ 563.00	\$ 731.50
Amount		<input type="text"/>	



1 meter Gondola Double Sided with 6 Shelves			
40 9/16" L X 40 9/16" W X 96 1/32" H			
Shelves	Qty	Advance Price	Standard Price
Straight		\$ 609.50	\$ 792.00
Angled		\$ 730.50	\$ 950.00
Amount		<input type="text"/>	

\*Prices for Side Graphics on cabinets are additional.

Qty	Advance Price	Standard Price
	\$ 63.50	\$82.50
Side Graphic Size 18 1/2" W x 35 7/8" H		

Amount	<input type="text"/>
7% TAX	<input type="text"/>
Amount Due	<input type="text"/>

Company Name:

Booth #:

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

Please submit graphics to - [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com) - Specifying the SHOW NAME AND COMPANY NAME.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



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Discount deadline:  
January 2, 2025

NEED  
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BOOTH?

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TO AND FROM  
A TRADESHOW?

e LOGISTICS


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Phone: 305-751-1234  
| Fax: 305-751-1298

Showcases


\*Electricity not included.



### Solid Wall Case

	Qty	Advance Price	Standard Price
WHITE		\$ 1,001.00	\$ 1,301.50
BLACK		\$ 1,001.00	\$ 1,301.50
Size	18" L x 70" W x 84" H		

Amount



### See Thru Wall Case

	Qty	Advance Price	Standard Price
WHITE		\$ 1,029.50	\$ 1,338.50
BLACK		\$ 1,029.50	\$ 1,338.50
Size	18" L x 70" W x 84" H		

Amount




### Classic Black Showcase

	Qty	Advance Price	Standard Price
4 Feet		\$ 631.50	\$ 821.00
5 Feet		\$ 631.50	\$ 821.00
6 Feet		\$ 631.50	\$ 821.00
Size	20" L x 42" H		

Select view Half Quarter


Amount



### Tower Case TCS1639

	Qty	Advance Price	Standard Price
GREY		\$ 872.50	\$ 1,134.50
BLACK		\$ 872.50	\$ 1,134.50
Size	16" L x 39" W x 79" H		

Amount




### Standard Showcase

	Qty	Advance Price	Standard Price
4 Feet		\$ 767.50	\$ 998.00
5 Feet		\$ 767.50	\$ 998.00
6 Feet		\$ 767.50	\$ 998.00
Size	20" L x 38" H		

Select Color White Black

Select view Full Half Quarter


Amount



### Tower Case TCS1651

	Qty	Advance Price	Standard Price
GREY		\$ 1,029.50	\$ 1,338.50
BLACK		\$ 1,029.50	\$ 1,338.50
Size	20" L x 68" W x 84" H		

Amount




### Elite Showcase

	Qty	Advance Price	Standard Price
4 Feet		\$ 814.50	\$ 1,059.50
5 Feet		\$ 814.50	\$ 1,059.50
6 Feet		\$ 814.50	\$ 1,059.50
Size	20" L x 41 15/16" H		

Select Color White Black

Select view Full Half Quarter

Amount



### Standard 2020

	Qty	Advance Price	Standard Price
LIGHT GREY		\$ 844.00	\$ 1,097.50
BLACK		\$ 844.00	\$ 1,097.50
Size	20" L x 20" W x 79" H		

Amount

Company Name:  
Booth #:

Amount
7% TAX
Amount Due

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

Show Dates: January 22-24, 2025

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Discount deadline:  
December 3, 2024

**NEED  
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**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Graphics

(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is December 3, 2024)



### Pull up Banner

Qty	Advance Price	Standard Price
	\$ 601.50	\$ 782.50
Graphic Size 33 1/2" W x 80" H		

Amount



### 1 - meter B-Matrix Panel with Graphic on PVC

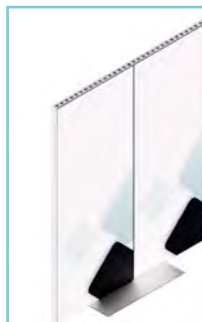
Qty	Advance Price	Standard Price
	\$ 777.50	\$ 1,010.50
Graphic Size 38 3/4" W x 94 7/8" H		

\*Frame Included

Amount

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### 2 - meter B-Matrix with Graphic on PVC

Qty	Advance Price	Standard Price
	\$ 1,567.50	\$ 2,038.00
Overall Graphic Size 78 1/9" W x 94 7/8" H		

\*Frame Included

Amount

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### 3 - meter B-Matrix with Graphic on PVC

Qty	Advance Price	Standard Price
	\$ 2,345.50	\$ 3,049.50
Overall Graphic Size 117 3/17" W x 94 7/8" H		

\*Frame Included

Amount

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Printing Price Per SQ-FT for any custom size is \_\_\_\_\_ \$ 23.00

All custom size orders made after discount deadline will incur a 30% late fee

- Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send Graphic Files ready to print to [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com)
- The pricing above applies for PVC, Foamboard and Banner.
- Fabric and Custom cut to be quoted.

Company Name:

Booth #:

Amount	<input type="text"/>
7% TAX	<input type="text"/>
Amount Due	<input type="text"/>

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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*Discount deadline:  
December 3, 2024*

**NEED  
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Phone: 305-751-1234  
| Fax: 305-751-1298

## Turnkey Rental Form

**(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is December 3, 2024)**

### EXPO HARD WALL BOOTH OPTIONS

All of our standard hardwall Turnkey Rentals featured on the following pages are available in white and include graphics.

Qty	Item	Advance Price	Standard Price	TOTAL
	Turnkey Rental Booth 101	\$ 5,874.50	\$ 7,636.50	
	Turnkey Rental Booth 102	\$ 4,808.50	\$ 6,250.50	
	Turnkey Rental Booth 103	\$ 6,333.50	\$ 8,233.50	
	Turnkey Rental Booth 105	\$ 6,600.50	\$ 8,580.50	
	Turnkey Rental Booth 201	\$ 8,040.50	\$ 10,452.50	
	Turnkey Rental Booth 202	\$ 9,070.50	\$ 11,791.50	

- **Rush Fee:** A \$250 fee applies to turnkey orders placed within 2 weeks of your event date.

**Electrical is Not Included.**

7% TAX	
Amount Due	

**Do you want something  
different than the standard  
booth?**

Call our Custom  
Design Department

**305-751-1234**

We will custom design a booth to best  
show off your product. Send an email  
to [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com)

Additional Requests:

Company name:

Contact name:

Phone:

Email:

Fax:

Booth #:

Please submit graphics to - [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com) - Specifying the SHOW NAME AND COMPANY NAME.

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Show Dates: January 22-24, 2025

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Discount deadline:  
December 3, 2024

**NEED  
A CUSTOM  
BOOTH?**

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**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

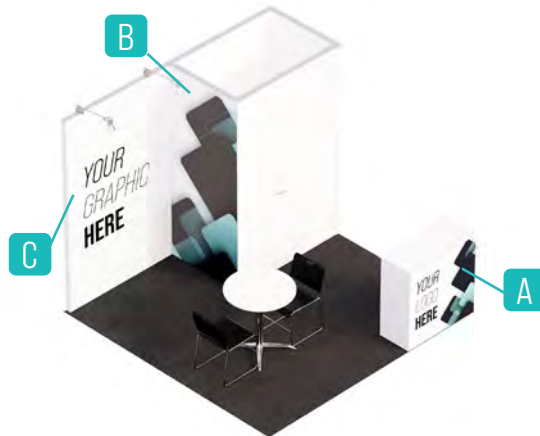
**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Turnkey Rental Booth

Turnkey Rental Booth 101

ADVANCED \$ 5,874.50 | STANDARD \$ 7,636.50



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### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 41 1/2" W x 95 3/16" H)
- C. Graphic-Fabric (size: 58 9/16" W x 95 3/16" H)

- 1 - Storage Closet 1m L x 1 1/2m W
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 102

ADVANCED \$ 4,808.50 | STANDARD \$ 6,250.50



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### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 117 11/64" W x 95 3/16" H)

- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
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Discount deadline:  
December 3, 2024

**NEED  
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**NEED  
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TO AND FROM  
A TRADESHOW?**



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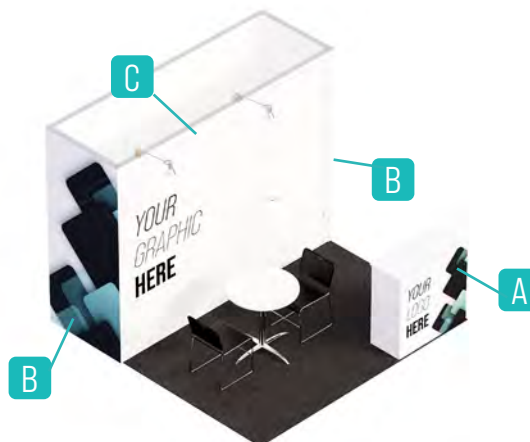
**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Turnkey Rental Booth

Turnkey Rental Booth 103

ADVANCED \$ 6,333.50 | STANDARD \$ 8,233.50



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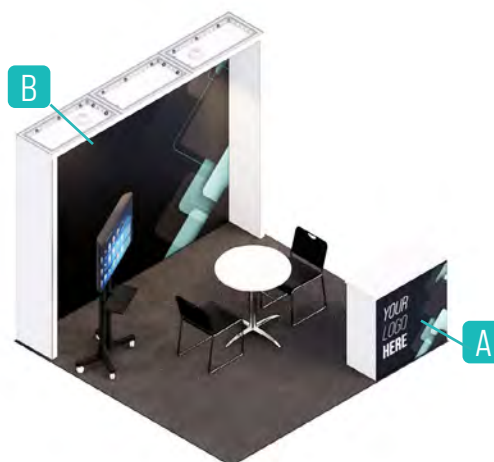
### Included items:

- 10' x 10' Black Carpet
- 1- 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1- 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. 2 Side Graphics-Fabric (size: 41 1/2" W x 95 3/16" H)
- C. Graphic-Fabric (size: 80 9/16" W x 95 3/16" H)

- 1- Storage Closet 1m L x 3m W
- 1- Round Table 30" / 2 Black Chairs
- 1- Wastebasket
- 2- White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1- Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)
- 1- Complimentary vacuuming before the show

Turnkey Rental Booth 105

ADVANCED \$ 6,600.50 | STANDARD \$ 8,580.50



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### Included items:

- 10' x 10' Black Carpet
- 1- 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1- 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 117 11/64" W x 95 3/16" H)
- 1/2m 19.53" L - Sides and Ceiling Structure.

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 1- Round Table 30" / 2 Black Chairs
- 1- Wastebasket
- 2- White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1- Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
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Show Dates: January 22-24, 2025

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Discount deadline:  
December 3, 2024

**NEED  
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**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

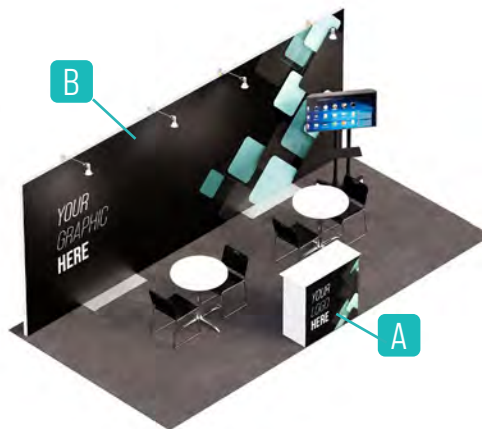
**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Turnkey Rental Booth

Turnkey Rental Booth 201

ADVANCED \$ 8,040.50 | STANDARD \$ 10,452.50



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### Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 21/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 234 21/64" W x 95 3/16" H)
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**

- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 202

ADVANCED \$ 9,070.50 | STANDARD \$ 11,791.50



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### Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 21/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 234 21/64" W x 95 3/16" H)
- 1/2m 19.53" L - Sides and Ceiling Structure.

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

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# WE CREATE

## **CUSTOM** TRADESHOW **DISPLAYS**

## YOUR CUSTOMERS WILL **NEVER FORGET!**

We work closely with you to create unique and stunning custom booths that align perfectly with your vision.

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## CONTACT US

### ✉ **EMAIL**

[designanddisplay@expocci.com](mailto:designanddisplay@expocci.com)

### ☎ **PHONE #**

305-751-1234

MORE ABOUT US  
AND OUR WORK



[/expocci.com/custom-exhibits/](http://expocci.com/custom-exhibits/)

- Custom-tailored services and solutions
- Extreme attention to detail
- Extensive knowledge of local venues
  - Excellent relationships with venues and Labor Unions
  - We service trade shows of all sizes, nationwide
  - Competitive pricing

**expo**  
convention  
contractors



## SHIPPING SERVICES

FOR ALL YOUR  
TRADESHOW NEEDS



## OUR IN HOUSE PREFERRED CARRIER



[GO BACK TO TABLE OF CONTENTS](#) ←

ARE YOU SHIPPING TO ☐ or FROM ☐ A TRADESHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE

### CONTACT INFO

COMPANY NAME

CONTACT NAME

PHONE NUMBER

E-MAIL

SHOW NAME

PICK-UP ADDRESS

BUSINESS HOURS

### INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock? ☐ YES ☐ NO

Residential Area? ☐ YES ☐ NO

Does the driver need to go in the Building? ☐ YES ☐ NO

Does the driver need to go in elevator? ☐ YES ☐ NO

PICK-UP LOCATION ☐ Office ☐ Dock ☐ Other

Our service is a 7-10 business day ground shipping service only, Monday-Friday

High Cost Delivery Areas: NYC-Special Rates May Apply CA - Surcharge Applies

### PICKUP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

Type of Shipment ☐ Pallet / Skid ☐ Fiber Case ☒ Carton

☐ Crate ☐ Other

Dimensions

Aprox. Weight

### DESTINATION ADDRESS

SHOW NAME

BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redeliver/pick-up.

SHIPPING TO, **AND**  
FROM YOUR TRADESHOW  
**MADE**  
**EFFORTLESS**

305.751.1234 | [elogistics@expocci.com](mailto:elogistics@expocci.com)



Show Dates: January 22-24, 2025

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*Discount deadline:*  
January 9, 2025

**NEED  
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**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Material Handling Authorization

**(This Form Must Be Signed and Returned with the Shipping Instructions)**

**Please complete the following information:**

We plan to ship to: Advance Warehouse      Direct to Show Site  
We plan to ship on (date):  
Our material should arrive on (date):  
Carrier name:      Pro#:        
Origin 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:**

**100 pound minimum charge per shipment**

### Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.40 per pound	Direct Shipment	\$1.40 per pound
<b>Advance Shipping Address:</b> EXPO Convention Contractors, Inc. 15959 NW 15th Avenue Miami, Florida 33169		<b>Direct Shipping Address:</b> Expo Convention Contractors, Inc. c/o Broward County Convention Center- Halls A & B 1950 Eisenhower Blvd, Fort Lauderdale, FL 33316	
<b>Deadline Date is:</b> January 9, 2025		<b>Will not be accepted prior to:</b> January 20, 2025	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:  
Unloading crated material.  
Storing at EXPO CCI's warehouse for up to 30 days.  
Unloading materials and delivery to your booth  
Removing of empty shipping containers from your booth, storing during show, returning at close of show.  
Reloading materials onto outbound transportation.

Direct Shipment Rates Include:  
Unloading materials when received and delivery to your booth  
Removing of empty shipping containers from your booth, storing during show, returning at close of show.  
Reloading materials onto outbound transportation.

**Small Package Fee**  
(per shipment 1 - 50 pounds) - \$125.00

**Additional Surcharges based on inbound weight:**  
Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.

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

**Charges apply for pottery, stone, and statuary. Please see the bottom of the Material Handling information page for details and rates.**

For Credit card payments, please complete the payment authorization form. Any additional 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 showsite.  
EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO Convention Contractors' Exhibitor Service department.

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

Company Name:      Booth #  
Contact Name:      Email:  
Authorized Signature:     

Signature also indicates you read and accept the Payment Policy and Term and Conditions, signed and returned 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.

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



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Discount deadline:  
January 9, 2025

**NEED  
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BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Shipping Instructions

**(This Form Must Be Signed and Returned with the Material Handling Authorization)**

**ALL SHIPMENTS MUST ARRIVE PRE-PAID**



**USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS**

**MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS**

Email [elogistics@expocci.com](mailto:elogistics@expocci.com) for a preliminary shipping quote, all of the following is needed:  
-Company Name, Contact Name/Phone Number, Show Name/Booth #, Pick-up Address Destination Address, City, State, Zip.  
-Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, dimensions, business hours.  
-Is there a Loading Dock, Does Driver have to go in Building and/or Elevator, Residential Area  
We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 7-10 business day shipping only.

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE.

*Please Note: Exhibitors are welcome to utilize their own carriers for their shipment. Additionally, a material handling fee will still apply for all received freight.*

### SHIPPING INSTRUCTIONS PRIOR TO SHOW **(Payment Must be on file when received for Material Handling Charges)**

1. Expo CCI MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file, this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility.
4. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
5. Expo CCI, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is accessed for any shipment not handled by Expo CCI, when Expo CCI is required to handle storage of empty containers.
6. Remove all expired shipping labels before shipping to avoid confusion.
7. Collect shipments are not accepted and will be refused upon delivery.

### SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION **(You MUST fill out a BOL at show-site or request a pre-printed BOL)**

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics and will be returned to our warehouse and held for disposition at an additional charge. Expo CCI is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

### INSURANCE

Expo CCI 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 CCI from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

**Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated**

Company name:

Booth #:

Address:

Attention:

Phone:

Fax:

City:

State:

Zip code:

Authorized by (please print):

Title:

Signature:

Convention/Tradeshow:

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

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
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## Material Handling Information

### Special Handling

Rate as shown on Material Handling Authorization Form

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

### Late shipments

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to pages 4-5) for advance warehouse or arriving on show site after show opening.

### Uncrated Shipments

Rate as shown on Material Handling Authorization Form

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

### Off Target Deliveries

Surcharge: See below

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time. **Surcharge: 25%.** Shipments arriving at the warehouse during Expo show move-in days and/or Exhibitor Move-in Days will be charged a Special Handling Fee. This fee will be based on the shipment received and the Delivery Location. The minimum charge will be \$250.00. Please see the Expo Quick Facts for Delivery Days, Times and Location. **Based on weight of materials and location.**

### Padded Van Deliveries

Surcharge: \$10.50/CWT

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

### Marshaling Yard

Surcharge: Maximum \$27.50

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

### Reweigh of shipments

Surcharge: \$33.50 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.

### Envelope Deliveries

Surcharge: \$33.50 per envelope

During show hours at the show facility, a charge will apply for 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.

### Return to Warehouse

Surcharge: \$15.00 per CWT, Minimum \$ 50.00

Crated materials only, uncrated materials will not be accepted at warehouse. Return to warehouse will be charged after Material Handling.

### STATUARY, POTTERY, STONE

Direct Shipments will be charged 50% less of published rate. Advance Warehouse Shipments are exempt from this discount. There is a 2,500 lb minimum. If you have any questions about material handling, please contact EXPO Customer Service department.

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

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## Material Handling Q & A

### Questions and Answers

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

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

#### What is the definition of "freight"?

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

#### What is a "certified weight ticket"?

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

#### What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location or 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 forklift to unload or reload my freight?

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

#### What does CWT mean?

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

### Important facts about advance shipments

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

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

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

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

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

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

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

### Material Handling Charges

#### What determines how much I am charged?

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

#### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 185 lbs. = 185 lbs X RATE = \$ Amount or minimum charge, whichever is greater.

#### Will there be any additional charges?

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

### Material Handling Charges

#### What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 100 lbs.

#### How do I calculate my specialized carrier shipment?

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

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

### Crated - Uncrated - Special Handling

#### What are CRATED materials?

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

#### What are UNCRATED materials?

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

#### What is SPECIAL HANDLING?

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

### Important facts about direct shipments

#### What are direct shipments?

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

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

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. **All shipments must be prepaid, no collect on delivery shipments will be accepted.**

### Liability Insurance

#### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

### Outbound shipments


You must complete an EXPO Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service.




If you have questions on how to complete your bill of lading, please ask a EXPO customer service representative located at the customer service desk. If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Show Dates: January 22-24, 2025

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## Advance Shipping Labels

			
<b>TO:</b> EXPO Convention Contractors, Inc. 15959 NW 15th Avenue Miami, Florida 33169		<b>First day freight can arrive w/o a surcharge</b> December 18, 2024	
<b>FOR: Tropical Plant International Expo 2025</b> Receiving Hours: M - F 8:30am - 3:30pm		<b>Last day freight can arrive w/o a surcharge</b> January 9, 2025	
<b>ADVANCE WAREHOUSE</b>			
Company Name: Contact name: Contact phone: <b>BOOTH #:</b>			
			

			
<b>TO:</b> EXPO Convention Contractors, Inc. 15959 NW 15th Avenue Miami, Florida 33169		<b>First day freight can arrive w/o a surcharge</b> December 18, 2024	
<b>FOR: Tropical Plant International Expo 2025</b> Receiving Hours: M - F 8:30am - 3:30pm		<b>Last day freight can arrive w/o a surcharge</b> January 9, 2025	
<b>ADVANCE WAREHOUSE</b>			
Company Name: Contact name: Contact phone: <b>BOOTH #:</b>			
			

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## Direct Shipping Labels

 <p><b>TO:</b> EXPO Convention Contractors, Inc. c/o Broward County Convention Center- Halls A &amp; B 1950 Eisenhower Blvd, Fort Lauderdale, FL 33316</p> <p><b>FOR: Tropical Plant International Expo 2025</b></p>	 <p><b>WILL NOT BE ACCEPTED PRIOR TO</b></p> <p>January 20, 2025</p>
<h3>DIRECT SHIPPING</h3>	
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p><b>BOOTH #:</b></p>	
	

 <p><b>TO:</b> EXPO Convention Contractors, Inc. c/o Broward County Convention Center- Halls A &amp; B 1950 Eisenhower Blvd, Fort Lauderdale, FL 33316</p> <p><b>FOR: Tropical Plant International Expo 2025</b></p>	 <p><b>WILL NOT BE ACCEPTED PRIOR TO</b></p> <p>January 20, 2025</p>
<h3>DIRECT SHIPPING</h3>	
<p>Company Name:</p> <p>Contact name:</p> <p>Contact phone:</p> <p><b>BOOTH #:</b></p>	
	

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## Self-Unload/POV Service Information & Rates

The TPIE POV SERVICE is a feature for exhibitors using a Personally Owned Vehicle (POV) that meets the requirements below.

POV's [Personally Owned Vehicles] are defined as:

Cars, pick-up trucks, vans and other trucks owned/leased by the exhibiting company, and driven by a full time exhibiting company employee will be unloaded by the TPIE provided labor service.

- ❖ POV's must show proof that the vehicle is owned/leased by the exhibiting company. [e.g.Truck registration, Title, Lease Agreement or permanent Company Markings on the truck.]
- ❖ Driver's and other passengers must be able to show proof of full time employment with the exhibiting company. [e.g. Business card or company ID.]
- ❖ Exhibiting companies may not carry exhibit materials for other exhibitors. These items would be subject to material handling charges.
- ❖ The TIPE POV Service is Not Available for Advance Warehouse Shipments. These shipments are subject to the rates indicated in the Material Handling Form

Exhibitors who have extensive unloading requirements can use the material handling services. Arrangements for this service can be made in advance, see Material Handling Form, or on-site at the EXPO Service Desk.

Empty storage service will only be available to exhibitors who utilize the complete material handling service. POV exhibitor empty storage will be provided at **\$75 PER container**.

All POV's must report to the Marshaling Yard during **MOVE-IN & MOVE-OUT** to gain entry into the Loading Dock Area. **EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES**. Exhibitors are required to carry all risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show.

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## Vehicle Spotting Fees

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

Exhibitor must email or fax orders by **January 9, 2025** to schedule move-in time.

Email: [info@expocci.com](mailto:info@expocci.com) or Fax: 305-751-1298

**\$ 320.00 FOR FIRST TWO ROUNDTrip PER VEHICLE**

**\$ 160.00 FOR EVERYTHING THEREAFTER ROUNDTrip PER VEHICLE**

### VEHICLE SPOTTING RULES AND REGULATIONS

- EXPO CCI employee or Union labor shall spot each vehicle.
- All motorized vehicles displayed shall have batteries disconnected at the “hot” lead. The lead shall be safely secured.
- Fuel supplies in vehicles on display shall not exceed 1/4 of a tank of gas. The tank must be purged with carbon dioxide (CO<sub>2</sub>).
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers.
- Vehicles on display require poly-tack and a drip pan.
- Exhibitor must show insurance for both the driver and the car.

By signing this form the Exhibitor accepts the terms of the “EXPO CCI Hold Harmless Agreement” (See Area Work Rules).

Under no circumstance shall an EXPO CCI employee or any Union labor drive any vehicle onto the show floor.

### PAYMENT POLICY FORM MUST ACCOMPANY ORDER

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

Company name:

Booth #:

Move-In Time and Date:

Move-Out Time and Date:

Authorized by (please print):

Email:

Signature:

Number of Vehicles and type:

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

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# STREAMLINE YOUR TRADESHOW LOGISTICS

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## Labor

LABOR INFORMATION			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$ 108.00	\$ 140.50
Over Time	Monday - Friday	4:30pm - 8:00am	\$ 162.00	\$ 210.50
	Saturday - Sunday	All Day		
Double Time	Holidays	All Day	\$ 216.00	\$ 281.00

### Please note

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

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

*Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298*

### Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

### Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI 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 CCI to supervise your installation and/or dismantling.

### Set up information for installation

Please check all that apply and provide information where requested:

Booth Size:	X	
Forklift required:	YES	NO
Carpet is?	OWNED	RENTED FROM EXPO
Carpet padding?	YES	NO
Drawings	FAXED TO EXPO	SHIPPED W/EXHIBIT CRATES

### Inbound Freight Information

For all inbound freight, please complete the Material Handling Authorization Form.

You can return the completed form via email at [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

### Outbound Freight Information

Please complete the Bill of Lading [BOL] form on our website: [expocci.boomerecommerce.com](http://expocci.boomerecommerce.com). Additionally, please refer to the included Shipping Instructions Form for detailed guidelines.

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

*Force Freight through EXPO CCI's preferred carrier:*

*Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)*

Company Name:

Booth #:

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

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## Forklift Service

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES**

Please complete the following

# of pieces to be spotted Requested date/time: (times are not guaranteed)  
Heaviest piece to be spotted  
Description of work to be performed:

### GROUND RIGGING FORKLIFT RENTAL

Forklift Rental - Up to 5,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 258.00	\$ 387.00	
	Overtime hourly rental	\$ 312.00	\$ 468.00	
	Double-time hourly rental	\$ 366.00	\$ 549.00	

Please contact us if your forklift exceed the 5,000lb capacity to be quoted for a larger capacity lift is available. [ info@expocci.com or 305 751 1234 ]

#### Please note

Rate structure included 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 is one (1) hour. 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.

### In-Booth Forklift Service

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 am. All exhibit labor for 8:00 am starting times will be dispatched to booth space. Confirm labor and forklift by 2:30 pm the day before date requested. Please have a representative pick-up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the worker and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

Company Name: Booth #  
Contact Name: Email:  
Authorized Signature:

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

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

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## Hanging Signs and Banners

### 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 CCI.

Overhead hanging signs must be sent in separate containers directly to Expo Convention Contractors, Inc. warehouse using the enclosed HANGING SIGN LABELS.

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 diagram detailed information so 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 requires Electricity      Assembly

### Placement Diagram

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.

Number of feet from bottom of sign:

**Payment Policy:** All invoices must be settled at our Service desk prior to the closing of the Show. For your convenience, MasterCard, American Express and Visa credit cards will be accepted. No credits will be issued after the closing of the show.  
**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.

Exhibitor name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_

Authorized: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

### 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 two people, Operator and one rigger

MATERIALS - Cable, Clamps, etc. Additional and charged accordingly.

EQUIPMENT WITH CREW: \*Rates are per Lift Crew/ per hours.  
 \*One hour Minimum per lift Crew.

		Straight Time	Overtime
Boom Lift with Crew: (Condor/Snorkel) up to 200 lb. lift capacity.	Discount price	\$ 675.00	\$ 895.00
	Standard price	\$ 878.00	\$ 1,141.50
Additional crew/ Assembly labor:	Discount price	\$ 108.00	\$ 140.50
	Standard price	\$ 140.50	\$ 210.50

### Installation DATE / TIME:

Approx. Hours	Hourly Rate	Total Estimate Cost
@		=

### Dismantle DATE/TIME:

Approx. Hours	Hourly Rate	Total Estimate Cost
@		=

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

Please indicate method of supervision you require:

EXPO IGD      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.**

Amount	
7% TAX	
Amount Due	

Show Dates: January 22-24, 2025

**GO BACK TO TABLE OF CONTENTS** ←

*Discount deadline:*  
January 2, 2025

**NEED  
A CUSTOM  
BOOTH?**

[click here](#)

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**




[click here](#)

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Floral and Plants Rentals



Green Plants in Baskets		
Qty	Size	Price
	5' to 6'	\$ 159.50 each
	3' to 4'	\$ 119.00 each

Amount



Seasonal Blooming Plant	
Qty	Price
	\$ 95.50 each

Amount



Boston Fern Plant	
Qty	Price
	\$ 115.50 each

Amount



Flower Arrangements		
Qty	Size	Price
	Small	\$ 119.00 each
	Medium	\$ 159.50 each
	Large	\$ 202.50 each

*\*For purchase only*

Amount

An Additional 30% charge will be applied to orders received after the discount deadline date.

Flower arrangements are for purchase only, all other rentals need to be returned at the end of the show or a purchase price of double the rental fee will apply.

Amount	
7% TAX	
Amount Due	

Company Name:

Contact Name:

Signature:

Booth #

Email:

Telephone:

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Show Dates: January 22-24, 2025

**GO BACK TO TABLE  
OF CONTENTS** ←

*Discount deadline:*  
January 2, 2025

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BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Cleaning Form

*PLEASE INDICATE THE SERVICES NEEDED*

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

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

### *Carpet Vacuuming*

CHECK IF NEEDED	Rate per (Sq. Ft.)	Booth Size (Sq. Ft.)	# Days (# days needed)	Total Due
	\$ 0.86			

Specify Dates Needed:

### *Porter Service - Trash Removal [2 hour intervals]*

CHECK IF NEEDED	# of Booths	Rate	Times per Day	# Days (# days needed)	Total Due
	1 - 5 Booths	\$ 87.50			
	6 - 15 Booths	\$ 106.50			

Specify Dates Needed:

### *Exhibit Cleaning*

CHECK IF NEEDED	# of Days	Rate	Specify Date Needed	Total Due
	Daily	\$ 48.50		
	1 Time Only	\$ 63.50		

Specify Dates Needed:

Company Name:   
Contact Name:   
Email:   
Fax:

Amount	<input type="text"/>
7% TAX	<input type="text"/>
Amount Due	<input type="text"/>

Booth #:   
Phone:

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



Show Dates: January 22-24, 2025

**GO BACK TO TABLE  
OF CONTENTS** ←

*Discount deadline:*  
January 2, 2025

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A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Non-Official Contractor (EAC)

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from Expo Convention Contractors, Inc., 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., Florida Nursery, Growers and Landscape Association and Broward County Convention Center** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are: (a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

### Note:

Complete this form only if your company is using a Service Contractor other than Expo Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local union labor either through their own contract or direct hire through Expo Convention Contractors.

### PLEASE COMPLETE

(Exhibiting Company Name)

(EAC Company Name)

Will indemnify and hold harmless Expo Convention Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs, or expenses, 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 by any other party.

Exhibiting Company name:

Booth #:

Address:

City:

State:

Country:

Zip:

Telephone:

Fax:

Authorized On-Site Representative:

Cell Phone:

(Please Print)

Name of service firm:

Address:

Contact name:

Email Address:

Telephone:

On-site Cell Phone:

Authorized On-Site Supervisor:

### Note:

This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by January 2, 2025

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

**Labor Source**

EXPO LABOR

Local Union Direct  
Contract

Other

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.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	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
SAMPLE	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURED	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
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000,000.00
							PERSONAL & ADV INJURY \$ 1,000,000.00
							GENERAL AGGREGATE \$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$ 1,000,000.00
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000.00
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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., Florida Nursery, Growers and Landscape Association and Broward County Convention Center

Exhibiting Company Name and Booth #.

**CERTIFICATE HOLDER****CANCELLATION**

Expo Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169

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

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**NEED  
A CUSTOM  
BOOTH?**

[click here](#)

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**

**e LOGISTICS**

[click here](#)

**NEED ANYTHING?**

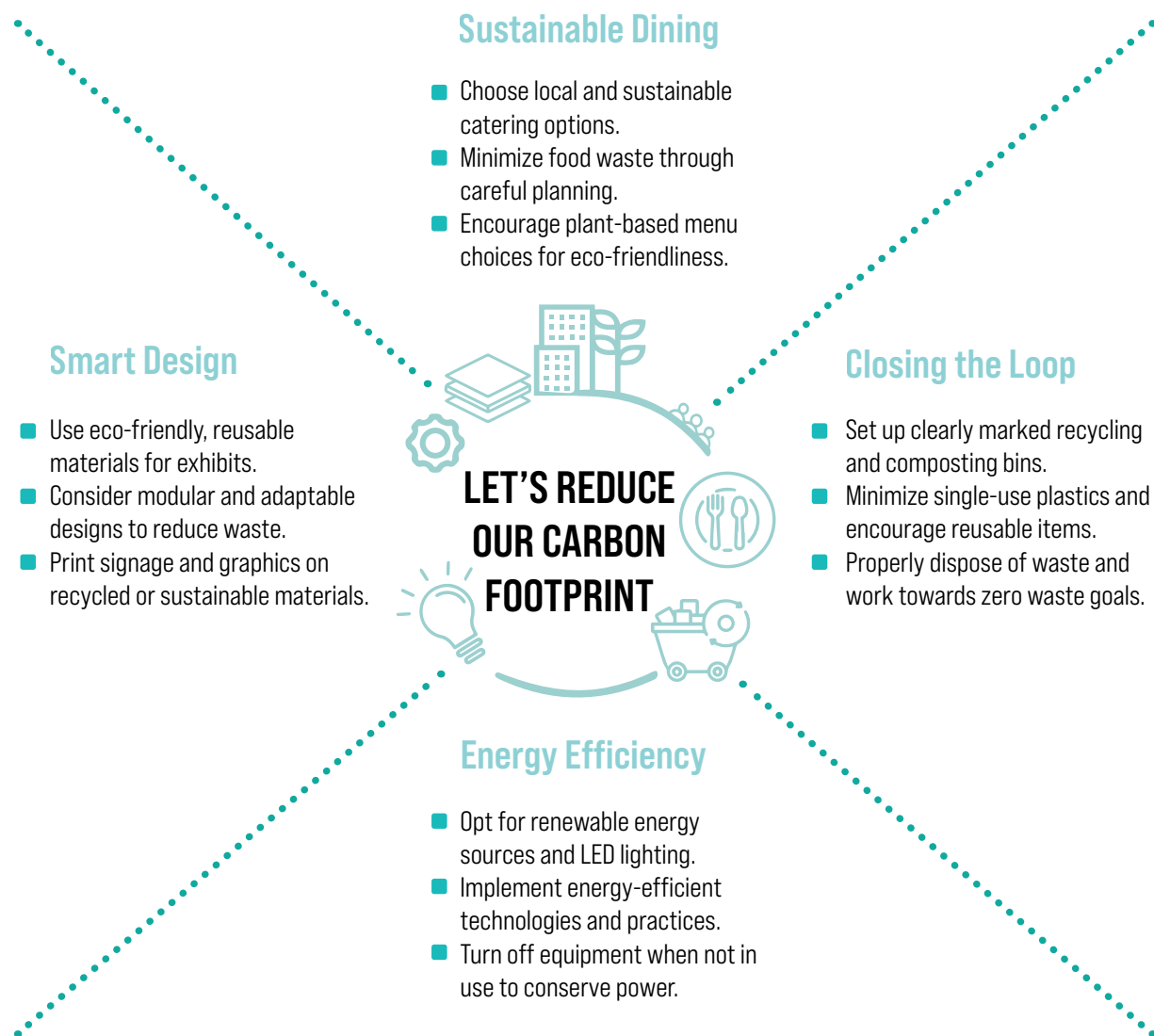
Phone: 305-751-1234

| Fax: 305-751-1298

## Sustainability Awareness

**LET'S MAKE OUR IMPACT EVEN GREATER.**

Our work generates numerous social and economic impacts as we foster connections, drive innovation, facilitate learning, and introduce new opportunities to our world. It is now our responsibility to **promote a sustainable industry** through collective action.



**FRIENDLY REMINDER OF OUR SHARED  
RESPONSIBILITY TO PROTECT OUR PLANET.**

**GO BACK TO TABLE  
OF CONTENTS** ←

**NEED  
A CUSTOM  
BOOTH?**

[click here](#)

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Area Work Rules

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 mechanized material handling equipment and all unloading and reloading from the loading docks.. An exhibitor may move materials from the designated ground unloading area. Exhibitor is not allowed to use mechanized equipment to move their on freight. (i.e. no forklifts, pallet jacks or etc.) When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO CCI 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 the Local Union which claims jurisdiction over the installation and dismantle of trade shows 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 gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

### *EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING*

The Association and Exhibitor will hold harmless EXPO Convention Contractors, 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.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



**expo**  
convention  
contractors

SPECIALTY FURNISHINGS

2024

**TRADESHOW  
FURNISHINGS  
CATALOG**



# BLANC

Bright White Leather



**Blanc Sofa**  
75"W x 35"D x 35"H  
Item #18228-0847  
Advance Price: \$1,127.25  
Standard Price: \$1,409.00



**Blanc Loveseat**  
54"W x 35"D x 35"H  
Item #18167-0614  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



**Blanc Chair**  
33"W x 35"D x 35"D  
Item #18284-0834  
Advance Price: \$899.00  
Standard Price: \$1,123.75



**Blanc Bench Ottoman**  
48"W x 24"D x 18"H  
Item #18024-0072  
Advance Price: \$540.00  
Standard Price: \$675.00



**Blanc Cube Ottoman**  
17"Square x 17"H  
Item #18184-0274  
Advance Price: \$189.00  
Standard Price: \$236.25

# FUNCTION

Modular Seating Collection

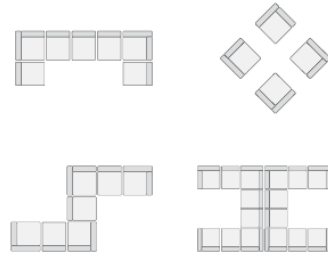
White Leather



**Function Armless Chair**  
28" Square x 29"H  
Item #18284-0554  
Advance Price: \$575.25  
Standard Price: \$719.00



**Function Corner**  
28"Square x 29"H  
Item #18066-0016  
Advance Price: \$618.25  
Standard Price: \$773.00



## CONTINENTAL

Modular Seating Collection  
White Leather



**Continental Curved Loveseat**  
82"W x 34"D x 31"H  
Item #18303-0006  
Advance Price: \$1,111.00  
Standard Price: \$1,388.75



**Continental Reverse Curved Loveseat**  
72"W x 34"D x 31"H  
Item #18304-0002  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



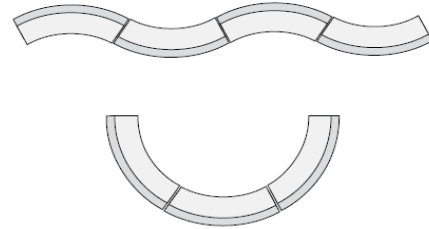
**Continental Curved Bench**  
70"W x 26"D x 19"H  
Item #18184-0283  
Advance Price: \$564.25  
Standard Price: \$705.25



**Continental Wedge Ottoman**  
30"W x 34"D x 19"H  
Item #18296-0006  
Advance Price: \$478.00  
Standard Price: \$597.50



**Continental Half Moon Ottoman**  
33"W x 19"D x 19"H  
Item #18184-0284  
Advance Price: \$478.00  
Standard Price: \$597.50



## SOPHISTICATION

Modular Seating Collection  
White Leather



**Sophistication Sofa**  
72"W x 31"D x 48"H  
Item #18228-0674  
Advance Price: \$1,111.00  
Standard Price: \$1,388.75



**Sophistication Loveseat**  
48"W x 31"D x 48"H  
Item #18167-0466  
Advance Price: \$750.75  
Standard Price: \$938.50



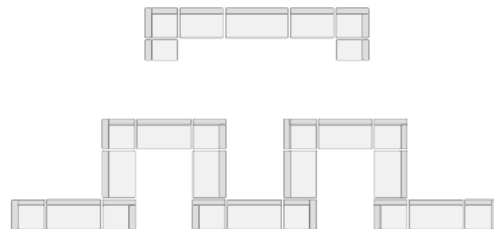
**Sophistication Chair**  
24"W x 31"D x 48"H  
Item #18284-0563  
Advance Price: \$564.25  
Standard Price: \$705.25



**Sophistication Corner**  
31"Square x 48"H  
Item #18066-0017  
Advance Price: \$564.25  
Standard Price: \$705.25



**Sophistication Ottoman**  
31"Square x 19"H  
Item #18184-0130  
Advance Price: \$424.00  
Standard Price: \$530.00



## BOCA

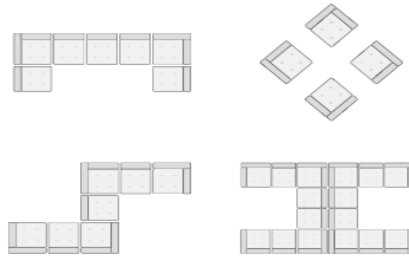
Modular Seating Collection  
Black Leather



**Boca Armless Chair**  
22"W x 27"D x 30"H  
Item #18284-0786  
Advance Price: \$575.25  
Standard Price: \$719.00



**Boca Corner**  
27"W x 27"D x 30"H  
Item #18066-0026  
Advance Price: \$618.25  
Standard Price: \$773.00



## METRO

Black Leather



**Metro Sofa**  
85"W x 35"D x 35"H  
Item #18228-0602  
Advance Price: \$926.25  
Standard Price: \$1,157.75



**Metro Loveseat**  
60"W x 35"D x 35"H  
Item #18167-0467  
Advance Price: \$892.50  
Standard Price: \$1,115.75



**Metro Chair**  
35"Square x 35"H  
Item #18284-0482  
Advance Price: \$696.50  
Standard Price: \$870.75



**Metro Bench Ottoman**  
60"W x 24"D x 17"H  
Item #18024-0008  
Advance Price: \$478.00  
Standard Price: \$597.50



**Metro Square Ottoman**  
40"Square x 17"H  
Item #18184-0179  
Advance Price: \$478.00  
Standard Price: \$597.50



**Metro Cube Ottoman**  
18"Square x 18"H  
Item #18184-0128  
Advance Price: \$189.00  
Standard Price: \$236.25

## SUAVE MIDNIGHT

Midnight Suede



**Suave Midnight Sofa**  
77"W x 36"D x 33"H  
Item #18228-0085  
Advance Price: \$811.25  
Standard Price: \$1,014.00



**Suave Midnight Loveseat**  
54"W x 36"D x 33"H  
Item #18167-0069  
Advance Price: \$704.75  
Standard Price: \$881.00



**Suave Midnight Chair**  
32"W x 36"D x 33"H  
Item #18284-0151  
Advance Price: \$529.25  
Standard Price: \$661.50

## GRAMMERCY

Modular Seating Collection  
Charcoal Leather



**Grammery Sofa**  
82"W x 36"D x 36"H  
Item #18228-0605  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50



**Grammery Loveseat**  
57"W x 36"D x 36"H  
Item #18167-0469  
Advance Price: \$899.25  
Standard Price: \$1,124.00



**Grammery Chair**  
28"W x 36"D x 36"H  
Item #18284-0485  
Advance Price: \$575.25  
Standard Price: \$776.50



**Grammery Corner**  
36"Square x 36"H  
Item #18066-0015  
Advance Price: \$661.50  
Standard Price: \$827.00



**Grammery Square Ottoman**  
40"Square x 17"H  
Item #18184-0033  
Advance Price: \$478.00  
Standard Price: \$597.50



**Grammery Round Ottoman**  
46"Round x 17"H  
Item #18184-0036  
Advance Price: \$478.00  
Standard Price: \$597.50

## MONTANA MOCHA

Mocha Tan Fabric



**Montana Mocha Sofa**  
79"W x 35"D x 34"H  
Item #18228-0784  
Advance Price: \$872.25  
Standard Price: \$1,090.25



**Montana Mocha Loveseat**  
57"W x 35"D x 34"H  
Item #18167-0573  
Advance Price: \$766.75  
Standard Price: \$958.50



**Montana Mocha Chair**  
35"Square x 34"H  
Item #18284-0704  
Advance Price: \$591.50  
Standard Price: \$739.50

## CHANDLER

Red Leather



**Chandler Sofa**  
76"W x 37"D x 35"H  
Item #18228-0795  
Advance Price: \$926.25  
Standard Price: \$1,157.75



**Chandler Loveseat**  
53"W x 37"D x 35"H  
Item #18167-0581  
Advance Price: \$892.50  
Standard Price: \$1,115.50



**Chandler Chair**  
31"W x 37"D x 35"H  
Item #18284-0717  
Advance Price: \$696.50  
Standard Price: \$870.75



**Chandler Bench Ottoman**  
60"W x 24"D x 17"H  
Item #18024-0062  
Advance Price: \$478.00  
Standard Price: \$597.50

## EVOKE



**Evoke Sofa**  
81"W x 35"D x 27"H  
Item #13229-0007  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Evoke Chair**  
33"W x 35"D x 27"H  
Item #13041-0015  
Advance Price: \$750.75  
Standard Price: \$938.50



**Evoke Cocktail Table**  
48"W x 24"D x 18"H  
Item #13054-0011  
Advance Price: \$478.00  
Standard Price: \$597.50



**Evoke Cube Ottoman**  
18"Square x 18"H  
Item #13110-0008  
Advance Price: \$301.00  
Standard Price: \$376.25



**Evoke End Table**  
24"W x 28"D x 25"H  
Item #13110-0009  
Advance Price: \$424.00  
Standard Price: \$530.00

## NIKO

Grey Microfiber



**Niko Sofa**  
81"W x 30"D x 38"H  
Item #18228-0858  
Advance Price: \$1,146.25  
Standard Price: \$1,432.75



**Niko Loveseat**  
58"W x 30"D x 38"H  
Item #18167-0622  
Advance Price: \$1,047.50  
Standard Price: \$1,309.50



**Niko Chair**  
31"W x 30"D x 38"H  
Item #18284-0856  
Advance Price: \$872.25  
Standard Price: \$1,090.25



## STAGE CHAIRS



**Midnight Stage Chair**  
Midnight Microfiber  
25"W x 26"D x 37"H  
Item #18284-0478  
Advance Price: \$345.75  
Standard Price: \$432.25



**Chamois Stage Chair**  
Beige Microfiber  
25"W x 26"D x 37"H  
Item #18284-0807  
Advance Price: \$345.75  
Standard Price: \$432.25



**Buckskin Stage Chair**  
Tan Microfiber  
25"W x 26"D x 37"H  
Item #18284-0476  
Advance Price: \$345.75  
Standard Price: \$432.25



**Empire Chair**  
Leather  
28"W x 32"D x 32"H  
Item #18284-0621 (black)  
Item #18284-0564 (white)  
Advance Price: \$618.25  
Standard Price: \$772.75



**Monarch Chair**  
Bright White Leather  
28"Square x 30"H  
Item #18284-0785  
Advance Price: \$396.00  
Standard Price: \$495.00

## OTTOMANS



**Essentials Storage Ottoman**  
48"W x 24"D x 20"H  
Item #18184-0192  
Advance Price: \$661.50  
Standard Price: \$827.00



**Grammercy Banquette**  
60"Round x 19"H (2 pieces)  
Item #18011-0010  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Essentials Banquette High Top**  
60"Round x 48"H (2 pieces)  
Item #18011-0011  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Essentials Turning Bed**  
96"W x 48"D x 36"H (2 pieces)  
Item #02082-0032  
Advance Price: \$1,682.25  
Standard Price: \$2,102.75

## BANQUETTES

## TURNING BEDS

# STOOLS



**Criss Cross Stool**  
15"W x 19"D x 41"H  
Item #05237-0038 (espresso)  
Item #05237-0039 (white)  
Advance Price: \$317.25  
Standard Price: \$396.50



**Colin Stool**  
20"W x 19"D x 46"H  
Item #05237-0305  
Advance Price: \$266.00  
Standard Price: \$332.50



**Hourglass Stool**  
18"W x 20"D x 43"H  
Item #05237-0270 (black)  
Item #05237-0271 (white)  
Advance Price: \$328.00  
Standard Price: \$410.00



**Euro Bar Stool**  
22"W x 24"D x 42"H  
Item #05237-0270  
Advance Price: \$301.00  
Standard Price: \$376.25



**Clara Stool**  
17"W x 21"D x 41"H  
Item #05237-0298  
Advance Price: \$317.25  
Standard Price: \$396.50



**Marcus Bar Stool**  
17"W (at base) x 29"H  
Item #05237-0215  
Advance Price: \$240.50  
Standard Price: \$300.75



**Vienna Stool**  
17" Square x 39"H  
Item #05237-0264 (Gray)  
Item #05237-0263 (Orange)  
Item #05237-0262 (Teal)  
Advance Price: \$353.75  
Standard Price: \$442.25



**Black Milo Bar Stool**  
Item #99-05237-01



**California Wine Milo Bar Stool**  
Item #99-05237-02



**Chartreuse Milo Bar Stool**  
Item #99-05237-06



**Chocolate Milo Bar Stool**  
Item #99-05237-04



**Jade Milo Bar Stool**  
Item #99-05237-05



**Victory Blue Milo Bar Stool**  
item #99-05237-06



**White Milo Bar Stool**  
Item #99-05237-06

**Milo Bar Stool**  
20"W x 21"D x 41"H  
Advance Price: \$301.00  
Standard Price: \$376.25

# CAFÉ TABLES



**Red Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0033  
Advance Price: \$363.25  
Standard Price: \$454.00



**Blue Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0034  
Advance Price: \$363.25  
Standard Price: \$454.00



**Purple Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0035  
Advance Price: \$363.25  
Standard Price: \$454.00



**Green Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0036  
Advance Price: \$363.25  
Standard Price: \$454.00



**Fuze Café Table**  
36"Square x 30"H  
Item #05036-0039  
Advance Price: \$379.25  
Standard Price: \$474.00



**Blanco Square Café Table**  
White/Chrome  
24"Square x 30"H  
Item #05036-0008  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H  
Item #05090-0001  
Advance Price: \$802.00  
Standard Price: \$1,002.50



**Brio Dining Table**  
Reclaimed Grey Stone  
Finish/Brushed Bronze  
26"W x 48"D x 30"H  
Item #05088-0505  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



**Euro Café Table**  
Black/Black  
30"Round x 30"H  
Item #99-05036-01  
Advance Price: \$336.25  
Standard Price: \$420.25

**Euro Café Table**  
Black/Black  
36"Round x 30"H  
Item #99-05036-02  
Advance Price: \$345.75  
Standard Price: \$432.25



**Park Ave Café Table**  
Maple/Chrome  
30"Round x 30"H  
Item #99-05036-07  
Advance Price: \$336.25  
Standard Price: \$420.25

**Park Ave Café Table**  
Maple/Chrome  
36"Round x 30"H  
Item #99-05036-08  
Advance Price: \$345.75  
Standard Price: \$432.25



**City Café Table**  
Maple/Black  
30"Round x 30"H  
Item #99-05036-14  
Advance Price: \$336.25  
Standard Price: \$420.25

**City Café Table**  
Maple/Black  
36"Round x 30"H  
Item #99-05036-15  
Advance Price: \$345.75  
Standard Price: \$432.25

# BAR TABLES



**Fuze Bar Table**  
36"Square x 42"H  
Item #99-05245-22  
Advance Price: \$379.25  
Standard Price: \$474.00



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H  
Item #99-05245-12  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aspen Bar Table - White**  
72"W x 26"D x 42"H  
Item #05204-0001  
Advance Price: \$934.25  
Standard Price: \$1,168.00



**Red Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-20  
Advance Price: \$400.00  
Standard Price: \$495.00



**Blue Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-21  
Advance Price: \$400.00  
Standard Price: \$495.00



**Purple Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-18  
Advance Price: \$400.00  
Standard Price: \$495.00



**Green Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-19  
Advance Price: \$400.00  
Standard Price: \$495.00



**Park Ave Bar Table**  
Maple/Chrome  
30" Round x 42"H  
Item #99-05245-07  
Advance Price: \$336.25  
Standard Price: \$420.25

**Park Ave Bar Table**  
Maple/Chrome  
36" Round x 42"H  
Item #99-05245-08  
Advance Price: \$345.75  
Standard Price: \$432.25



**City Bar Table**  
Maple/Black  
30" Round x 42"H  
Item #99-05245-14  
Advance Price: \$336.25  
Standard Price: \$420.25

**City Bar Table**  
Maple/Black  
36" Round x 42"H  
Item #99-05245-15  
Advance Price: \$345.75  
Standard Price: \$432.25



**Euro Bar Table**  
Black/Black  
36"Round x 42"H  
Item #99-05245-02  
Advance Price: \$345.75  
Standard Price: \$432.25



**Zinc Bar Table**  
24" Round x 42"H  
Item #05202-0049  
Advance Price: \$503.50  
Standard Price: \$629.50

## COCKTAIL TABLES



**Tribeca Cocktail Table**  
48"W x 28"D x 19"H  
Item #12055-0008  
Advance Price: \$353.75  
Standard Price: \$442.25



**Novel Cocktail Table**  
46"W x 15"D x 16"H  
Item #18024-0011  
Advance Price: \$478.00  
Standard Price: \$597.50



**Fuze Cocktail Table**  
40"Square x 16"H  
Item #12055-0453  
Advance Price: \$407.75  
Standard Price: \$509.75



**Cube Cocktail Table**  
24"Square x 16"H  
Item #12055-0285 (black)  
Item #12055-0286 (white)  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria Cocktail Table Red**  
44"W x 20"D x 18"H  
Item #99-12050-05  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Green**  
44"W x 20"D x 18"H  
Item #99-12050-03  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Blue**  
44"W x 20"D x 18"H  
Item #99-12050-06  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Purple**  
44"W x 20"D x 18"H  
Item #99-12050-04  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table White**  
44"W x 20"D x 18"H  
Item #99-12050-01  
Advance Price: \$353.75  
Standard Price: \$442.25

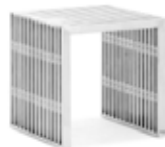


**Aria Cocktail Table Charcoal**  
44"W x 20"D x 18"H  
Item #99-12050-02  
Advance Price: \$353.75  
Standard Price: \$442.25

## END TABLES



**Tribeca End Table**  
24"W x 28"D x 22"H  
Item #12107-0008  
Advance Price: \$336.25  
Standard Price: \$420.25



**Novel End Table**  
15"Square x 16"H  
Item #18024-0010  
Advance Price: \$424.00  
Standard Price: \$530.00



**Fuze End Table**  
24"Square x 23"H  
Item #12107-0512  
Advance Price: \$363.25  
Standard Price: \$454.00



**Cube End Table**  
24"Square x 21"H  
Item #12107-0296 (black) Item #12107-0297 (white)  
Advance Price: \$345.75  
Standard Price: \$432.25



**Aria End Table Red**  
24"W x 20"D x 22"H  
Item #99-12304-05  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Green**  
24"W x 20"D x 22"H  
Item #99-12304-03  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Blue**  
24"W x 20"D x 22"H  
Item #99-12304-06  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Purple**  
24"W x 20"D x 22"H  
Item #12304-0007  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table White**  
24"W x 20"D x 22"H  
Item #12304-0002  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Charcoal**  
24"W x 20"D x 22"H  
Item #12304-0001  
Advance Price: \$336.25  
Standard Price: \$420.25



# CHARGED



**Essentials Turning Bed - Charged**  
96"W x 48"D x 25"H  
Item #22100-0001  
Advance Price: \$1,865.75  
Standard Price: \$2,332.25  
\*Exhibitor responsible for power source.



**Boca Armless Chair - Charged**  
22"W x 27"D x 30"H  
Item #22050-0001  
Advance Price: \$652.00  
Standard Price: \$815.00  
\*Exhibitor responsible for power source.



**Boca Corner - Charged**  
27"W x 27"D x 30"H  
Item #22051-0001  
Advance Price: \$704.75  
Standard Price: \$881.00  
\*Exhibitor responsible for power source.



**Conference Table White - Charged**  
96"W x 43"D x 30"H  
Item #22200-0001  
Advance Price: \$1,470.25  
Standard Price: \$1,838.00  
\*Exhibitor responsible for power source.



**Aspen Cocktail Table - Charged**  
48"W x 24"D x 18"H  
Item #22002-0002  
Advance Price: \$618.25  
Standard Price: \$773.00  
\*Exhibitor responsible for power source.



**Aspen Bar Table - Charged**  
72"W x 26"D x 42"H  
Item #22001-0001  
Advance Price: \$1,092.25  
Standard Price: \$1,363.25  
\*Exhibitor responsible for power source.



**Patrice Tablet Chair - Charged**  
28"W x 31"D x 31"H  
Item #18284-0861  
Advance Price: \$680.50  
Standard Price: \$850.75  
\*Exhibitor responsible for power source.



**Lincoln Bench - Charged**  
59"W x 39"D x 17"H  
Item #22052-0001  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50  
\*Exhibitor responsible for power source.

## BARS



**VIP Glow Bar 4\***  
48"W x 24"D x 42"H (Bar)  
13"D x 18"H (Shelf)  
Item #05012-0075  
Advance Price: \$1,031.50  
Standard Price: \$1,289.25



**VIP Glow Bar 6\***  
72"W x 24"D x 42"H (Bar)  
13"D x 18"H (Shelf)  
Item #05012-0076  
Advance Price: \$1,224.50  
Standard Price: \$1,530.75



**Bar**  
48"W x 16"D x 42"H (Bar)  
Item #05012-0054 - White  
Item #05012-0053 - Black  
Advance Price: \$564.25  
Standard Price: \$705.25

\*VIP Glow Bars - Frosted Plexi with Built-in Wireless LED Kit

## CUBE OTTOMANS



■ Cherry



■ Cromwell



■ Grape



■ Lemon



■ Lime



■ Mango

### Rubix Cube Ottomans 18"Square x 18"H

- Cherry  
Item #18184-0294
- Cromwell  
Item #18184-0295
- Mango  
Item #18184-0298
- Grape  
Item #18184-0296
- Lemon  
Item #18184-0293
- Lime  
Item #18184-0297

Advance Price: \$193.00  
Standard Price: \$241.25

## PEDESTALS

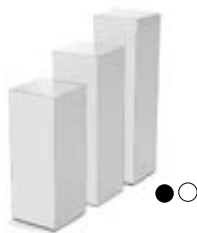


### Display Pedestals 42"

14"Square x 42"H  
Item #12091-0030 (white)  
Item #12091-0023 (black)  
Advance Price: \$460.50  
Standard Price: \$575.75

24"Square x 42"H  
Item #12091-0004 (black)  
Advance Price: \$557.50  
Standard Price: \$697.00

18"Square x 42"H  
Item #12091-0002 (black)  
Advance Price: \$513.00  
Standard Price: \$641.25



### Display Pedestals 36"

14"Square x 36"H  
Item #12091-0031 (white)  
Item #12091-0024 (black)  
Advance Price: \$390.25  
Standard Price: \$488.00

24"Square x 36"H  
Item #12091-0033 (white)  
Item #12091-0034 (black)  
Advance Price: \$557.50  
Standard Price: \$697.00



### Display Pedestals 30"

14"Square x 30"H  
Item #12091-0032 (white)  
Item #12091-0025 (black)  
Advance Price: \$363.25  
Standard Price: \$454.00

24"Square x 30"H  
Item #12091-0003 (black)  
Advance Price: \$529.25  
Standard Price: \$661.50

18"Square x 30"H  
Item #12091-0001 (black)  
Advance Price: \$372.50  
Standard Price: \$465.75

## OFFICE SEATING



**Tamiri Hi-Back Leather Chair**  
25"W x 27"D x 45"H  
Item #14136-0002  
Advance Price: \$424.00  
Standard Price: \$530.00



**Tamiri Mid-Back Leather Chair**  
27"Square x 39"H  
Item #14176-0007  
Advance Price: \$372.50  
Standard Price: \$465.75



**Tamiri Guest Leather Chair**  
25"W x 26"D x 37"H  
Item #14128-0002  
Advance Price: \$345.75  
Standard Price: \$432.25



**Accord Leather Chair**  
25"Square x 37"H  
Item #14136-0081 (Black)  
Item #14136-0010 (White)  
Advance Price: \$529.25  
Standard Price: \$661.50



**Goal Task Chair**  
25"Square x 39"H  
Item #14250-0013  
Advance Price: \$283.50  
Standard Price: \$354.50



**Goal Task Chair Armless**  
21"W x 25"D x 39"H  
Item #14250-0014  
Advance Price: \$258.00  
Standard Price: \$322.50



**Goal Drafting Stool**  
25"W x 24"D x 48"H  
Item #14307-0003  
Advance Price: \$301.00  
Standard Price: \$376.25



**Goal Drafting Stool Armless**  
21"W x 24"D x 48"H  
Item #14307-0004  
Advance Price: \$283.50  
Standard Price: \$354.50

## CONFERENCE TABLES



**42"Round Conference Table**  
42"Round x 29"H  
Item #14062-0105 (Black)  
Item #14062-0106 (Mahogany)  
Advance Price: \$468.50  
Standard Price: \$585.75



**Command 6' Conference Table**  
72"W x 36"D x 31"H  
Item #14062-0300 (White)  
Item #14062-0297 (Black)  
Item #14062-0303 (Sirona)  
Advance Price: \$837.00  
Standard Price: \$1,046.25



**Command 8' Conference Table**  
96"W x 48"D x 31"H  
Item #14062-0301 (White)  
Item #14062-0298 (Black)  
Item #14062-0304 (Sirona)  
Advance Price: \$899.00  
Standard Price: \$1,123.75



**Command 10' Conference Table**  
120"W x 48"D x 31"H  
Item #14062-0302 (White)  
Item #14062-0299 (Black)  
Item #14062-0305 (Sirona)  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50

## OFFICE FURNITURE



**Computer Kiosk**  
*24"Square x 42"H*  
Item #14309-0001 (Black)  
Item #14179-0005 (White)  
Advance Price: \$688.50  
Standard Price: \$860.75



**2 Drawer Letter Size File**  
*15"W x 25"D x 29"H*  
Item #14148-0001  
Advance Price: \$232.25  
Standard Price: \$290.50



**2 Drawer Legal Size File**  
*18"W x 25"D x 29"H*  
Item #14147-0001  
Advance Price: \$301.00  
Standard Price: \$376.25



**2 Drawer Lateral File**  
*36"W x 18"D x 27"H*  
Item #14143-0006  
Advance Price: \$310.50  
Standard Price: \$388.25

## MISCELLANEOUS ITEMS



**Alto Literature Rack - Black**  
*11"W x 10"D x 57"H*  
Item #14308-0005  
Advance Price: \$275.00  
Standard Price: \$343.75



**Nero Literature Rack - Black**  
*15"W x 12"D x 54"H*  
Item #14308-0009  
Advance Price: \$275.00  
Standard Price: \$343.75



**Argento Literature Rack**  
*15"W x 12"D x 54"H*  
Item #14308-0010  
Advance Price: \$275.00  
Standard Price: \$343.75

Show Dates: January 22-24, 2025

**GO BACK TO TABLE  
OF CONTENTS ←**

*Discount deadline:*  
January 2, 2025

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TO AND FROM  
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| Fax: 305-751-1298

# Specialty Furnishings Order Form

Please complete the following

[illegible]

Check or credit card must accompany order.

25% cancellation will be applied if cancelled 7 days prior to event opening.

100% cancellation will be applied if cancelled 3 days prior to delivery.

All show site orders are subject to a 30% Late Fee.

Amount	
7% TAX	
Amount Due	

# Thank you for your order!

Company Name:

Contact Name:

Phone #:

Booth #:

Email:

Mobile:

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

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# Tropical Plant Intl Expo

January 22-24, 2025



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## Audio Visual Order Form



Event Name:			Room/Booth:		
Company:			Delivery Date:	Delivery Time:	
Billing Name:			Pickup Date:	Pickup Time:	
Billing Address:					
City:	State:	Zip:	Onsite Contact:		
Phone:	Email:		Contact Phone:		

Payment in FULL is  
required prior to the  
event.

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

For PRE SHOW rates we must receive a completed order form, with credit card information, no later than 14 days prior to show opening. Once the order form is received an official estimate will be emailed back to the customer for final approval. All other orders will be processed at the LATE ORDER rate.

ALL EQUIPMENT PRICES ARE PER DAY UNLESS OTHERWISE STATED

\*\*\*\* LABOR NOT INCLUDED\*\*\*\*

Description	Pre Show	Late Order	QTY	Days	Total:
VIDEO EQUIPMENT					
Micca Media Server	\$ 50.00	\$ 70.00			
43" HD Monitor	\$ 300.00	\$ 360.00			
55" HD Monitor	\$ 500.00	\$ 580.00			
65" HD Monitor	\$ 800.00	\$ 960.00			
90" HD Monitor w/Stand	\$ 1,350.00	\$ 1,620.00			
70" Touch Screen w/Stand	\$ 1,800.00	\$ 1,950.00			
6' Rolling Stand for 40"-65"	\$ 125.00	\$ 145.00			
DLP Projector 5k Lumens	\$ 675.00	\$ 810.00			
Laser Projector 7K Lumens	\$ 1,050.00	\$ 1,260.00			
DLP Projector 14k Lumens	\$ 2,700.00	\$ 3,240.00			
*Projector Lens Additional					
7'x7' Tripod Screen	\$ 80.00	\$ 100.00			
8'x8' Tripod Screen	\$ 85.00	\$ 102.00			
6' x 10.8" Fast Fold w/ Dress Kit	\$ 375.00	\$ 450.00			
7'6" x 13'3" Fast Fold w/Dress kit	\$ 410.00	\$ 492.00			
9'x16' Fast Fold w/ Dress Kit	\$ 525.00	\$ 630.00			
11'3"x20' Fast Fold w/ Dress Kit	\$ 825.00	\$ 990.00			
Barco Image Pro II HD Jr	\$ 375.00	\$ 450.00			
Blackmagic HDMI Switcher	\$ 150.00	\$ 180.00			
Black Magic Studio Pro HD	\$ 750.00	\$ 900.00			
Panasonic ENG Camera w/ Tripod	\$ 850.00	\$ 925.00			
HDMI to HD-SDI	\$ 65.00	\$ 78.00			
HD-SDI to HDMI	\$ 65.00	\$ 78.00			
Decimator MD-HX	\$ 85.00	\$ 102.00			
HD-SDI DA 1x8	\$ 65.00	\$ 78.00			
HDMI DA 1x4	\$ 65.00	\$ 78.00			
Laptop Computer	\$ 270.00	\$ 324.00			
Mac Playback Pro	\$ 800.00	\$ 960.00			
iPad	\$ 150.00	\$ 180.00			
Wireless Mouse/Laser Pointer	\$ 35.00	\$ 42.00			
Digital LED Branding Panel	\$ 650.00	\$ 780.00			
Poster Easel	\$ 20.00	\$ 24.00			
4'x6' White Board on Wheels	\$ 80.00	\$ 96.00			
Flip Charts with Markers	\$ 70.00	\$ 84.00			
Additional Pad	\$ 12.00	\$ 14.00			
34" Roll Cart w/ Skirt	\$ 15.00	\$ 18.00			
48" Roll Cart w/ Skirt	\$ 20.00	\$ 24.00			
Video Patch Kit / Mac Adaptors	\$ 25.00	\$ 33.00			
AV Cable Package	\$ 25.00	\$ 33.00			

Additional Services are Available. Contact your Account Executive for details.

COMPLETE THIS FORM AND EMAIL TO [Events@everlastproductions.com](mailto:Events@everlastproductions.com)

Everlast Productions - Broward County Convention Center, Fort Lauderdale, FL - 33316 - 954-302-8876

**Delivery:** An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Labor, Installation & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge. Everlast Productions does not supply labor to mount hanging brackets to your booth. This must be done prior to Everlast Productions setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable. **Equipment:** For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment). **Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to your Account Executive. Everlast Productions will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee. **Payment:** All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed. @ 2021-2022

Description	Pre Show	Late Order	QTY	Days	Total:
AUDIO EQUIPMENT					
TurboSound iQ-12 Powered Speaker	\$ 125.00	\$ 140.00			
TurboSound iQ18B Powered Sub	\$ 168.00	\$ 201.00			
Meyer UP Jrs Powered Speaker	\$ 95.00	\$ 114.00			
Meyer UPJ-1P Powered Speaker	\$ 168.00	\$ 201.00			
Meyer 500HP Powered Sub	\$ 200.00	\$ 240.00			
TurboSound 6' White Column Speaker	\$ 200.00	\$ 240.00			
Line Array Packages	Call For Details				
4 Ch Mixer	\$ 68.00	\$ 82.00			
12 Ch Mixer	\$ 108.00	\$ 130.00			
16 Ch Mixer	\$ 135.00	\$ 162.00			
Yamaha LS9 32 channel Digital Console	\$ 450.00	\$ 500.00			
Direct Box- ProCo AV1	\$ 30.00	\$ 36.00			
Stereo Laptop Soundport	\$ 20.00	\$ 24.00			
Digital Soundcard Interface	\$ 75.00	\$ 90.00			
Shure SM 58 w/ Switch	\$ 35.00	\$ 40.00			
15" PTT Podium Microphone	\$ 45.00	\$ 48.00			
Shure Wireless Microphone Combo Kit	\$ 135.00	\$ 162.00			
LIGHTING EQUIPMENT					
24 Ch Lighting Console	\$ 70.00	\$ 80.00			
12 Ch Opto Splitter	\$ 40.00	\$ 50.00			
LP 6 Channel Dimmer	\$ 75.00	\$ 85.00			
Battery Powered LED Up Light	\$ 88.00	\$ 105.00			
LED Up Light Wireless Transmitter	\$ 70.00	\$ 80.00			
Source 4 Leko w/ 20" Barrel	\$ 30.00	\$ 40.00			
Source 4 Par w/ Wide Lens	\$ 30.00	\$ 40.00			
13 ft. Truss Tower w/ Base & Black Cover	\$ 90.00	\$ 110.00			
Sand Bags	\$ 14.00	\$ 16.00			
EXPENDABLES					
15' HDMI Cable each	\$ 25.00	\$ 29.00			
White Gaffers Tape each	\$ 20.00	\$ 24.00			
Black Gaffers Tape each	\$ 20.00	\$ 24.00			
9v Batteries each	\$ 2.50	\$ 4.00			
AA Batteries each	\$ 1.00	\$ 2.00			
AAA Batteries each	\$ 1.00	\$ 2.00			
300' Roll of Tie Line each	\$ 40.00	\$ 48.00			
Roll of Duvetyne each	\$ 400.00	\$ 480.00			
DRAPE					
10' Wide x 20' High Black Drap Kit	\$ 270.00	\$ 324.00			
LABOR					
Labor Rates will vary pending equipment needs.					

CANCELLATIONS: Written cancellation of ordered equipment and services must be

To Order Please Visit  
[www.everlastproductions.com](http://www.everlastproductions.com)  
to place your order.



qConnection Lead  
Retrieval by:

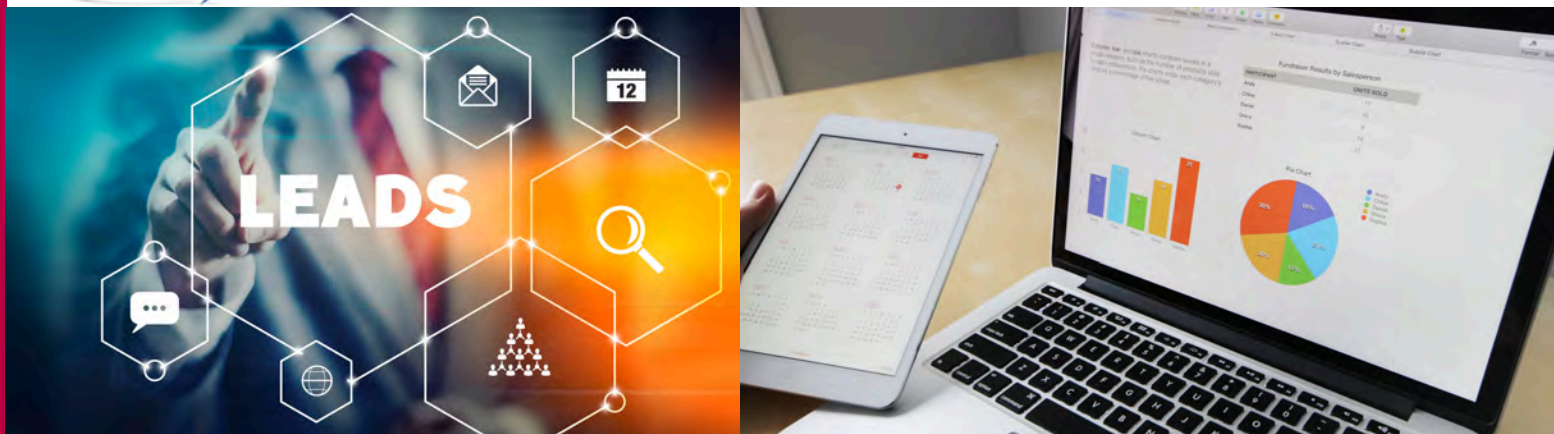
*Eleventh*  
& GATHER

Order online at:

[www.prereg.net/qconnect](http://www.prereg.net/qconnect)

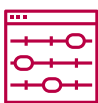
6840 Meadowridge Court Alpharetta, GA 30005

Phone: 678.341.3000 Fax: 678.341.3099



### Real-Time Reporting

No waiting necessary! qConnection will automatically update as long as the device is connected to WiFi. Users have the ability to download leads from the qConnection website Instantaneously and follow-up while still working the conference.



### Customizable

qConnection is a user-friendly, Innovative lead retrieval solution molded by over forty years of Industry experience. The app may operate on personal smartphones or tablets placing authority over the leads right at your fingertips.



### Easy To Use

The qConnection app is completely customizable. Users have the ability to develop custom qualifiers, add special notes for each lead and/or tailor survey questions within the app to better suit any sales need.

**We look forward to seeing you at  
TPIE!**



### Apple® Device Rental:

**Package Includes:** Ipad mini rental with qConnect app pre-loaded on the device, event set-up through unique access codes, and qConnect lead management web portal access

\$370/Device on or before 12/26/2024

\$430/Device after 12/26/2024

### qConnect App:

**Package Includes:** qConnect app downloaded from google play or apple store, event set-up through unique access codes, and qConnect lead management web portal access

\$325/License on or before 12/26/2024

\$375/License after 12/26/2024



# Lead Retrieval Services Order Form

 Featuring qConnection



## Contact Information

<b>Company</b>	<input type="text"/>	<b>Booth #</b>	<input type="text"/>	<b>Contact</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>	<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/> <b>Zip</b> <input type="text"/>
<b>Phone</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>

QTY	Item Description	On or before 12/26/2024	After 12/26/2024	Subtotal
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	<b>qConnection App:</b> Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1,7.1.1) or Android TM phone or tablet (version 4.4)  <b>Package Includes:</b> qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device	\$325	\$375	
	<b>Apple® device Rental:</b>  <b>Package Includes:</b> Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.	\$370	\$420	
	<b>Developer's Kit:</b>  <b>Package Includes:</b> Detailed badge specifications that allow an exhibitor to customize their own device(s) and scan attendees visiting their booth to collect bar code information.	\$600	\$700	

### qConnection Show Management Website:

- |  |                               |
|--|-------------------------------|
| ▶ Edit qualifiers prior to scanning    | ▶ View Leads                  |
| ▶ Email leads to anyone                | ▶ Sort, edit and search leads |
| ▶ Download all leads, from all devices | ▶ Mobile friendly             |

**Grand Total**

**Payment Options:** Check \_\_\_\_\_ Credit Card \_\_\_\_\_

**We accept:** Visa, Master card and AMEX

**Make Checks payable to:** Eleventh & Gather

6840 Meadowridge Ct | Alpharetta, GA | 30005

**Advance orders must be accompanied by full payment.**

**Eleventh & Gather Fed Employ. ID # 20-0499150**

**Please complete Cardholder information if paying with credit card:**

**Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All Cancellations must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a Eleventh & Gather manager, in order to receive proper operating instructions. All equipment must be returned to the lead retrieval desk within 45 minutes after the close of the event or a \$100 late fee will be applied. A Non-Refundable charge of \$1200 will be applied for devices not returned to Eleventh & Gather at close of show. Data connection is required for qConnection attendance updates. Eleventh & Gather will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A Eleventh & Gather manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

**Agree To Terms and Cancellation Policy:** X \_\_\_\_\_ **Date:** X \_\_\_\_\_

## SUBMIT ORDER TO:

**FAX:** 678-341-3099

**EMAIL:** info@prereg.net

**PHONE:** 678-341-3000

**ORDER ONLINE :** www.prereg.net/qconnect