

Labor Information			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00 am - 4:30 pm	\$76.50	\$96.00
Over Time	Monday - Friday Saturday & Sunday	4:30 pm - 8:00 am All Day	\$114.75	\$144.00
Double Time	Holidays	All Day	\$153.00	\$192.00

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

Please note

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

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

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

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

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

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

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

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

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

Company Name: _____ Booth #: _____

Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com

DISCOUNT DEADLINE:

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES
GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time _____ (times are not guaranteed)

Description of work to be performed: _____

Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY				
	Straight-time Hourly Rental	\$ 196.75	\$ 275.50	
	Overtime Hourly Rental	\$ 312.25	\$ 437.25	
	Double-time Hourly Rental	\$ 392.00	\$ 588.00	

Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 CAPACITY				
	Straight-time Hourly Rental	\$ 243.25	\$ 340.75	
	Overtime Hourly Rental	\$ 358.75	\$ 502.25	
	Double-time Hourly Rental	\$ 506.10	\$ 657.55	

Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 CAPACITY				
	Straight-time Hourly Rental	\$560.70	\$728.70	
	Overtime Hourly Rental	\$739.50	\$961.55	
	Double-time Hourly Rental	\$961.55	\$1,249.50	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight Time: Monday - Friday, 8:00am - 4:30pm
OT - Overtime: Monday - Friday, 4:30pm - Midnight and all day Saturday
DT - Double Time: Monday - Saturday, Midnight - 8:00am, all day Sunday & Holidays

GROUND RIGGING LABOR RATE

Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR				
	Straight-time Hourly Rental	\$ 243.25	\$ 340.75	
	Overtime Hourly Rental	\$ 358.75	\$ 502.25	
	Double-time Hourly Rental	\$ 506.10	\$ 657.55	

Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR				
	Straight-time Hourly Rental	\$ 560.70	\$ 728.70	
	Overtime Hourly Rental	\$ 739.50	\$ 961.55	
	Double-time Hourly Rental	\$ 961.55	\$ 1,249.50	

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.
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.

Complete this form for all In-Booth Forklift needs.
To determine if you need In-Booth Forklift, Please read this form carefully.
In-Booth Forklift may be required when uncrating, positioning, and re-skidding equipment and machinery.

A Forklift is required for moving equipment weighing 200 pounds or more.
Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00AM.

All exhibit labor for 8:00AM starting times will be dispatched to booth space.
Confirm labor and fork-lift by 2:30PM 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.

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

Please complete the following:

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

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

INSTRUCTIONS	EQUIPMENT AND LABOR RATES TO HANG SIGNS																																				
<p>All hanging signs must conform to Show Management rules and regulations and facility limitations.</p> <p>All overhead hanging signs or banners must be handled by Expo Convention Contractors, Inc. Overhead hanging signs must be sent in separate containers directly to Expo Convention Contractors, Inc. warehouse using the enclosed HANGING SIGN LABELS.</p> <p>Hanging anchor points must be pre-fabricated and ready for use.</p> <p>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.</p> <p>For Signs other than banners, include blueprint or drawing containing diagram.</p>	<p>STRAIGHT TIME - 8:00AM to 4:30PM, Monday through Friday OVERTIME - 4:30PM to 8:AM, Monday through Friday ALL DAY Saturday and Sunday</p> <p>CREW SIZE - MINIMUM of two people, Operator and one rigger</p> <p>MATERIALS - Cable, clamp, etc. additional and charged accordingly</p> <p>EQUIPMENT WITH CREW: *Rates Are Per Lift Crew/Per Hour *One Hour Minimum Per Lift Crew</p> <table style="width:100%; margin-top: 10px;"> <thead> <tr> <th></th> <th style="text-align: center;">Straight Time</th> <th style="text-align: center;">Overtime</th> </tr> </thead> <tbody> <tr> <td>Boom Lift with Crew: (Condor/ Snorkel) up to 200 lb. lift capacity.</td> <td style="text-align: right;">Discount Price \$646.75</td> <td style="text-align: right;">Standard Price \$850.50</td> </tr> <tr> <td></td> <td style="text-align: right;">Standard Price \$905.50</td> <td style="text-align: right;">\$1,190.75</td> </tr> <tr> <td>Additional crew/Assembly labor:</td> <td style="text-align: right;">Discount Price \$119.25</td> <td style="text-align: right;">Standard Price \$212.75</td> </tr> <tr> <td></td> <td style="text-align: right;">Standard Price \$167.00</td> <td style="text-align: right;">\$297.75</td> </tr> </tbody> </table> <p>INSTALLATION DATE/TIME: _____</p> <table style="width:100%; margin-left: 20px;"> <tr> <td style="text-align: center;">Approx. Hours</td> <td style="text-align: center;">Hourly Rate</td> <td style="text-align: center;">Total Estimated Cost</td> </tr> <tr> <td style="text-align: center;">_____ @ _____</td> <td style="text-align: center;">=</td> <td style="text-align: center;">_____</td> </tr> </table> <p>DISMANTLE DATE/TIME: _____</p> <table style="width:100%; margin-left: 20px;"> <tr> <td style="text-align: center;">Approx. Hours</td> <td style="text-align: center;">Hourly Rate</td> <td style="text-align: center;">Total Estimated Cost</td> </tr> <tr> <td style="text-align: center;">_____ @ _____</td> <td style="text-align: center;">=</td> <td style="text-align: center;">_____</td> </tr> </table> <p>SUPERVISION for installation and dismantling of overhead hanging signs can be provided by EXPO CONVENTION CONTRACTORS, INC., your company representative or display house.</p> <p>Please indicate method of supervision you require:</p> <p>_____ EXPO I&D _____ Exhibitor Personnel _____ Display House</p> <p><small>*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.</small></p> <p>NOTE: WE ARE NOT RESPONSIBLE FOR, LIABLE FOR, AND WILL NOT HANG ANY SIGNAGE CONSTRUCTED IN ANY MANNER DEEMED UNSAFE.</p> <table style="width:100%; margin-top: 10px;"> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; width: 100px;"></td> </tr> <tr> <td style="text-align: right;">7% Sales Tax</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">Payment enclosed</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black;"></td> </tr> </table>		Straight Time	Overtime	Boom Lift with Crew: (Condor/ Snorkel) up to 200 lb. lift capacity.	Discount Price \$646.75	Standard Price \$850.50		Standard Price \$905.50	\$1,190.75	Additional crew/Assembly labor:	Discount Price \$119.25	Standard Price \$212.75		Standard Price \$167.00	\$297.75	Approx. Hours	Hourly Rate	Total Estimated Cost	_____ @ _____	=	_____	Approx. Hours	Hourly Rate	Total Estimated Cost	_____ @ _____	=	_____	Subtotal	\$		7% Sales Tax	\$		Payment enclosed	\$	
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SIGN DESCRIPTION, SIZE & WEIGHT																																					
<p>detailed information so hanging anchor points can be determined.</p> <p>Type: Cloth Banner _____ Metal or Wood _____ Other _____ Shape: Square _____ Triangle _____ Rectangle _____ Other _____ Size: Height _____ Length _____ Width _____ Weigh of sign: _____ Does your Sign Require Electricity _____ Assembly _____</p> <p>Use diagram below to represent your booth space. Indicate how far in from</p>																																					
PLACEMENT DIAGRAM																																					
<p>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.</p> <p style="text-align: center;">_____ Feet in From the Back Aisle # _____</p> <table style="width:100%; text-align: center; margin-top: 20px;"> <tr> <td style="width: 30%;">_____ Feet in From the Left Aisle # _____</td> <td style="width: 30%;"><div style="border: 2px solid black; width: 100px; height: 50px; margin: 0 auto;"></div></td> <td style="width: 30%;">_____ Feet in From the Right Aisle # _____</td> </tr> <tr> <td></td> <td style="text-align: center;">_____ Feet in From the Front Aisle # _____</td> <td></td> </tr> </table> <p>Number of feet from bottom of sign: _____</p>	_____ Feet in From the Left Aisle # _____	<div style="border: 2px solid black; width: 100px; height: 50px; margin: 0 auto;"></div>	_____ Feet in From the Right Aisle # _____		_____ Feet in From the Front Aisle # _____																																
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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.

PLEASE PRINT

Exhibitor Name:	Booth #:
Contact Name:	Email:
Address:	
City:	State:
Authorized:	Zip:
	Print Name:

Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com

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, 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., Informa Market, Miami Beach Convention Center, and City of Miami Beach and Spectra** 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, Inc.

PLEASE COMPLETE:

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

Exhibitor Company Name:		Booth #:	
Address:			
City:	State:	Country:	Zip:
Telephone:		Fax:	
Authorized On-Site Representative:		Cell Phone:	
(Please Print)			

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

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

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 via fax along with payment policy form 305.751.1298 or email to info@expocci.com

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

FREIGHT HANDLING

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

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

EXHIBIT INSTALLATION AND DISMANTLING

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

GRATUITIES

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

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

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

IN GENERAL

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

DISCOUNT DEADLINE:

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

ADVANCE AND/OR FLOOR ORDERS:

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

THIRD PARTY ORDERS:

If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, 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's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor provides an additional form of payment prior to the charge being processed. EXPO is not responsible for any damage or loss of your freight, **please secure round trip insurance from your company insurance carrier.**

ALL CHARGES:

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

ADJUSTMENTS/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 will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

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 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 will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit.

COLLECTION POLICY:

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

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

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

No checks will be accepted at show site.

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

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

DISCOUNT DEADLINE:

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

THIRD PARTY PAYMENT CONDITIONS:

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

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

- All Expo Services
 Booth Cleaning
 Booth Labor
 Freight Handling
 Furniture/Carpet
 Other (Specify): _____

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

Authorized Firm Representative Signature: _____

We accept American Express, Visa, MasterCard and Discover Card for your convenience.
 A non-official contractor form and COI must accompany the Third Party Payment form.

EXHIBITING COMPANY

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

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

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

THIRD PARTY

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

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

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.

DISCOUNT DEADLINE:

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, 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 issues 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 Convention Contractors, Inc. 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. The customer shall be held financially responsible for any damage to EXPO 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.

DEFINITIONS AND EXPO RESPONSIBILITIES

The name "EXPO" shall be construed within the meaning of this contract as EXPO Convention Contractors, Inc., Inc. and its employees, officers, agents, and assigns including any subcontractors EXPO may appoint. The term "exhibitor" refers to any party who contracts for services with EXPO. EXPO shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. EXPO assumes no responsibility for any person, parties, or other contracting firms not under EXPO's direct supervision and control. EXPO 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's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, EXPO personnel will unload all vendor materials from the loading docks to the booths

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend EXPO 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 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 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.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to EXPO 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 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 and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for EXPO services as an offset against the amount of the alleged loss or damage. Any claim against EXPO shall be considered a separate transaction and shall be resolved on its own merit. EXPO'S LIMITS OF LIABILITY.

EXPO'S LIMITS OF LIABILITY

If found liable for any loss or damage, EXPO'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 specifically acknowledges receipt in writing. EXPO 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 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 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 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 loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. EXPO assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the moveout deadline after a show, EXPO 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.

Based on show move-in/moveout schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk.

PACKAGING, CRATES AND EMPTY CONTAINERS

EXPO shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. EXPO shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. EXPO 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 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."