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Expo Quick Facts/Show Information

All booths are sold as READY STAND or RAW SPACE and measured in square meters. If you are unsure of the type of contracted space, contact your sales representative.

READY STAND

Ready Stands include structure, carpet, furniture, lights, ID sign and wastebasket. Refer to READY STAND PACKAGE INCLUSIONS form for package details and upgrade options.

Exhibitor may not apply, hang, or attach any item (including clips, lighting, signage or other items) on or to the booth package elements provided in the Ready Stand. Any damage to the booth due to unapproved materials will be charged to the exhibitor.

Electrical service is provided for the lights ONLY. Additional power must be ordered through Edlen



***Rendering is based on 12sqm inline booth**

RAW SPACE

FLOOR SPACE ONLY. Electrical is NOT included in RAW SPACE. Structure is NOT included in RAW SPACE. NO PIPE & DRAPE ALLOWED. Carpet is MANDATORY and NOT included in RAW SPACE. Refer to Flooring form for color options and pricing.

Do not go into production on RAW SPACE booth until you have approval from show management

Refer to the EXHIBIT DISPLAY RULES & REGULATIONS link for booth building guidelines.
Refer to the SHOW RULES & REGULATIONS link for restrictions and policies.

BULK TRASH REMOVAL

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 WILL result in a booth disposal fee at a minimum of $1,000.00.

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.

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Ready Stand Package Inclusions

All booths are sold as READY STAND or RAW SPACE and measured in square meters. If you are unsure of the type of contracted space, contact your sales representative

Ready Stand Package Includes booth structure with white fabric walls	BOOTH SIZE					
	12-23 sqm		24-35 sqm		36 + sqm	
BOOTH TYPE	inline	corner	inline	corner	inline	corner
Tuxedo Carpet	1	1	1	1	1	1
Rectangular White Table	1	1	2	2	3	3
White Chairs	4	4	8	8	12	12
Free Standing Shelving Unit	1	1	2	2	3	3
4' Track light + 3 adjustable heads	1	1	2	2	3	3
500 watts outlet at Backwall for Lights	1	1	2	2	3	3
Company Name Sign	1	2	1	2	1	2
Wastebasket	1	1	1	1	1	1
Vacuuming (First day)	1	1	1	1	1	1

- There is a strict maximum height rule of 2.5 meters (8 feet).
- Hanging Banners are only allowed in peninsula and island booths that are 36 sq. meters or larger. Banners are not permitted for any other type of booth or space.
- 500 watt outlet is for the booth lights. Any additional power must be ordered through Edlen
- RAW SPACE booths do not have electrical included, please use link for all electrical orders: LINK TO ORDER - EDLEN ELECTRIC

Attention Exhibitors,

There will be a fee of **$100.00 (USD) for each damaged** panel associated with your booth space. You may **NOT** apply, hang or attach any item on or to the booth package elements provided in the Ready Stand. *Any changes or additions to the Company Name Sign must be requested directly through show management.* Should you have questions please contact your Expo Project Manager or visit the Expo Service Desk.

***Picture below is based on 12sqm inline booth**

3X4 *METERS*



TOP *VIEW*

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Ready Stand Graphic Wall Options

**(The discounted deadline to receive orders, payments, and ready-to-print graphics is December 4, 2026.
The standard pricing deadline to receive orders, payments, and ready-to-print graphics is January 5, 2027.
Any order, payment and ready-to-print graphics submitted after January 5, 2027 will incur Show-Site Pricing)**

Our BeMatrix structure allows versatile variations. We are able to customize each booth to the individual needs of the exhibiting company considering their booth layout and design.

1M_Fabric Graphic



Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 537.50	$ 698.50	$ 1,048.00

CLICK HERE to download templates

2M_Fabric Graphic



Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 1,074.50	$ 1,396.50	$ 2,095.00

CLICK HERE to download templates

3M_Fabric Graphic



Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 1,610.50	$ 2,094.00	$ 3,141.00

click INLINE CORNER to download templates

4M_Fabric Graphic



Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 2,148.00	$ 2,792.50	$ 4,189.00

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5M_Fabric Graphic



Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 2,684.50	$ 3,489.50	$ 5,234.50

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6M_Fabric Graphic



Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 3,284.50	$ 4,269.50	$ 6,404.50

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Ready Stand Graphic Wall Options

**(The discounted deadline to receive orders, payments, and ready-to-print graphics is December 4, 2026.
The standard pricing deadline to receive orders, payments, and ready-to-print graphics is January 5, 2027.
Any order, payment and ready-to-print graphics submitted after January 5, 2027 will incur Show-Site Pricing)**



7M_Fabric Graphic

Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 3,758.50	$ 4,886.00	$ 7,329.00

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8M_Fabric Graphic

Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 4,274.00	$ 5,556.50	$ 8,334.50

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SIDE WALL_Fabric Graphic

Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 1,610.50	$ 2,094.00	$ 3,141.00

CLICK HERE to download templates

Please submit graphics to - designanddisplay@expocci.com - Specifying the SHOW NAME AND COMPANY NAME.

*Send the files ready to print in one of these formats: EPS, PDF, TIFF, JPEG (300 dpi).
*You may send large files via https:**//expocci.wetransfer.com/**
*Make sure to specify the Show and Exhibitor name).

A GRAPHIC ORDER INCLUDES THE FOLLOWING:

- Graphic Panels. (Graphics need to be approved by discount deadline date or will be subject to surcharges.)
- Labor to install the panels and remove after the show. Graphics are installed per placement plans. Any requests to move graphic panels to a different location after installation is a new billable labor order at the regular rate.

THE FOLLOWING IS REQUIRED BY THE DISCOUNT DEADLINE DATE: December 4, 2026
IN ORDER TO OBTAIN THE DISCOUNT RATE AND GUARANTEE GRAPHIC INSTALL BY THE TARGET MOVE-IN DATE

- Graphic order(s) with payment in full. Unpaid graphic orders will not be processed until balance is settled.
- Any artwork file changes provided after the deadline date will be billed at the regular rate.
- Graphics are installed per placement plans/instructions. Any requests to move graphic panels to a different location after installation is a new billable labor order at the regular rate. Any orders submitted without a placement plan/instructions by the date stated above will automatically be placed on the center backwall as the default location.
- Graphics need to be approved by discount deadline date or will be subject to surcharges.

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Storage Closets

**(The discounted deadline to receive orders, payments, and ready-to-print graphics is December 4, 2026.
The standard pricing deadline to receive orders, payments, and ready-to-print graphics is January 5, 2027.
Any order, payment and ready-to-print graphics submitted after January 5, 2027 will incur Show-Site Pricing
If you are placing an order for Storage Closets and also ordering graphics, please contact designanddisplay@expocci.com)**

Please Note: Storage Closets are reserved exclusively for Ready Stand Packages. If you are a RAW SPACE but need a storage closet, please contact designanddisplay@expocci.com.

1m x 1m STORAGE CLOSET

Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 1,012.00	$ 1,315.50	$ 1,973.50

BeMatrix Structure
with Lockable Door
(Fabric Outside / White PVC Inside)



Top View:



1m x 2m STORAGE CLOSET

Advance Price **Ends: 12/04/26**	Standard Price **Ends: 1/05/27**	Show-site Price **Start: 1/06/27**
$ 2,023.50	$ 2,630.50	$ 3,946.00

BeMatrix Structure
with Lockable Door
(Fabric Outside / White PVC Inside)



Top View:



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Advance Deadline:
December 4, 2026
Standard Deadline:
January 5, 2027
Show-Site Pricing:
January 6, 2027

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Graphics

(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is December 4, 2026)



Pull up Banner

Advance Price	Standard Price	Show-site Price
$ 539.00	$ 701.00	$ 1,051.50
Graphic Size 33 1/2" W x 80" H		

**Not Available for READY STAND PACKAGES



1 meter B-Matrix Panel with Graphic on PVC

Advance Price	Standard Price	Show-site Price
$ 726.50	$ 944.50	$ 1,416.50
Graphic Size 38 3/4" W x 94 7/8" H		

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to download template

*Frame Included.

**Not Available for READY STAND PACKAGES



2 meter B-Matrix with Graphic on PVC

Advance Price	Standard Price	Show-site Price
$ 1,464.50	$ 1,904.00	$ 2,856.00
Overall Graphic Size 78 1/9" W x 94 7/8" H		

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to download template

*Frame Included.

**Not Available for READY STAND PACKAGES



3 meter B-Matrix with Graphic on PVC

Advance Price	Standard Price	Show-site Price
$ 2,191.50	$ 2,849.00	$ 4,273.50
Overall Graphic Size 117 3/17" W x 94 7/8" H		

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to download template

*Frame Included.

**Not Available for READY STAND PACKAGES

Printing Price Per SQ-FT for any custom size is **$ 21.00**

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
- The pricing above applies for PVC, Foamboard and Banner.
- Fabric and custom cut to be quoted.

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

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Advance Deadline:
January 5, 2027
Standard Deadline:
January 19, 2027
Show-Site Pricing:
January 20, 2027

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Cabinets

Please submit graphics to - designanddisplay@expocci.com - Specifying the SHOW NAME AND COMPANY NAME.

(The deadline to receive orders, payments, and ready-to-print cabinet graphics at a discounted price is January 5, 2027)



1 meter Cabinet with Sliding Doors & Lock

21 1/16" W x 40 19/32" L x 39" H			
	Advance Price	Standard Price	Show-site Price
Front graphic	$ 458.50	$ 596.00	$ 894.00
WHITE	$ 351.50	$ 457.00	$ 685.50
Graphic Size		37 15/16" W x 35 7/8" H	



1 meter Curved Cabinet with Sliding Doors & Lock

29" W x 40 9/16" L X 39" H			
	Advance Price	Standard Price	Show-site Price
Front graphic	$ 458.50	$ 596.00	$ 894.00
WHITE	$ 351.50	$ 457.00	$ 685.50
Graphic Size		42 1/4" W x 35 7/8" H	



1 meter Wood Cabinet with Doors & Lock

17 3/16" W x 39 1/8" L x 39 1/8" H			
	Advance Price	Standard Price	Show-site Price
Front graphic	$ 527.50	$ 685.50	$ 1,028.50
WHITE	$ 404.50	$ 525.50	$ 788.50
Graphic Size		39 1/8" W x 38 1/2" H	



2 meter Cabinet with Sliding Doors & Lock

21 1/16" W x 79 19/32" L x 39" H			
	Advance Price	Standard Price	Show-site Price
Front graphic	$ 653.00	$ 849.00	$ 1,273.50
WHITE	$ 412.50	$ 536.50	$ 804.50
Graphic Size		77" W x 35 7/8" H	

*Prices for Side Graphics on cabinets are additional.

Advance Price	Standard Price	Show-site Price
$ 57.50	$ 74.50	$ 112.00
Side Graphic Size 18 1/2" W x 35 7/8" H		

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Advance Deadline:
January 5, 2027
Standard Deadline:
January 19, 2027
Show-Site Pricing:
January 20, 2027

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Cabinets

Please submit graphics to - designanddisplay@expocci.com - Specifying the SHOW NAME AND COMPANY NAME.

(The deadline to receive orders, payments, and ready-to-print cabinet graphics at a discounted price is January 5, 2027)



2 meter Curved Cabinet with Sliding Doors & Lock

37 1/16'' W x 79 29/32'' L x 39'' H			
	Advance Price	Standard Price	Show-site Price
Front graphic	$ 653.00	$ 849.00	$ 1,273.50
WHITE	$ 412.00	$ 535.50	$ 803.50
Graphic Size		85 5/8" W x 35 7/8" H	



2 meter Curved Corner Cabinet with Sliding Doors & Lock

21 1/16'' W x 79 5/8'' L x 39'' H			
	Advance Price	Standard Price	Show-site Price
Graphic	$ 686.00	$ 892.00	$ 1,338.00
WHITE	$ 412.00	$ 535.50	$ 803.50
Graphic Size	Front: 37 15/16" W x 35 7/8" H Both Sides: 29 5/8" W x 35 7/8" H		

*Prices for Side Graphics on cabinets are additional.

Advance Price	Standard Price	Show-site Price
$ 57.50	$ 74.50	$ 112.00
Side Graphic Size 18 1/2" W x 35 7/8" H		

Gondolas



1 meter Gondola Double Sided with 6 Shelves

40 9/16'' W x 40 9/16'' L x 96 1/32'' H			
Shelves	Advance Price	Standard Price	Show-site Price
Straight	$ 509.00	$ 661.50	$ 992.50
Angled	$ 609.00	$ 791.50	$ 1,187.50



1 meter Gondola Single Sided with 3 Shelves

21 1/16'' W x 40 9/16" L x 96 1/32'' H			
Shelves	Advance Price	Standard Price	Show-site Price
Straight	$ 407.50	$ 529.50	$ 794.50
Angled	$ 470.00	$ 611.00	$ 916.50

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Discount deadline: January 5, 2027

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Payment Policy

NO SERVICES WILL BE RENDERED UNTIL A VALID CREDIT CARD IS PLACED ON FILE .

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 by 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 and a non-official contractor form with 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 the Third Party Payment form 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 3.5% 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 refund fee may apply depending on the original form of payment. Credit card payments will incur a 6% processing fee. Wire payments will incur a wire transfer fee of $30 for domestic banks, and $50 international banks. Refunds can take up to 30 days after a show closes to process.*

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 cancellations or exchanges of orders and/or furnishings will be subject to a 100% cancellation fee. This fee applies as items have already been picked, staged, and/or delivered, and labor and handling costs have been incurred. 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. Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

COLLECTION POLICY In the event that an account remains unpaid 60 days after the close of the show, the outstanding balance will be referred to a collection agency or attorney. In such cases, Expo Convention Contractors Inc. (Expo CCI) shall be entitled to recover all reasonable attorney fees, court costs, and collection expenses incurred during the recovery process.

To place your card on file, please go to our storefront here: https://order.expocci.com/

By providing a credit card through the Expo Convention Contractors online portal and/or placing an order, Exhibitor authorizes EXPO CCI to charge the card on file for all services, including but not limited to material handling, labor, equipment, and any additional or on-site charges incurred. Expo CCI accepts American Express, Visa, MasterCard, and Discover for your convenience.

All estimated charges must be paid in advance. Any balance remaining, including adjustments or additional services, will be automatically charged to the card on file. Full payment is due prior to the close of the show.

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Terms and Conditions

PAYMENT POLICY:

Labor orders: Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.
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: Invoices will be provided electronically and are available through the exhibitor's online account. Exhibitors are responsible for reviewing all charges prior to the close of the show. Any outstanding balance will be charged to the credit card on file. Questions regarding charges should be directed to the Exhibitor Services team.
Charges: Charges and Payment Terms: All charges must be paid in full prior to the close of the show. A valid credit card must be provided through Expo Convention Contractors online portal prior to delivery of any services. For orders placed in advance, full payment is required at the time of the order. Any additional or on-site charges will be billed to the credit card on file. Alternative payment methods, such as check or wire transfer, may be accepted if received and processed prior to the show. On-site payments are accepted by credit card only.
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.
Exchanges and Cancellations: On-site cancellations or exchanges of orders and/or furnishings will be subject to a 100% cancellation fee. This fee applies as items have already been picked, staged, and/or delivered, and labor and handling costs have been incurred.
Refunds: A refund fee may apply depending on the original form of payment. Credit card payments will incur a 6% processing fee. Wire payments will incur a wire transfer fee of $30 for domestic banks, and $50 international banks. *Refunds can take up to 30 days after a show closes to process.*

Expo CCI charges a 3.5% 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 CCI'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".

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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 form 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 Labor and/or Banner Hanging ☐ Booth Cleaning ☐

Material Handling/Drayage ☐ Shipping w/ eLogistics ☐ 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 Exhibiting Company 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 No. used for Payment: 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 No. used for Payment: 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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