



Exhibitor Service Manual

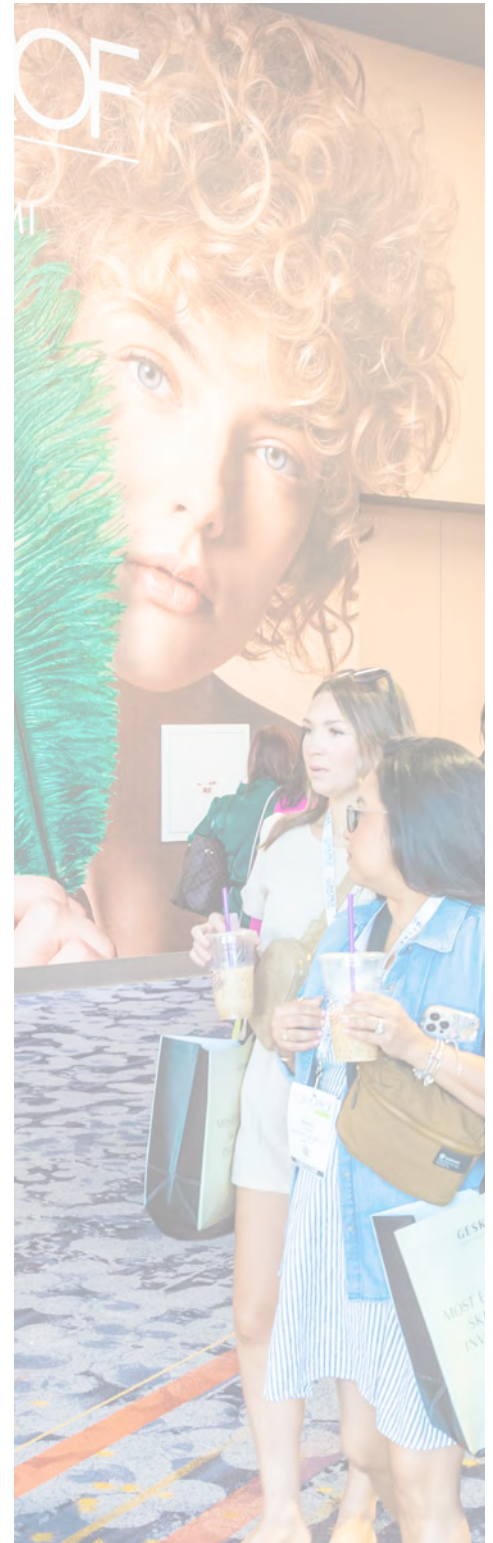
Expo Convention Contractors, Inc. 15959 NW 15th Avenue, Miami, Florida 33169

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Online Ordering - <https://expocci.boomerecommerce.com/>

TABLE OF CONTENTS

1	<u>DEADLINE CHECKLIST</u>
2	<u>SHOW SCHEDULE</u>
3	<u>READY STAND PACKAGES</u>
4	<u>TIPS FOR A SUCCESSFUL SHOW</u>
5	<u>IMPORTANT CONTACTS</u>
6	<u>SECURITY TIPS</u>
7	<u>CODE OF CONDUCT</u>
8	<u>GLOSSARY OF TRADESHOW TERMS</u>
9	<u>SHOW RULES & REGULATIONS</u>
10	<u>EXHIBIT DISPLAY RULES & REGULATIONS</u>
11	<u>BOOTH APPROVAL & VARIANCE REQUEST</u>
12	<u>HANGING SIGN REQUEST</u>
13	<u>EXHIBITOR APPOINTED CONTRACTORS</u>
14	<u>EXHIBITOR INSURANCE REQUIREMENTS</u>
15	<u>SHOW DIRECTORY LISTING</u>
16	<u>MEETING ROOM SETUP REQUEST FORM</u>
17	<u>EXHIBITOR SHOW SUPPLY CHECKLIST</u>
18	<u>DONATION PROGRAM</u>
19	<u>SUSTAINABILITY, D&I AND CHARITY PARTNERS</u>



Expo Convention Contractors, Inc. has been chosen as the Official Service Contractor for the **COSMOPROF Miami**. We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo 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 download the PDF Exhibitor Manual, but you must first log in to the online marketplace. Below are instructions for how you can access our online marketplace or download your PDF Exhibitor Manual.

- ◆ Once you have successfully registered for a booth with the show manager, Expo will receive your contact information. We will then email you a unique temporary password, as well as a link to our storefront (<https://expocci.boomerecommerce.com/>).
- ◆ 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.
- ◆ 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, print shipping labels, access subcontractor forms and download your PDF Exhibitor Manual.
- ◆ 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 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 assessed 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 10, 2024 and Direct to Show shipments will be accepted on January 21, 2024.**
- ◆ 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.

DEADLINE DATE TO RECEIVE DISCOUNTED RATES:

SCHEDULE:

EXHIBITOR MOVE-IN:

Booths 60sqm or Larger Hall A-C Only

Booths 60sqm or Larger Hall D

All Booths except Discover Beauty

All Booths and Discover Beauty

EXHIBIT HOURS:

EXHIBITOR MOVE-OUT:

REROUTE FREIGHT:

MOVE-OUT NOTE: All carriers must check-in no later than **10:00am on Friday, January 26, 2024. 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 the show floor.

READY STAND BOOTH PACKAGE:

Each 12sq meter booth area includes

- Tuxedo carpet on all booth sizes
- be-matrix structure with white double fabric walls
- one 500 watt outlet
- one 5'W x 3'D White table
- four White Chairs
- one Free standing shelving (46 1/2" W x 76" H x 13 3/4" D)
- one 6' Tracking light with three adjustable heads,
- Company Name Sign (24" W x 16" D)
- Wastebasket
- First day of show Cleaning

RAW SPACE:

FLOOR SPACE ONLY

All Booths are sold as Raw Space or Ready Stands. If you are unsure of the type of contracted space, contact your sales representative.

**ALL BOOTHS ARE MEASURED IN METERS
 NO PIPE AND DRAPE ALLOWED**

CARPET COLOR:

Individual RAW booth spaces are **NOT** carpeted. **All booths must have carpet, including RAW space booths.** You may carpet your booth area in any offered color, please see our enclosed Carpet & Cleaning Rental form.

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse beginning **Friday, December 15, 2023, but NO LATER THAN Wednesday, January 10, 2024.** Freight received before or after these dates will incur a 25% early/late handling fee.

Your Company Name and Booth #

See our Shipping & Drayage form for complete details.

DIRECT SHIPMENT TO FACILITY:

Shipments will be received at the exhibit facility on **Sunday, January 21, 2024 and Monday, January 22, 2024 between 8:00am and 4:30pm.** All carriers will need to check-in at the Marshalling Yard. Shipments received before this date will incur an additional 25% handling fee.

Your Company Name & Booth #

Marshalling Yard Address:
- 11380 NW 27th Ave, Miami, FL 33167

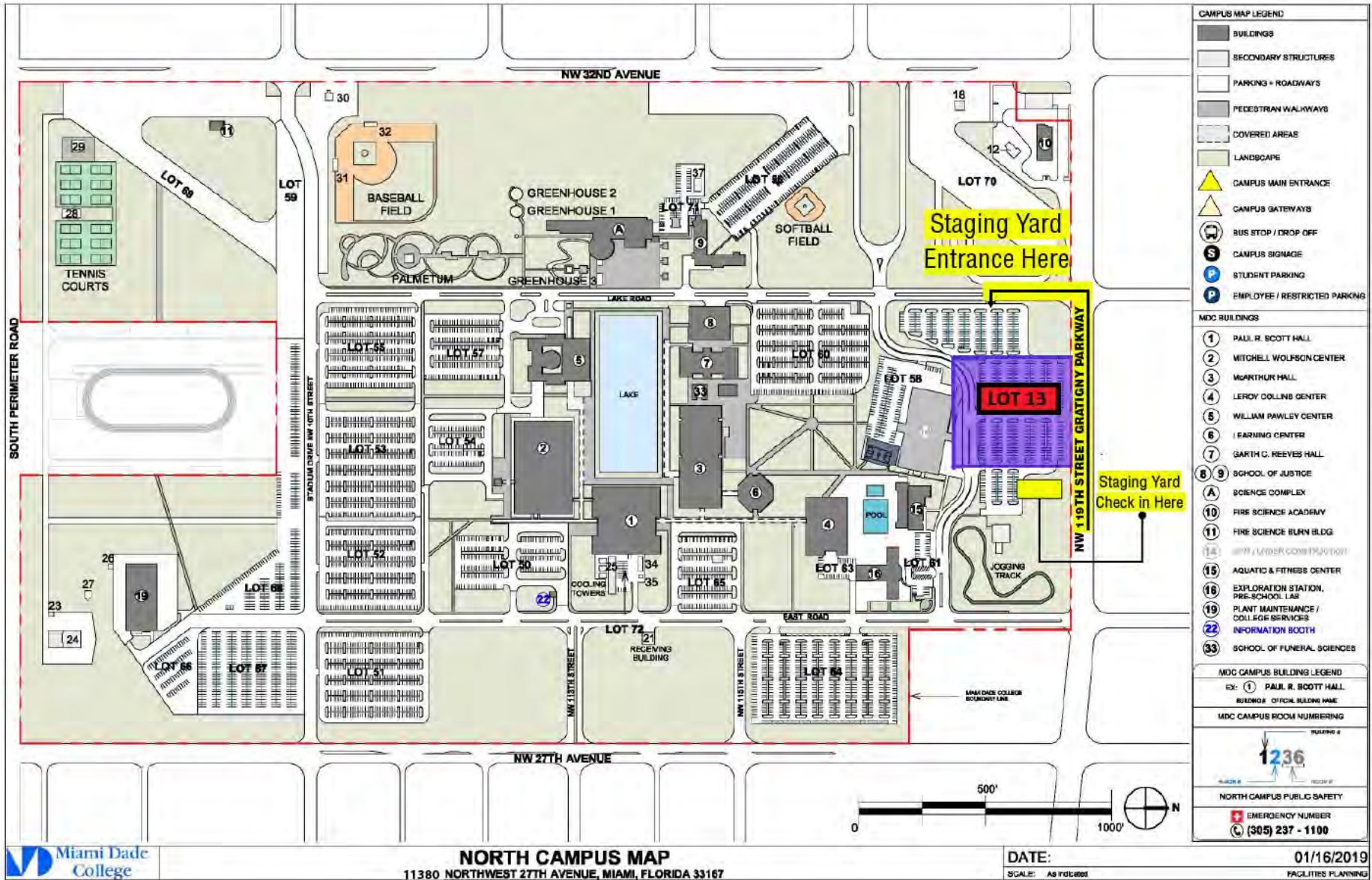
See our Shipping & Drayage form for complete details.

OVERTIME CHARGES:

Please be advised that overtime charges will apply during MOVE-IN **Saturday, January 20, 2024 and Sunday, January 21, 2024.**

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.



CAMPUS MAP LEGEND	
[Grey Box]	BUILDINGS
[Light Grey Box]	SECONDARY STRUCTURES
[White Box]	PARKING + ROADWAYS
[Thin Grey Line]	PEDESTRIAN WALKWAYS
[Dotted Grey Box]	COVERED AREAS
[Green Box]	LANDSCAPE
[Yellow Triangle]	CAMPUS MAIN ENTRANCE
[Light Yellow Triangle]	CAMPUS GATEWAYS
[Bus Icon]	BUS STOP / DROP OFF
[S in Circle]	CAMPUS SIGNAGE
[P in Circle]	STUDENT PARKING
[P in Circle]	EMPLOYEE / RESTRICTED PARKING

MDC BUILDINGS	
1	PAUL R. SCOTT HALL
2	MITCHELL WOLFSON CENTER
3	MARKUR HALL
4	LEROY COLLINS CENTER
5	WILLIAM PAWLEY CENTER
6	LEARNING CENTER
7	GARTH C. REEVES HALL
8	SCHOOL OF JUSTICE
A	SCIENCE COMPLEX
10	FIRE SCIENCE ACADEMY
11	FIRE SCIENCE BURN BLDG
14	ARTS / LEISURE CENTER (PLANNING)
15	AQUATIC & FITNESS CENTER
16	EXPLORATION STATION, PRE-SCHOOL LAB
19	PLANT MAINTENANCE / COLLEGE SERVICES
22	INFORMATION BOOTH
33	SCHOOL OF FUNERAL SCIENCES

MDC CAMPUS BUILDING LEGEND	
EX: 1	PAUL R. SCOTT HALL
BUILDINGS: OFFICIAL BUILDING NAME	
MDC CAMPUS ROOM NUMERING	
BUILDING #	
NORTH CAMPUS PUBLIC SAFETY	
[Red Cross]	EMERGENCY NUMBER
[Phone]	(305) 237 - 1100

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:

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."

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

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

****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.

Ready Stand Package Inclusions

All Booths are sold as READY STAND or RAW SPACE.

A 12 sqm inline Ready Stand Package includes the following items:

- Tuxedo Carpet on all booth sizes
- BeMatrix Structure with white double fabric walls
- (1) 500 Watt outlet
- (1) White table
- (4) White Chairs
- (1) Free standing shelving unit
46 1/2"W x 76"H x 13 3/4"D
- (1) 6' Track light + 3 adjustable heads
- (1) 24"W x 16"D Company Name Sign
- Wastebasket
- First day of show cleaning

BOOTH TYPE	BOOTH SIZE					
	12-23 sqm		24-35 sqm		36+ sqm	
	inline	corner	inline	corner	inline	corner
5'x 3' Table	1	1	2	2	3	3
White Chairs	4	4	8	8	12	12
Name Sign	1	2	1	2	1	2
Track Light	1	1	2	2	3	3
Shelving Unit	1	1	2	2	3	3
500 Watt Outlet	1	1	2	2	3	3
Wastebasket	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.

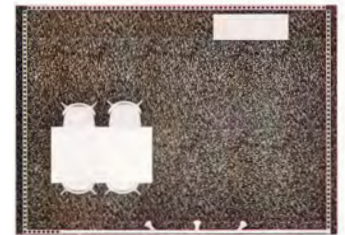
Attention Exhibitors,

Please be advised that there will be a fee of **\$100.00 (USD)** for each damaged **1mt** 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 Panels.

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

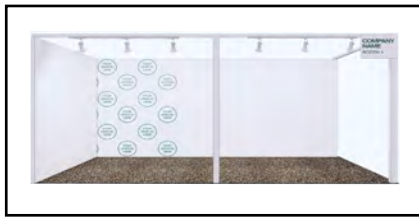


top view

DISCOUNT DEADLINE:

READY STAND GRAPHIC WALL OPTIONS

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.



2M Fabric Graphic
78.11"W x 95.20"H

QTY	Advance Price	Standard Price
	\$955.00	\$1,251.00
Amount		



3M Fabric Graphic
117.17"W x 95.20"H

QTY	Advance Price	Standard Price
	\$1,433.00	\$1,877.00
Amount		



4M Fabric Graphic
156.22"W x 95.20"H

QTY	Advance Price	Standard Price
	\$1,911.00	\$2,405.00
Amount		



6M Fabric Graphic
234.33"W x 95.20"H
(Back Wall)

QTY	Advance Price	Standard Price
	\$2,866.00	\$3,755.00
Amount		



8M Fabric Graphic
312.32"W x 95.20"H
(Back Wall)

QTY	Advance Price	Standard Price
	\$3,820.00	\$4,966.00
Amount		



3M Fabric Graphic
117.17"W x 95.20"H
(Side Wall)

6M Fabric Graphic
234.33"W x 95.20"H
(Back Wall)

QTY	Advance Price	Standard Price
	\$4,299.00	\$5,632.00
Amount		



3M Fabric Graphic
117.17"W x 95.20"H
(Side Wall)

8M Fabric Graphic
312.32"W x 95.20"H
(Back Wall)

QTY	Advance Price	Standard Price
	\$5,253.00	\$6,828.00
Amount		

A GRAPHIC ORDER INCLUDES THE FOLLOWING:

- Graphic Panels
- Labor to install the graphic 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 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 back wall as the default location.
- Graphics need to be approved by discount deadline date or will be subject to surcharges.

Contact Us to order your Custom Graphics | 305.751.1234 or info@expocci.com

Submit your Graphics

Ready to print artwork must be submitted via email to info@expocci.com in any of the following formats: EPS, PDF, TIFF, JPEG (300dpi). You may send large files via <https://expocci.wetransfer.com> (Make sure to specify the Show and Exhibitor Name)

Exhibitor Name:

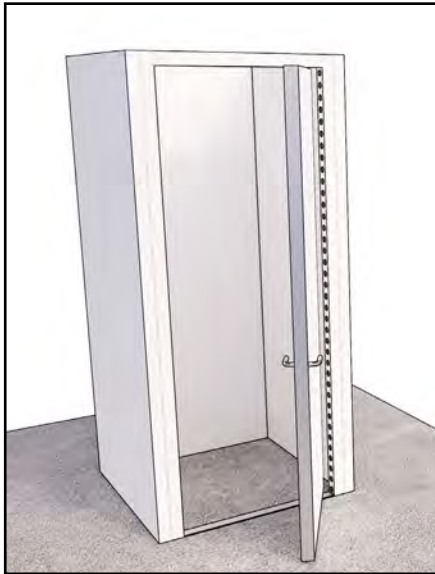
Booth #:

Contact Name:

Signature:

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

DISCOUNT DEADLINE:



1m x 1m STORAGE CLOSET
BeMatrix Structure
with Lockable Door
(Fabric Outside / White PVC Inside)

QTY	Advance Price	Standard Price
	\$900.00	\$1,170.00
Amount		



1m x 2m STORAGE CLOSET
BeMatrix Structure
with Lockable Door
(Fabric Outside / White PVC Inside)

QTY	Advance Price	Standard Price
	\$1,800.00	\$2,340.00
Amount		

Custom Units	\$	
Accessories	\$	
Subtotal	\$	
7 % Tax	\$	
Amount Due	\$	

**Payment Policy form must be submitted along with this form.
Return via fax 305.751.1298 or info@expocci.com**

Company Name:			
Address:			
City:	State:	Country:	Zip:
Telephone:		Email:	
Contact Name:			Fax:

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



Chrome Square Table

Qty	Advance Price	Standard Price
	\$163.75	\$205.00
Amount		



Chrome Rectangular Table

Qty	Advance Price	Standard Price
	\$310.25	\$335.25
Amount		



30" Round Table

	Qty	Advance Price	Standard Price
30" High		\$218.25	\$223.75
42" High		\$311.50	\$405.00
Amount			



Rectangular White Table

Qty	Advance Price	Standard Price
	\$300.00	\$375.00
Amount		



Glass Table
53 1/8" W x 33 1/2" D x 29 1/8" H

Qty	Advance Price	Standard Price
	\$292.25	\$365.50
Amount		



Charging Table

Qty	Advance Price	Standard Price
	\$1,584.00	\$2,059.25
Amount		

Subtotal \$

7% Tax

Amount Due \$

Company Name:

Booth #:

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



Black Side Chair

Qty	Advance Price	Standard Price
	\$82.00	\$102.50
Amount		



White Chair

Qty	Advance Price	Standard Price
	\$90.00	\$112.50
Amount		



White Folding Chair

Qty	Advance Price	Standard Price
	\$82.00	\$102.50
Amount		



Clara Chair

Qty	Advance Price	Standard Price
	\$210.00	\$262.50
Amount		



Leslie Chair

Qty	Advance Price	Standard Price
	\$210.00	\$262.50
Amount		



Clear Chair

Qty	Advance Price	Standard Price
	\$170.00	\$212.50
Amount		



White Stool with Back

Qty	Advance Price	Standard Price
	\$138.75	\$173.50
Amount		



Clara Stool

Qty	Advance Price	Standard Price
	\$297.75	\$372.25
Amount		

Subtotal \$

7 % Tax \$









Amount Due \$

Company Name:

Booth #:

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

DISCOUNT DEADLINE:

CARPETS			WOOD VINYL	
 TEAL	 RED	 BURGUNDY	 MEDIUM OAK WOOD	 SILVER WOOD
 BLACK	 GRAY	 BLUE		

BOOTH DIMENSIONS

What is your booth size (ft.) X =
Length Width Sq. M

EXPO CLASSIC CARPET				
Please Select Color Choice: <input type="checkbox"/> Gray <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Blue				
Qty.	Item	Discount Price	Regular Price	Total Price
	3m x 3m	\$403.25	\$524.25	
	3m x 4m	\$431.50	\$560.00	
	3m x 6m	\$566.00	\$736.00	
	3m x 8m	\$637.00	\$828.50	

EXPO WOOD VINYL				
Please Select Color Choice: <input type="checkbox"/> Medium Oak Wood <input type="checkbox"/> Silver Wood				
Qty.	Item	Discount Price	Regular Price	Total Price
	3m x 3m	\$830.25	\$1,080.00	
	3m x 4m	\$1,107.00	\$1,440.00	
	3m x 6m	\$1,660.50	\$2,158.50	
	3m x 8m	\$2,214.00	\$2,879.00	

EXPO CUSTOM CUT CARPET				
Please Select Color Choice: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy				
Booth Size: <input type="text"/> X <input type="text"/> = <input type="text"/> <small>Length Width Sq. M.</small>	Discount Price	Regular Price	Total Price	
Do you want Expo Classic Carpet	\$48.75	\$64.00		
Do you want Expo Plush Carpet	\$58.75	\$76.50		

PADDING & VISQUEEN				
Sq. M	Item	Discount Price	Regular Price	Total Price
	1/2" Padding	\$35.75	\$46.50	
	1" Padding	\$36.75	\$48.00	
	Visqueen	\$10.00	\$10.30	

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name: Booth #:

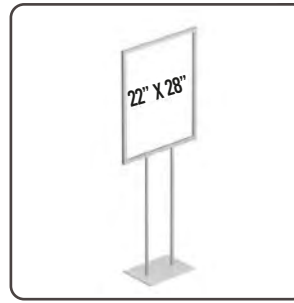
Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com



Floor Easel

Qty	Advance Price	Standard Price
	\$34.50	\$43.25
Amount		

*graphic not INCLUDED.



Sign Holder

	Qty	Advance Price	Standard Price
No graphic		\$127.00	\$158.75
Single Graphic		\$171.75	\$214.75
Double graphic		\$217.50	\$272.00
Amount			



Adjustable Arm Rack

Qty	Advance Price	Standard Price
	\$109.00	\$141.75
Amount		



Black Retractable Rope Stanchions

Qty	Advance Price	Standard Price
	\$149.50	\$194.50
Amount		

***MINIMUM ORDER: 2**



**Mini Refrigerator
20" L x 20" D x 34" H**

Qty	Advance Price	Standard Price
	\$345.00	\$431.25
Amount		



**Wastebasket
14" L x 10" W x 15" H**

Qty	Advance Price	Standard Price
	\$28.25	\$36.75
Amount		

Subtotal \$

7% Tax \$

Amount Due \$

Company Name:

Booth #:

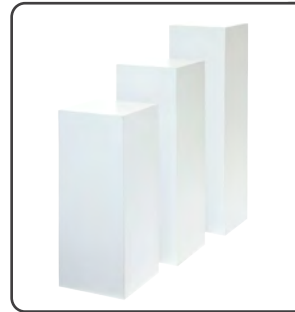
Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com



Black / White Arm Light with Bulb

	Qty	Advance Price	Standard Price
Black <input type="checkbox"/>		\$72.00	\$90.00
White <input type="checkbox"/>		\$80.00	\$100.00
Amount			

***Electricity not included.**



White Display Pedestals

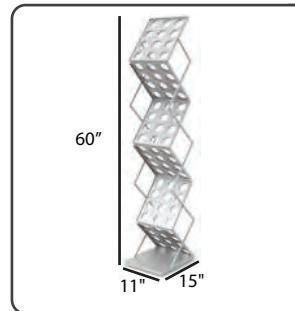
	Qty	Advance Price	Standard Price
14" x 36H		\$365.50	\$465.75
14" x 30H		\$340.75	\$425.75
14" x 42H		\$431.75	\$135.50
Amount			



6' Track Lights with Two Cans

	Qty	Advance Price	Standard Price
Track		\$275.75	\$345.00
Additional Can		\$75.00	\$93.75
Amount			

***Electricity not included.**



Literature Rack 11"W x 15"D x 60"H

Qty	Advance Price	Standard Price
	\$207.00	\$258.75
Amount		



Rolling TV Stand

Qty	Advance Price	Standard Price
	\$190.00	\$237.50
Amount		



White Shelving Units

Qty	Advance Price	Standard Price
	\$690.00	\$750.00
Amount		



TV Rentals

	Qty	Advance Price	Standard Price
43" TV		\$562.00	\$702.50
55" TV		\$689.00	\$861.25
Amount			

***Electricity not included.**



Black/Walnut Shelving Unit

Qty	Advance Price	Standard Price
	\$500.00	\$625.00
Amount		

***Shelve height is not adjustable.**

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

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



1 meter Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$407.00	\$508.75	38"W x 36"H
White		\$312.00	\$390.00	
Amount				



2 meter Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$581.00	\$726.25	77"W x 36"H
White		\$366.25	\$457.75	
Amount				



1 meter Curved Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$407.00	\$508.75	42"W x 36"H
White		\$312.00	\$390.00	
Amount				



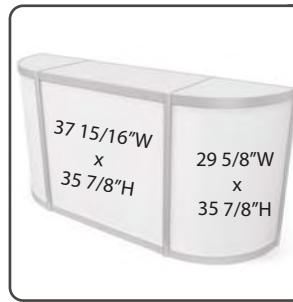
2 meter Curved Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$581.00	\$726.25	86"W x 36"H
White		\$366.25	\$457.75	
Amount				



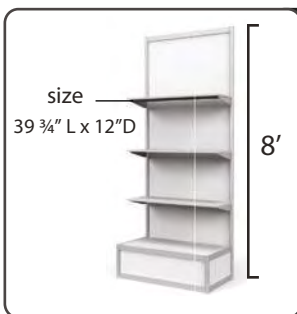
1 meter Diagonal Curved Cabinet without Doors

	Qty	Advance Price	Standard Price	Graphic Size
Front Graphic		\$456.50	\$570.75	60"W x 36"H
White		\$351.00	\$438.75	
Amount				



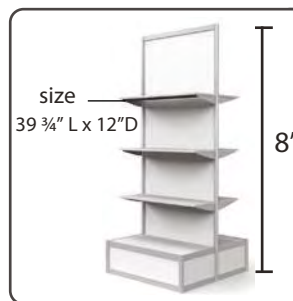
2 meter Curved Corners Cabinet with Sliding Doors & Lock

	Qty	Advance Price	Standard Price	Graphic Size
Graphic		\$610.00	\$762.50	Front: 38"W x 36"H Both Sides: 29 5/8"W x 36"H
White		\$366.25	\$457.75	
Amount				



1 meter Gondola Single Sided with 3 Shelves

	Qty	Advance Price	Standard Price
Straight Shelves		\$361.50	\$452.00
Angled Shelves		\$417.25	\$521.50
Amount			



1 meter Gondola Double Sided with 6 Shelves

	Qty	Advance Price	Standard Price
Straight Shelves		\$452.00	\$565.00
Angled Shelves		\$541.25	\$676.50
Amount			

Subtotal \$

7 % Tax \$

Amount Due \$

Company Name:

Booth #:

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



Solid Wall Cases 70"Wx18"Dx84"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$742.00	\$927.50
Black <input type="checkbox"/>		\$742.00	\$927.50
Amount			



See-Through Wall Cases 70"Wx18"Dx84"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$763.25	\$954.00
Black <input type="checkbox"/>		\$763.25	\$954.00
Amount			



Classic Black Showcase 20'D x 42'H

	Qty	Advance Price	Standard Price	Select View
4 Feet		\$468.00	\$585.00	<input type="checkbox"/> Half <input type="checkbox"/> Quarter
5 Feet		\$468.00	\$585.00	
6 Feet		\$468.00	\$585.00	
Amount				

*Black Only



Tower Cases TCS1639 39"Wx16"Dx79"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$646.75	\$808.50
Black <input type="checkbox"/>		\$646.75	\$808.50
Amount			



Standard White 20"D x 38"H

	Qty	Advance Price	Standard Price	Select View & Color
4 Feet		\$569.25	\$711.50	<input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Quarter
5 Feet		\$569.25	\$711.50	
6 Feet		\$569.25	\$711.50	<input type="checkbox"/> White <input type="checkbox"/> Black
Amount				

SAMPLE: FULL VISION



Museum Cases 2020 20"Wx20"Dx72"H

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		\$625.50	\$782.00
Black <input type="checkbox"/>		\$625.50	\$782.00
Amount			



Elite White 20"Dx415/16"H

	Qty	Advance Price	Standard Price	Select View & Color
4 Feet		\$604.25	\$755.50	<input type="checkbox"/> Full <input type="checkbox"/> Half <input type="checkbox"/> Quarter
5 Feet		\$604.25	\$755.50	
6 Feet		\$604.25	\$755.50	<input type="checkbox"/> White <input type="checkbox"/> Black
Amount				

SAMPLE: HALF VISION



Tower Cases TCS2020 20"Wx20"Dx79"H

	Qty	Advance Price	Standard Price
Light Gray <input type="checkbox"/>		\$625.50	\$782.00
Black <input type="checkbox"/>		\$625.50	\$782.00
Amount			

***Electricity not included**

Subtotal \$

7% Tax \$

Amount Due \$

Company Name:

Booth #:

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



1-meter Directional with Graphics

Qty	Advance Price	Standard Price	Graphic Size
	\$398.50	\$518.25	38"x 91"
Amount			

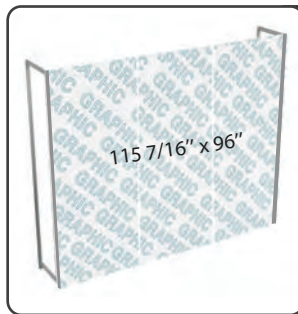
***Frame included.**



1-meter Graphic on PVC

Qty	Advance Price	Standard Price	Graphic Size
	\$356.00	\$463.00	38"x 91"
Amount			

***NO frame included.**



3-meter Overlay Graphic on 3/16" Ultramount

Qty	Advance Price	Standard Price	Graphic Size
	\$1,142.25	\$1,485.00	115 7/16" x 96"
Amount			

***Frame included.**



Graphic Posters on 3/16" Ultramount

Qty	Advance Price	Standard Price	Graphic Size
	\$61.50	\$80.00	20"x 30"
	\$89.00	\$115.75	24"x 36"
	\$178.00	\$231.50	36"x 48"
Amount			

***NO frame included.**



3-meter Digital Banner

Not Available to Order 2 Weeks Prior to Move-in

Qty	Advance Price	Standard Price	Graphic Size
	\$1,142.25	\$1,485.00	115 7/16" x 96"
Amount			

***Frame included.**



Pull up Banner

Qty	Advance Price	Standard Price	Graphic Size
	\$371.50	\$483.00	33 1/2" x 80"
Amount			

Not available for Ready Stand Packages**

PRINTING PRICE PER SQ-FT FOR ANY CUSTOM SIZE IS: \$18.50

- 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 info@expocci.com

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

Company Name:

Booth #:

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

DISCOUNT DEADLINE:

Please complete the following information:

We plan to ship to: _____ Advance Warehouse _____ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (City, state): _____

Please provide a contact name and number for any questions EXPO may have in regards to this shipment.

Name: _____ Phone: _____

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.

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

Advance Shipment \$1.30 per pound

Advance Shipping Address:

Deadline Date is:
Shipments received after this date will incur an additional 25% late handling fee.

Direct Shipment \$1.35 per pound

Direct Shipping Address:

Will not be accepted prior to:
Shipments received before this date will incur an additional 25% handling fee.

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

ALL CARRIERS MUST CHECK IN AT THE MARSHALLING YARD BEFORE UNLOADING AT THE CONVENTION CENTER.
 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

Description	Weight x Per Pound Rate =	Estimated Total Cost
	x per pound =	
	x per pound =	

100 lb. minimum charge per shipment

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.
 Overtime, inbound and/or outbound. Add 25% to above rates.

Straight Time Hours
 Monday through Friday; 8:00am to 4:30pm

Overtime Hours
 Monday through Friday before 8:00am & after 4:30pm
 All day Saturday, Sunday & Holidays.

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

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

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

Company Name: _____ Booth #: _____

Contact Name: _____ Email: _____ Phone: _____

Authorized Signature: _____ Print Name: _____

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Tel: 305.751.1234 Fax: 305.751.1298 OR email to info@expocci.com

DISCOUNT DEADLINE:

SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID
(Payment Must be on file when received for Material Handling charges)

1. Expo Convention Contractors, Inc. 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 Convention Contractors, Inc. 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. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics/returned to our warehouse and held for disposition at an additional charge, Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
4. 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 picked up for removal after the exhibition's close.
5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
6. Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
7. Remove all expired shipping labels before shipping to avoid confusion.
8. Collect shipments are not accepted and will be refused upon delivery.



USE OUR IN HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS
MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS

Email info@expocci.com for a preliminary shipping quote, all of the following is needed:

- Company Name, Contact Name/Phone Number, Show Name/Booth #, Pickup 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 5-7 business day shipping only.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

(You MUST Fill out a BOL at show-site or request a pre-printed BOL)

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

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 the 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. overtime move-out, 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. 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 Convention Contractors, Inc. will reroute said shipments.

INSURANCE

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

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.

Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.

Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show.

AUTHORITY TO HANDLE & BILLING INSTRUCTIONS. ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN 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 via fax along with payment policy form to 305.751.1298 or email to info@expocci.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without 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.

OVERTIME

Surcharge: 25%

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

LATE SHIPMENTS

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) 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: 25%

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.

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

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

MARSHALING YARD

Surcharge: Maximum \$20.00

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$50.00 per piece

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges.

ENVELOPE DELIVERIES

Surcharge: \$25.00 per envelope

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form)

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

SPECIAL HANDLING

Surcharge: BASED ON WEIGHT OF MATERIALS AND LOCATION

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.

Return to Warehouse Service Fee After Show after Material Handling and Overtime Charges:

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

(crated materials only, uncrated materials will not be accepted at warehouse)

MOBILE SPOTTING FEE

Surcharge: \$375.00 round trip ST Charge/\$650.00 round trip OT charge

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

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

MATERIAL HANDLING Q & A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

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

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 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 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, 8:00am - 3:30pm, excluding holidays.

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

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

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

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

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 or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 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.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 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.

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).

ADVANCED SHIPPING LABELS



ADVANCE WAREHOUSE

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

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

First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge:



ADVANCE WAREHOUSE

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

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

First day freight can arrive w/o a surcharge:

Last day freight can arrive w/o a surcharge:

DIRECT SHIPPING LABELS



DIRECT SHIPPING

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Will not be accepted prior to:



DIRECT SHIPPING

Company Name: _____

Contact Name: _____

Contact Phone #: _____

Booth #: _____

For:

Will not be accepted prior to:

DISCOUNT DEADLINE:

POV SERVICE is a feature for exhibitors using a Personally Owned Vehicle (POV) that meets the requirements below. One (1) cartload service is offered complimentary to qualified vehicles on Monday, January 22, 2024 from 8:00am - 5:00pm ONLY. Exhibitor is responsible for the material handling charges for materials weighing over 400 lbs.

POV's (Personally Owned Vehicles) are defined as:

Cars, pick-up trucks, vans and other trucks primarily designed for passenger use, **not cargo or freight**. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload, will be directed to the Marshalling Yard and will be charged as material handling by weight.

**Vehicles that Qualify:
(Product Only)**

**Vehicles that DO NOT QUALIFY:
(Showcases and Booth Build Items are Material Handling)**



Sedan

SUV

Minivan



Trailer



Trailer



Commercial Van



Pickup Truck



Sprinter Van with Product
(No Showcases or Booth Build Items)



Rental Truck



Box Truck



Flatbed/Stakebed

RATES:

Straight time - \$98.00 per one way trip. (Monday - Friday, 8:00am - 4:30pm)

Overtime - \$128.00 per one way trip. (Monday - Friday, before 8:00am, after 4:30pm, weekends and holidays)

One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading & delivery of goods to your booth.

POV SERVICE is aimed at those exhibitors requiring minimum assistance to facilitate the move-in/out process for them, skidded or palletized items do not qualify, maximum weight 400 pounds per trip.

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. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

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.

POV Service will be available from the loading dock. Please instruct your personnel to identify themselves as exhibitors requiring POV service to security personnel. They will be directed to the specially designated area. This service DOES NOT include rental trucks or company trucks.

Exhibitor:

Booth #:

Date:

Time:

Number of Trips:

Return along with the Payment Policy form via email info@expocci.com or Fax 305.751.1298

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"/>	A/V 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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7% Sales Tax	\$																																				
Payment enclosed	\$																																				
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: 40%;"><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

PLANT RENTALS:



5' to 6' Green Plants in Baskets: \$118.00 each for show
each x No. of Plants = Total

3' to 4' Green Plants in Baskets: \$88.00 each for show
each x No. of Plant = Total



Seasonal Blooming Plant Rentals: \$70.50 each for show

each x No. of Plants = Total



Boston Fern Plant Rentals: \$85.75 each for show

each x No. of Plants = Total



Beautiful Flower Arrangements: FOR PURCHASE ONLY

Small Arrangements each x No.=

Medium Arrangements each x No.=

Large Arrangements each x No.=

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.

Subtotal
7% Sales Tax
Amount Due

Company Name:	<input type="text"/>	Booth #:	<input type="text"/>
Contact Name:	<input type="text"/>	Phone:	<input type="text"/>
Signature:	<input type="text"/>	email:	<input type="text"/>

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.



expo
convention
contractors

SPECIALTY FURNISHINGS

2024

**TRADESHOW
FURNISHINGS
CATALOG**

2024 SPECIALTY FURNISHINGS PRICE LIST

BLANC

Bright White Leather



Blanc Sofa
75"W x 35"D x 35"H
Item #18228-0847
Advance Price: \$1,058.25
Standard Price: \$1,322.75



Blanc Loveseat
54"W x 35"D x 35"H
Item #18167-0614
Advance Price: \$1,010.25
Standard Price: \$1,262.75



Blanc Chair
33"W x 35"D x 35"D
Item #18284-0834
Advance Price: \$843.75
Standard Price: \$1,054.75



Blanc Bench Ottoman
48"W x 24"D x 18"H
Item #18024-0072
Advance Price: \$507.00
Standard Price: \$633.75



Blanc Cube Ottoman
17"Square x 17"H
Item #18184-0274
Advance Price: \$178.00
Standard Price: \$222.50

WHISPER

White Leather



Whisper Sofa
87"W x 37"D x 35"H
Item #18228-0607
Advance Price: \$1,010.25
Standard Price: \$1,262.75



Whisper Loveseat
61"W x 37"D x 35"H
Item #18167-0471
Advance Price: \$968.50
Standard Price: \$1,210.75



Whisper Chair
35"W x 37"D x 35"H
Item #18284-0487
Advance Price: \$803.50
Standard Price: \$1,004.25



Whisper Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0003
Advance Price: \$448.50
Standard Price: \$560.75



Whisper Square Ottoman
40"Square x 17"H
Item #18184-0034
Advance Price: \$448.50
Standard Price: \$560.75



Whisper Round Ottoman
46"Round x 17"H
Item #18184-0038
Advance Price: \$448.50
Standard Price: \$560.75



Whisper 1/4 Round Ottoman
34"W x 19"D x 17"H
Item #18184-0030
Advance Price: \$275.50
Standard Price: \$344.50



Whisper Banquette
59"Round x 38"H (2 pieces)
Item #18011-0001
Advance Price: \$1,340.50
Standard Price: \$1,643.00

FUNCTION

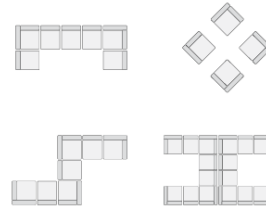
Modular Seating Collection
White Leather



Function Armless Chair
28"Square x 29"H
Item #18284-0554
Advance Price: \$539.50
Standard Price: \$674.50



Function Corner
28"Square x 29"H
Item #18066-0016
Advance Price: \$580.00
Standard Price: \$724.75



CONTINENTAL

Modular Seating Collection
White Leather



Continental Curved Loveseat
82"W x 34"D x 31"H
Item #18303-0006
Advance Price: \$1,042.50
Standard Price: \$1,303.25



Continental Reverse Loveseat
72"W x 34"D x 31"H
Item #18304-0002
Advance Price: \$1,010.25
Standard Price: \$1,262.75



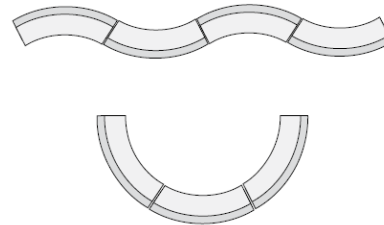
Continental Curved Bench
70"W x 26"D x 19"H
Item #18184-0283
Advance Price: \$529.25
Standard Price: \$661.50



Continental Wedge Ottoman
30"W x 34"D x 19"H
Item #18296-0006
Advance Price: \$450.00
Standard Price: \$562.50



Continental Half Moon Ottoman
33"W x 19"D x 19"H
Item #18184-0284
Advance Price: \$450.00
Standard Price: \$562.50



SOPHISTICATION

Modular Seating Collection

White Leather



Sophistication Sofa
72"W x 31"D x 48"H
Item #18228-0674
Advance Price: \$1,042.50
Standard Price: \$1,303.25



Sophistication Loveseat
48"W x 31"D x 48"H
Item #18167-0466
Advance Price: \$704.50
Standard Price: \$880.75



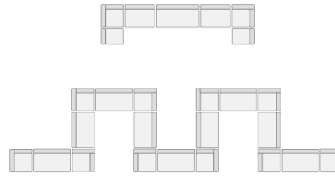
Sophistication Chair
24"W x 31"D x 48"H
Item #18284-0563
Advance Price: \$529.25
Standard Price: \$661.50



Sophistication Corner
31"Square x 48"H
Item #18066-0017
Advance Price: \$529.25
Standard Price: \$661.50



Sophistication Ottoman
31"Square x 19"H
Item #18184-0130
Advance Price: \$398.00
Standard Price: \$497.25



BOCA

Modular Seating Collection

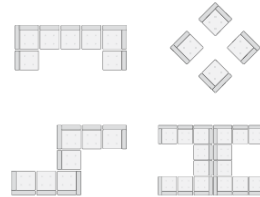
Black Leather



Boca Armless Chair
22"W x 27"D x 30"H
Item #18284-0786
Advance Price: \$539.50
Standard Price: \$674.50



Boca Corner
27"W x 27"D x 30"H
Item #18066-0026
Advance Price: \$580.00
Standard Price: \$725.00



SUAVE MIDNIGHT

Midnight Suede



Suave Midnight Sofa
77"W x 36"D x 33"H
Item #18228-0085
Advance Price: \$762.00
Standard Price: \$952.25



Suave Midnight Loveseat
54"W x 36"D x 33"H
Item #18167-0069
Advance Price: \$661.75
Standard Price: \$827.25



Suave Midnight Chair
32"W x 36"D x 33"H
Item #18284-0151
Advance Price: \$497.00
Standard Price: \$620.75

METRO

Black Leather



Metro Sofa
85"W x 35"D x 35"H
Item #18228-0602
Advance Price: \$869.75
Standard Price: \$1,087.25



Metro Loveseat
60"W x 35"D x 35"H
Item #18167-0467
Advance Price: \$837.25
Standard Price: \$1,046.50



Metro Chair
35"Square x 35"H
Item #18284-0482
Advance Price: \$654.00
Standard Price: \$817.50



Metro Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0008
Advance Price: \$448.50
Standard Price: \$560.75



Metro Square Ottoman
40"Square x 17"H
Item #18184-0179
Advance Price: \$448.50
Standard Price: \$560.75

GRAMMERCY

Modular Seating Collection
Charcoal Leather



Grammery Sofa
82"W x 36"D x 36"H
Item #18228-0605
Advance Price: \$968.50
Standard Price: \$1,210.75



Grammery Loveseat
57"W x 36"D x 36"H
Item #18167-0469
Advance Price: \$843.75
Standard Price: \$1,054.50



Grammery Chair
28"W x 36"D x 36"H
Item #18284-0485
Advance Price: \$539.50
Standard Price: \$674.50



Grammery 1/4 Round Ottoman
34"W x 19"D x 17"H
Item #18184-0028
Advance Price: \$275.50
Standard Price: \$344.50



Grammery Corner
36"Square x 36"H
Item #18066-0015
Advance Price: \$621.50
Standard Price: \$776.75



Grammery Round Ottoman
46"Round x 17"H
Item #18184-0036
Advance Price: \$448.50
Standard Price: \$560.75



Grammery Square Ottoman
40"Square x 17"H
Item #18184-0033
Advance Price: \$448.50
Standard Price: \$560.75



Grammery Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0002
Advance Price: \$448.50
Standard Price: \$560.75



Grammery Banquette
59"Round x 38"H (2 pieces)
Item #18011-0002
Advance Price: \$1,314.50
Standard Price: \$1,643.00

2024 SPECIALTY FURNISHINGS PRICE LIST

PARMA

Brown Leather



Parma Sofa
79"W x 37"D x 36"H
Item #18228-0789
Advance Price: \$869.75
Standard Price: \$1,087.25



Parma Loveseat
56"W x 37"D x 36"H
Item #18167-0577
Advance Price: \$837.25
Standard Price: \$1,046.50



Parma Chair
33"W x 37"D x 36"H
Item #18284-0710
Advance Price: \$654.00
Standard Price: \$817.50



Parma Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0061
Advance Price: \$448.50
Standard Price: \$560.75

MONTANA MOCHA

Mocha Tan Fabric



Montana Mocha Sofa
79"W x 35"D x 34"H
Item #18228-0784
Advance Price: \$819.00
Standard Price: \$1,023.75



Montana Mocha Loveseat
57"W x 35"D x 34"H
Item #18167-0573
Advance Price: \$720.25
Standard Price: \$900.25



Montana Mocha Chair
35"Square x 34"H
Item #18284-0704
Advance Price: \$555.25
Standard Price: \$694.00

MADISON

Fabric



Madison Sofa
86"W x 34"D x 34"H
Item #18228-0823
Advance Price: \$1,010.00
Standard Price: \$1,262.50



Madison Chair
33"W x 34"D x 34"H
Item #18284-0794
Advance Price: \$589.00
Standard Price: \$736.25



Madison Bench - Sky
48"W x 24"D x 17"H
Item #18184-0256
Advance Price: \$414.75
Standard Price: \$518.50



Madison Ottoman - Apricot
24"Square x 17"H
Item #18184-0252
Advance Price: \$265.25
Standard Price: \$331.50



Madison Ottoman - Sand Dollar
24"Square x 17"H
Item #18184-0255
Advance Price: \$265.25
Standard Price: \$331.50



Madison Ottoman - Sunflower
24"Square x 17"H
Item #18184-0254
Advance Price: \$265.25
Standard Price: \$331.50



Madison Ottoman - Willow
24"Square x 17"H
Item #18184-0253
Advance Price: \$265.25
Standard Price: \$331.50

CHANDLER

Red Leather



Chandler Sofa
76"W x 37"D x 35"H
Item #18228-0795
Advance Price: \$869.75
Standard Price: \$1,087.25



Chandler Loveseat
53"W x 37"D x 35"H
Item #18167-0581
Advance Price: \$837.25
Standard Price: \$1,046.50



Chandler Chair
31"W x 37"D x 35"H
Item #18284-0717
Advance Price: \$654.00
Standard Price: \$817.50



Chandler Bench Ottoman
60"W x 24"D x 17"H
Item #18024-0062
Advance Price: \$448.50
Standard Price: \$560.75

EVOKE

Coffee Resin Frame/Tan Cushions if Applicable



Evoke Sofa
81"W x 35"D x 27"H
Item #13229-0007
Advance Price: \$1,314.50
Standard Price: \$1,643.00



Evoke Chair
33"W x 35"D x 27"H
Item #13041-0015
Advance Price: \$704.50
Standard Price: \$880.75



Evoke Cocktail Table
48"W x 24"D x 18"H
Item #13054-0011
Advance Price: \$448.50
Standard Price: \$560.75



Evoke Cube Ottoman
18"Square x 18"H
Item #13110-0008
Advance Price: \$282.00
Standard Price: \$352.75



Evoke End Table
24"W x 28"D x 25"H
Item #13110-0009
Advance Price: \$398.00
Standard Price: \$497.25

NIKO

Grey Microfiber



Niko Sofa
81"W x 30"D x 38"H
Item #18228-0858
Advance Price: \$1,076.50
Standard Price: \$1,345.50



Niko Loveseat
58"W x 30"D x 38"H
Item #18167-0622
Advance Price: \$984.25
Standard Price: \$1,230.25



Niko Chair
31"W x 30"D x 38"H
Item #18284-0856
Advance Price: \$819.00
Standard Price: \$1,023.75

STAGE CHAIRS



Midnight Stage Chair
Midnight Microfiber
25"W x 26"D x 37"H
Item #18284-0478
Advance Price: \$323.75
Standard Price: \$405.00



Chamois Stage Chair
Beige Microfiber
25"W x 26"D x 37"H
Item #18284-0807
Advance Price: \$323.75
Standard Price: \$405.00



Buckskin Stage Chair
Tan Microfiber
25"W x 26"D x 37"H
Item #18284-0476
Advance Price: \$323.75
Standard Price: \$405.00



Empire Chair - Leather
28"W x 32"D x 32"H
Item #18284-0621 (black)
Item #18284-0564 (white)
Advance Price: \$580.00
Standard Price: \$725.00



Monarch Chair - Bright White Leather
28"Square x 30"H
Item #18284-0785
Advance Price: \$370.50
Standard Price: \$463.25

CAFÉ CHAIRS



Clara Chair
18"W x 21"D x 35"H
Item #05035-0048
Advance Price: \$210.00
Standard Price: \$262.50



Leslie Chair
17"W x 21"D x 31"H
Item #05035-0008
Advance Price: \$210.00
Standard Price: \$262.50



Cris Cross Chair
17"W x 21"D x 35"H
Item #05035-0010 (espresso)
Item #05035-0011 (white)
Advance Price: \$210.00
Standard Price: \$262.50



Elio Chair
17"Square x 33"H
Item #05035-0023
Advance Price: \$210.00
Standard Price: \$262.50



Caprice Chair
25"W x 24"D x 32"H
Item #14233-0025
Advance Price: \$210.00
Standard Price: \$262.50



Colin Chair
22"W x 19"D x 33"H
Item #05035-0052
Advance Price: \$210.00
Standard Price: \$262.50



Black

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0001
Advance Price: \$210.00
Standard Price: \$262.50



White

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0002
Advance Price: \$210.00
Standard Price: \$262.50



Blue

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0003
Advance Price: \$210.00
Standard Price: \$262.50



Green

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0005
Advance Price: \$210.00
Standard Price: \$262.50



Purple

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0004
Advance Price: \$210.00
Standard Price: \$262.50



Red

Silk Back Armless Chair
17"W x 18"D x 34"H
Item #05035-0024/05034-0006
Advance Price: \$210.00
Standard Price: \$262.50

STOOLS



Criss Cross Stool
15"W x 19"D x 41"H
Item #05237-0038 (espresso)
Item #05237-0039 (white)
Advance Price: \$297.75
Standard Price: \$372.25



Colin Stool
20"W x 19"D x 46"H
Item #05237-0305
Advance Price: \$249.75
Standard Price: \$312.00



Hourglass Stool
18"W x 20"D x 43"H
Item #05237-0270 (black)
Item #05237-0271 (white)
Advance Price: \$308.25
Standard Price: \$385.25



Clara Stool
17"W x 21"D x 41"H
Item #05237-0298
Advance Price: \$297.75
Standard Price: \$372.25



Marcus Bar Stool
17"W (at base) x 29"H
Item #05237-0215
Advance Price: \$225.00
Standard Price: \$281.25



Caprice Stool
25"W x 26"D x 44"H
Item #05237-0169
Advance Price: \$308.25
Standard Price: \$385.25



Black

Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0001
Advance Price: \$282.25
Standard Price: \$352.75



White

Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0002
Advance Price: \$282.25
Standard Price: \$352.75



Blue

Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0003
Advance Price: \$282.25
Standard Price: \$352.75



Green

Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0005
Advance Price: \$282.25
Standard Price: \$352.75



Purple

Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0004
Advance Price: \$282.25
Standard Price: \$352.75



Red

Silk Back Stool
17"W x 18"D x 42"H
Item #05237-0219/05034-0006
Advance Price: \$282.25
Standard Price: \$352.75

CAFÉ TABLES



Fuze Café Table
36"Square x 30"H
Item #05036-0039
Advance Price: \$356.25
Standard Price: \$445.25



Blanco Square Café Table
White/Chrome
24"Square x 30"H
Item #05036-0008
Advance Price: \$314.75
Standard Price: \$393.25



Spectrum Café Table
Red
24"Square x 30"H
Item #05036-0033
Advance Price: \$350.00
Standard Price: \$437.50



Spectrum Café Table
Blue
24"Square x 30"H
Item #05036-0034
Advance Price: \$350.00
Standard Price: \$437.50



Spectrum Café Table
Purple
24"Square x 30"H
Item #05036-0035
Advance Price: \$350.00
Standard Price: \$437.50



Spectrum Café Table
Green
24"Square x 30"H
Item #05036-0036
Advance Price: \$350.00
Standard Price: \$437.50

BAR TABLES



Fuze Bar Table
36"Square x 42"H
Item #05036-0039
Advance Price: \$356.25
Standard Price: \$445.25



Blanco Square Bar Table
White/Chrome
24"Square x 42"H
Item #05036-0008
Advance Price: \$314.75
Standard Price: \$393.25



Euro Bar Table
Black/Black
36"Round x 42"H
Item #05036-0004
Advance Price: \$323.75
Standard Price: \$404.50



Zinc Bar Table
24" Round x 42"H
Item #05202-0049
Advance Price: \$472.00
Standard Price: \$590.00



Spectrum Bar Table - Red
24"Square x 42"H
Item #05036-0033
Advance Price: \$390.00
Standard Price: \$487.50



Spectrum Bar Table - Blue
24"Square x 42"H
Item #05036-0034
Advance Price: \$390.00
Standard Price: \$487.50



Spectrum Bar Table - Purple
24"Square x 42"H
Item #05036-0035
Advance Price: \$390.00
Standard Price: \$487.50



Spectrum Bar Table - Green
24"Square x 42"H
Item #05036-0036
Advance Price: \$390.00
Standard Price: \$487.50



Aspen Bar Table - White
72"W x 26"D x 42"H
Item #05204-0001
Advance Price: \$877.50
Standard Price: \$1097.00

COCKTAIL TABLES



Tribeca Cocktail Table
48"W x 28"D x 19"H
Item #12055-0008
Advance Price: \$331.50
Standard Price: \$414.50



Novel Cocktail Table
46"W x 15"D x 16"H
Item #18024-0011
Advance Price: \$448.50
Standard Price: \$560.75



Fuze Cocktail Table
40"Square x 16"H
Item #12055-0453
Advance Price: \$382.25
Standard Price: \$477.75



Cube Cocktail Table - Black
24"Square x 16"H
Item #12055-0285 (black)
Item #12055-0286 (white)
Advance Price: \$314.75
Standard Price: \$393.25



Aria Cocktail Table - Red
44"W x 20"D x 18"H
Item #12050-0004
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - Green
44"W x 20"D x 18"H
Item #12050-0007
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - Blue
44"W x 20"D x 18"H
Item #12050-0005
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - Purple
44"W x 20"D x 18"H
Item #12050-0006
Advance Price: \$331.50
Standard Price: \$414.50



Aria Cocktail Table - White
44"W x 20"D x 18"H
Item #12050-0003
Advance Price: \$331.50
Standard Price: \$414.50

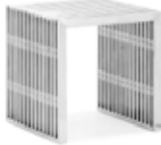


Aria Cocktail Table - Charcoal
44"W x 20"D x 18"H
Item #12050-0002
Advance Price: \$331.50
Standard Price: \$414.50

END TABLES



Tribeca End Table
24"W x 28"D x 22"H
Item #12107-0008
Advance Price: \$314.75
Standard Price: \$393.25



Novel End Table
15"Square x 16"H
Item #18024-0010
Advance Price: \$398.00
Standard Price: \$497.25



Fuze End Table
24"Square x 23"H
Item #12107-0512
Advance Price: \$340.75
Standard Price: \$425.75



London End Table
24"Square x 23"H
Item #12107-0493
Advance Price: \$340.75
Standard Price: \$425.75



Zanzibar Table
17"Square x 17"H
Item #12003-0039
Advance Price: \$349.75
Standard Price: \$437.25



Cube End Table
24"Square x 21"H
Item #12107-0296 (black)
Item #12107-0297 (white)
Advance Price: \$323.75
Standard Price: \$404.75



Aria End Table - Red
24"W x 20"D x 22"H
Item #12304-0006
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Green
24"W x 20"D x 22"H
Item #12304-0005
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Blue
24"W x 20"D x 22"H
Item #12304-0004
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Purple
24"W x 20"D x 22"H
Item #12304-0007
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - White
24"W x 20"D x 22"H
Item #12304-0002
Advance Price: \$314.75
Standard Price: \$393.25



Aria End Table - Charcoal
24"W x 20"D x 22"H
Item #12304-0001
Advance Price: \$314.75
Standard Price: \$393.25

CHARGED 



Essentials Turning Bed - Charged
96"W x 48"D x 25"H
Item #22100-0001
Advance Price: \$1,752.50
Standard Price: \$2,190.50
*Exhibitor responsible for power source.



Boca Armless Chair - Charged
22"W x 27"D x 30"H
Item #22050-0001
Advance Price: \$612.50
Standard Price: \$765.50
*Exhibitor responsible for power source.



Boca Corner - Charged
27"W x 27"D x 30"H
Item #22051-0001
Advance Price: \$661.75
Standard Price: \$827.25
*Exhibitor responsible for power source.



Conference Table 8' White - Charged
96"W x 43"D x 30"H
Item #22200-0001
Advance Price: \$1,380.75
Standard Price: \$1,725.75
*Exhibitor responsible for power source.



Aspen Cocktail Table - Charged
48"W x 24"D x 18"H
Item #22002-0002
Advance Price: \$580.00
Standard Price: \$724.75
*Exhibitor responsible for power source.



Aspen Bar Table - Charged
72"W x 26"D x 42"H
Item #22001-0001
Advance Price: \$1,025.75
Standard Price: \$1,282.25
*Exhibitor responsible for power source.



Patrice Tablet Chair - Charged
28"W x 31"D x 31"H
Item #18284-0861
Advance Price: \$683.50
Standard Price: \$798.00
*Exhibitor responsible for power source.



Lincoln Bench - Charged
59"W x 39"D x 17"H
Item #22052-0001
Advance Price: \$968.50
Standard Price: \$1,210.75
*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: \$968.50
Standard Price: \$1,210.75



VIP Glow Bar 6'
72"W x 24"D x 42"H (Bar)
13"D x 18"H (Shelf)
Item #05012-0076
Advance Price: \$1,149.25
Standard Price: \$1,436.50



Agile Bar
48"W x 16"D x 42"H (Bar)
Item #05012-0054 (white)
Item #05012-0053 (black)
Advance Price: \$550.00
Standard Price: \$687.50

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

CUBE OTTOMANS



■ Cherry



■ Cromwell



■ Grape

Rubix Cube Ottomans
18"Square x 18"H

- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango

Advance Price: \$177.00
Standard Price: \$221.00



■ Lemon



■ Lime



■ Mango



Bright White Leather
Blanc Cube Ottoman
17"Square x 17"H
Item #18184-0274
Advance Price: \$177.00
Standard Price: \$221.00



White Leather
Whisper Cube Ottoman
18"Square x 18"H
Item #18184-0129
Advance Price: \$177.00
Standard Price: \$221.00



Black Leather
Metro Cube Ottoman
18"Square x 18"H
Item #18184-0128
Advance Price: \$177.00
Standard Price: \$221.00

OTTOMANS



Essentials Storage Ottoman
48"W x 24"D x 20"H
Item #18184-0192
Advance Price: \$621.50
Standard Price: \$776.75

BANQUETTES



Essentials Banquette Flat Top
60"Round x 19"H (2 pieces) Item
#18011-0010
Advance Price: \$968.50
Standard Price: \$1,210.75



Essentials Banquette High Top
60"Round x 48"H (2 pieces)
Item #18011-0011
Advance Price: \$1,314.50
Standard Price: \$1,643.25

TURNING BEDS



Essentials Turning Bed
96"W x 48"D x 36"H (2 pieces)
Item #02082-0032
Advance Price: \$1,579.50
Standard Price: \$1,974.50

OFFICE SEATING



Tamiri Hi-Back Leather Chair
25"W x 27"D x 45"H
Item #14136-0002
Advance Price: \$398.00
Standard Price: \$497.25



Tamiri Mid-Back Leather Chair
25"W x 27"D x 39"H
Item #14176-0007
Advance Price: \$349.75
Standard Price: \$437.25



Tamiri Guest Leather Chair
25"W x 27"D x 37"H
Item #14128-0002
Advance Price: \$323.75
Standard Price: \$404.75



Goal Task Chair
25"W x 24"D x 39"H
Item #14250-0013
Advance Price: \$265.25
Standard Price: \$331.50



Goal Task Chair Armless
21"W x 24"D x 39"H
Item #14250-0014
Advance Price: \$242.00
Standard Price: \$302.25



Enterprise High-Back Chair
24"W x 26"D x 39"H
Item #14136-0016
Advance Price: \$350.00
Standard Price: \$437.50

Fabric



Enterprise Mid-Back Chair
24"W x 26"D x 39"H
Item #14176-0008
Advance Price: \$323.75
Standard Price: \$404.75

Fabric



Enterprise Guest Chair
24"W x 26"D x 39"H
Item #14128-0023
Advance Price: \$303.00
Standard Price: \$378.75

Fabric



Goal Drafting Stool
25"W x 24"D x 48"H
Item #14307-0003
Advance Price: \$282.25
Standard Price: \$352.75



Goal Drafting Stool Armless
21"W x 24"D x 48"H
Item #14307-0004
Advance Price: \$265.25
Standard Price: \$331.50

CONFERENCE TABLES



42" Round Conference Table
42" Round x 29"H
Item #14062-0105 (black)
Item #14062-0106 (mahogany)
Advance Price: \$439.50
Standard Price: \$549.25



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: \$785.25
Standard Price: \$981.50



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: \$843.75
Standard Price: \$1,054.75



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: \$968.50
Standard Price: \$1,210.75



OFFICE FURNITURE



Locking Pedestal
24" Square x 42"H
Item #14309-0001 (black)
Item #14179-0005 (white)
Advance Price: \$646.50
Standard Price: \$808.25



5 Shelf Bookcase
36"W x 12"D x 72"H
Item #14029-0098 (black)
Item #14029-0091 (mahogany)
Advance Price: \$621.50
Standard Price: \$777.00



2 Drawer Lateral File
36"W x 18"D x 27"H
Item #14143-0006
Advance Price: \$291.25
Standard Price: \$364.00



2 Drawer Letter Size File
15"W x 25"D x 29"H
Item #14148-0001
Advance Price: \$217.25
Standard Price: \$271.50



2 Drawer Legal Size File
18"W x 25"D x 29"H
Item #14147-0001
Advance Price: \$282.25
Standard Price: \$352.75

PEDESTALS



Display Pedestals 42"

14"Square x 42"H
Item #12091-0030 (white)
Item#12091-0023 (black)
Advance Price: \$431.75
Standard Price: \$539.50

24"Square x 42"H
Item #12091-0004 (black)
Advance Price: \$522.75
Standard Price: \$653.25

18"Square x 42"H
Item #12091-0002 (black)
Advance Price: \$481.00
Standard Price: \$601.25



Display Pedestals 36"

14"Square x 36"H
Item #12091-0031 (white)
Item#12091-0024 (black)
Advance Price: \$365.50
Standard Price: \$456.75

24"Square x 36"H
Item #12091-0033 (white)
Item#12091-0034 (black)
Advance Price: \$522.75
Standard Price: \$653.25



Display Pedestals 30"

14"Square x 30"H
Item#12091-0032 (white)
Item#12091-0025 (black)
Advance Price: \$340.75
Standard Price: \$425.75

24"Square x 30"H
Item #12091-0003 (black)
Advance Price: \$496.75
Standard Price: \$620.75

18"Square x 30"H
Item #12091-0001 (black)
Advance Price: \$349.75
Standard Price: \$437.25

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

DISCOUNT DEADLINE:

Item #	Description	Qty.	Price	Total

- Check or credit card must accompany order.
- 25% cancellation will be applied if cancelled 7 days prior to event opening.
- 100% cancellation will be applied if canceled 3 days prior to delivery.
- All show site orders are subject to a 30% Late Fee.

Sub Total	
7 % Sales Tax	
Total Due	

Please fax order to **305-751-1298** or email order to **info@expocci.com** along with your Payment Policy form.

Thank you for your order!

Company Name:	Booth #:
Contact Name:	Phone:
Email:	Mobile #:



**EDD HELMS
ELECTRIC**

TRADESHOWS | EVENTS

COSMOPROF
NORTH AMERICA MIAMI

ELECTRICAL & PLUMBING SERVICES ORDERING INSTRUCTIONS

Ordering services for **COSMOPROF NORTH AMERICA MIAMI 2024**

is convenient and secure!

CLICK ON THE LINK BELOW TO PLACE YOUR ORDER:

EddHelmsTradeshows.com

The **main account contact** will receive an email with a **username** and **password** once the site is open for ordering.

If you require assistance before receiving an email, please contact us at tradeshows@eddhelms.com.

We'll go out of our way to ensure you have what you need for a successful event.

SAVE MONEY!

Be sure to take advantage of advance order pricing

ORDER BY **DECEMBER 22, 2023** TO RECEIVE DISCOUNTED RATES!



**EDD HELMS
ELECTRIC**
TRADESHOWS | EVENTS

COSMOPROF NORTH AMERICA MIAMI 2024 ~ UTILITY RATES

THE STANDARD LOCATION FOR OUTLETS IS THE REAR OF THE BOOTH FOR IN-LINE PIPE & DRAPE DISPLAYS.
RATES QUOTED DO NOT INCLUDE LABOR AND/OR MATERIAL CHARGES FOR CONNECTING EQUIPMENT.

POWER OUTLETS			COMPRESSED AIR / WATER SERVICE		
All outlets are priced at 120V single phase.			PLEASE CONTACT US AT TRADESHOWS@EDDHELMS.COM FOR CUSTOM PRICING		
DESCRIPTION	ADVANCE RATE	STANDARD RATE	ACCESSORIES		
500 WATTS (5 AMPS)	140.00	210.00	DESCRIPTION		
1000 WATTS (10 AMPS)	200.00	300.00	ADVANCE RATE		
2000 WATTS (20 AMPS)	270.00	405.00	STANDARD RATE		
24 Hour Service - An additional 50% of the subtotal			Multi-Outlet Strip		
208V SINGLE PHASE OUTLETS			25 Ft Extension Cord		
DESCRIPTION	ADVANCE RATE	STANDARD RATE	LABOR CHARGE		
20 AMP, 208V, 1 PHASE	460.00	690.00	Labor charges will apply for all island booths, 208V & higher services, & the installation & dismantle of power to locations other than the back of your booth (for in-line pipe & drape booths only). All additional distribution will be provided by Edd Helms electricians on a time & material basis. There is a minimum labor charge of one (1) hour for installation & a minimum (1/2 hour) for dismantle. Labor and material charges not ordered in advance will be charged to the credit card on file after installation.		
30 AMP, 208V, 1 PHASE	552.00	828.00			
60 AMP, 208V, 1 PHASE	825.00	1238.00			
DESCRIPTION	ADVANCE RATE	STANDARD RATE	MINIMUM LABOR CHARGE IS 1 HOUR		
20 AMP, 208V, 3 PHASE	616.00	924.00	Monday - Friday (Except Holidays) 8:00 am - 4:30 pm		
30 AMP, 208V, 3 PHASE	734.00	1101.00	Monday - Friday 4:30 pm - 8:00 am, All Day Saturdays, Sundays & Holidays		
60 AMP, 208V, 3 PHASE	1090.00	1634.00	RATE PER HOUR		
			\$97.00		
			\$194.00		
CUSTOM & OVERHEAD LIGHTING			ELECTRICAL DIAGRAMS		
PLEASE CONTACT US AT TRADESHOWS@EDDHELMS.COM FOR CUSTOM PRICING			ALL ISLAND BOOTHS AND ORDERS FOR MULTIPLE OUTLET LOCATIONS MUST SUBMIT A SCALED FLOORPLAN SHOWING DIMENSIONS TO OUTLETS, SURROUNDING BOOTH #'S FOR ORIENTATION PURPOSES & LOCATION(S) FOR MAIN POWER BOX. EMAIL TO TRADESHOWS@EDDHELMS.COM.		

PLEASE REFER TO PAGE 1 TO FOR ORDERING DETAILS

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

MIAMI BEACH CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
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Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / Floor Work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____/_____/_____
(X) _____	(X) _____	_____ / _____ / _____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:

Effective June 30, 2023 - December 31, 2024 - V063023A

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE SERVICE CONTRACT

MIAMI BEACH CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:			Show Start Date:	Show End Date:
Billing Company Address:			INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN	
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

Effective June 30, 2023 - December 31, 2024 - V063023A

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



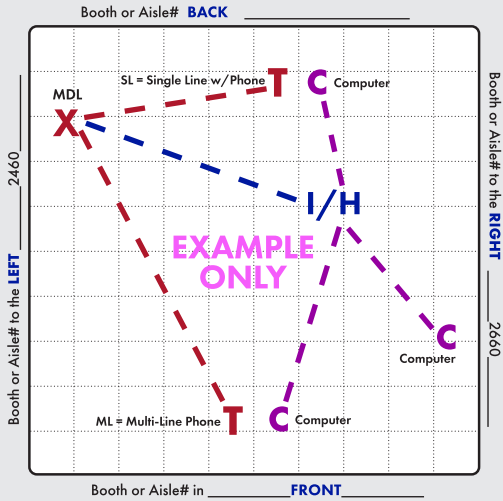
You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: Miami Beach Convention Center	Customer / Ref #:	



Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

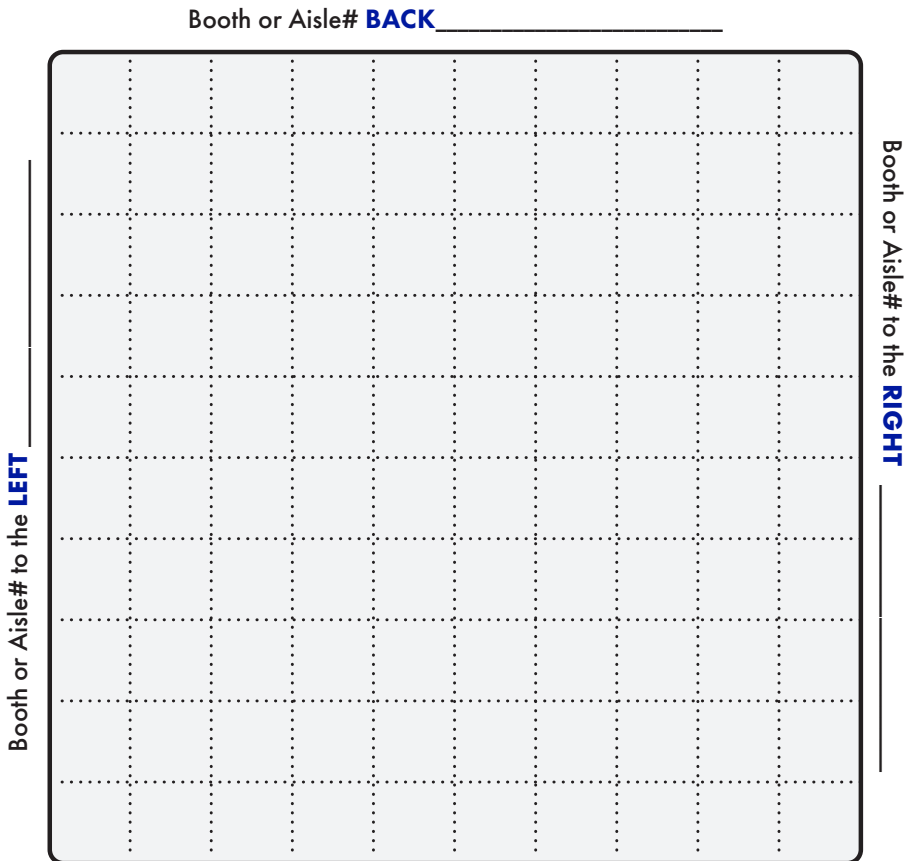
I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Miami Beach Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

6 Tools to Maximize Your Sales Opportunities

CompuLEAD® is the most powerful way to capture sales leads on the trade show floor using your own smartphone or a rented tablet. With six distinct tools to help warm up your sales calls and boost ROI, it's a marketing plan in an app!



- 1 Collect leads on and off the show floor
- 2 Create action codes or survey questions to qualify leads
- 3 Score leads to identify your hottest prospects
- 4 Send targeted content to educate and inform prospects
- 5 Access leads any time
- 6 Transfer leads to your CRM for quick lead follow-up

Equip Your Team With the Right Tools For the Job

Show Code: CPNAM24

Early Bird Pricing Ends: 12/11/23 | Advanced Pricing Ends: 12/27/23

Order Online: compusystems.com/order

LEAD MANAGEMENT PRODUCTS CATALOG**Cosmoprof North America 2024**

Generate Up to 3x More Sales Leads

M3 is an add-on to the CompuLEAD app that helps you streamline content distribution while creating another channel for your team to capture sales leads on the show floor. When coupled with CompuLEAD, this add-on will help your team generate up to 3 times more leads!

How it works:

- 1** Upload your electronic content to our secure portal
- 2** Pick up your "ready-to-go" company-branded signage at our onsite service counter
- 3** Place signage anywhere in your booth
- 4** Allow attendees to scan your signage with their smartphone to receive your content
- 5** Get an organized list of the attendees who scanned your signage in our leads portal

Benefits:

- ✓ Streamline the distribution of your electronic literature
- ✓ Collect passive sales leads while your team is busy with other prospects
- ✓ Self-serve – attendees can scan your signage when they want
- ✓ No hardware for you to rent
- ✓ No software for attendees to download
- ✓ Daily scan details sent to attendees that includes your content and company information



Show Code: CPNAM24
































Early Bird Pricing Ends: 12/11/23 | Advanced Pricing Ends: 12/27/23

Order Online: compusystems.com/order

LEAD MANAGEMENT PRODUCTS CATALOG

Cosmoprof North America 2024

PRODUCT COMPARISON CHART

	 CompuLEAD® App	 CompuLEAD® Tablet	 CompuLEAD® Kiosk
Scan badges for full contact details			
Capture demographic data			
Download app to my own phone			
Use app on rented device			
Capture leads off the show floor			
Capture leads in self-serve mode			
Pair with wireless printer*			
Qualify leads with action codes/surveys*			
Add notes to leads			
Send electronic literature*			
Export leads in CSV format			
Comply with GDPR*			

*Additional charges may apply

Show Code: CPNAM24

Early Bird Pricing Ends: 12/11/23 | Advanced Pricing Ends: 12/27/23

Order Online: compusystems.com/order

LEAD MANAGEMENT PRICING CATALOG

Cosmoprof North America 2024

	12/11/23 EARLY BIRD	12/27/23 ADVANCED	STANDARD
A-la-Carte			
CompuLEAD App 1 User Activation (173A)	\$380	\$430	\$500
+ Additional User Activations (173B)	\$145	\$145	\$145
CompuLEAD Tablet (174A)	\$485	\$525	\$575
Packages			
CompuLEAD App 3 User Activations (115)	\$595	\$630	\$665
<ul style="list-style-type: none"> Download app to 3 of your smart phones or tablets to capture leads at your booth or anywhere else Qualify top prospects with custom qualifiers and surveys Send prospects up to 5 video links & 15 PDFs for quick email follow-up 			
M3 Exposure (M3E)	\$755	\$790	\$825
<ul style="list-style-type: none"> Download CompuLEAD app to 3 of your smart phones or tablets to capture leads on or off show floor Qualify top prospects with custom qualifiers and surveys Receive 1 unique M3 QR code sign to place in booth Send prospects up to 5 video links & 15 PDFs for quick email follow-up 			
CompuLEAD Tablet (114)	\$755	\$820	\$895
<ul style="list-style-type: none"> One additional app activation for your own mobile device Send prospects up to 5 video links & 15 PDFs for quick email follow-up Identify top prospects with custom qualifiers and surveys (up to 99 qualifiers & 10 survey questions) Delivery, setup and in-booth training 			
CompuLEAD Kiosk For Stand (175A) <i>or</i> Table Top (275A)	\$995	\$995	\$995
<ul style="list-style-type: none"> Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service Custom survey questions and digital content delivery system – leave your hard copies at the office Delivery, set up, training, and pickup Choose between two options preshow: stand or table top. 			
Add-ons			
M3 – In-Booth QR Code Signage (M3a)	\$199	\$199	\$199
Wireless Printer For App (287A) <i>or</i> Tablet (187A) – Only pairs to 1 device/app at a time	\$90	\$90	\$90
Delivery, Setup and In-Booth Training For App (108) <i>or</i> Tablet (08)	\$80	\$80	\$80
Lead Retrieval Product Pick-up For Tablet (09)	\$80	\$80	\$80
Custom Qualifiers and Survey Questions (05A)	\$90	\$90	\$90
Literature & Videos Delivery (LITE)	\$90	\$90	\$90
Insurance For Tablet (INS)	\$90	\$90	\$90

Processing Fee = \$25

Show Code: CPNAM24
Early Bird Pricing Ends: 12/11/23 | Advanced Pricing Ends: 12/27/23
Order Online: compusystems.com/order

Cancellation/Refund Policy:

By completing this lead retrieval order, you agree to be held liable for the safekeeping and return of the lead retrieval device and its accessories. If the device or Bluetooth printer is damaged, lost, or stolen, a replacement fee of \$500 per item will be charged. If the power cord is not returned for any device, a \$100 replacement fee will be charged. If the device is not returned within one hour after the show floor closes, a \$100 late fee will be assessed. All fees will be charged to the credit card used when placing the order. CompuSystems and atEvent are not liable in the event of any hardware or software malfunction, service interruption, or loss of saved leads. No refunds on the CompuLEAD App once it has been activated. No refunds on all CompuLEAD products within 30 days of the start of the event or after the event begins. Orders canceled before that period are entitled to a full refund less a \$100 cancellation fee. If the event dates change, the original event dates will apply to the refund policy.



Vendor Security Form

CompanyName: _____ Booth # _____

Billing Address: _____ City State ZIP

Email Address: _____

PhoneNumber: _____ Fax: _____

On-SiteContact: _____ Mobile: _____

Wait for Exhibitor to Arrive _____ OR Release According to the Schedule _____

No. of Personnel Requested _____

Table with 4 columns: Date, Start Time, End Time, Total Hrs. Multiple rows for scheduling.

TOTAL _____

Advance Rate prior to January 6th: \$35.00/h

January 6th-January 20th: \$45.00/h

On-Site Rate starts January 20th: \$55.00/h

For orders submitted prior to: _____

Payment Method: Credit Card (3% fee) _____ Check (must accompany order form) _____

Credit Card No: _____ Exp: _____ SVC: _____

Cardholder Name: _____ Signature: _____ (Exactly how it appears on the card)

Total Hrs: _____ x Rate: _____ x 1.03 (3% CC processing fee) = _____

TOTAL AMOUNT DUE

Ordered By: _____

Signature: _____ Date: _____

We accept Visa, MasterCard & AMEX. Please make checks payable to United Security Services, Inc.

Please submit this form and payment to odianechristian@unitedhq.com

Mailing Address: 1550 S Indiana Ave, Unit 300, Chicago IL 60605 Phone: 786-226-5066

A confirmation email will be sent upon receipt of this order form and payment.

CA License No. 6145; FL License No. B 2700195; LA License No. 894; MD License No. 106-4837; NV License No. 2012B; WI License No. 16507-62

USSC is not an insurer. Charges are based solely upon the value of the services provided for, and are unrelated to the value of the client's operation, property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to USSC's negligence of failure to perform. USSC, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement holds USSC harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and any claims arising from engaging in the business as an exhibitor. 6 Hour Min.

EMAIL form or MAIL
with payment to:
TTovar@unitedhq.com



1550 S. Indiana Ave • Chicago, IL 60605 • Phone 312-922-8558 • Fax 312-922-8599 Email TTovar@unitedhq.com

EXHIBITORS REQUIRING VACUUMING, SHAMPOOING, MOPPING, WAXING, AND TRASH REMOVAL DURING SHOW HOURS OR BULK TRASH REMOVAL AFTER SHOW MUST PLACE THEIR ORDER AND MAKE PAYMENT TO UNITED NATIONAL MAINTENANCE.

Event Name COSMOPROF North America Miami		SHOW DATE January 23-25, 2024		BOOTH NUMBER	
COMPANY NAME			OFFICE #		ON-SITE CONTACT #
STREET ADDRESS		CITY	STATE		ZIP
AUTHORIZING SIGNATURE		ON-SITE E-MAIL			ON-SITE NAME

(Deadline for advance rate is December 23, 2023)

ADVANCE ORDER FLOOR ORDER

Carpet Vacuuming 1 Time	Days _____	X Sq. Mt. _____	@ \$4.34 _____	\$4.44= _____
Carpet Vacuuming Daily	Days _____	X Sq. MT. _____	@ \$3.48 _____	\$3.58= _____
Shampoo Carpet	Days _____	X Sq MT. _____	@ \$4.77 _____	\$4.87= _____
Damp Mop	Days _____	X Sq Mt. _____	@ \$3.26 _____	\$3.36= _____
Damp Mop & Remove Scuffs	Days _____	X Sq. Mt. _____	@ \$4.34 _____	\$4.44= _____
Concrete Cleaning, Polishing and Removal	Days _____	X Sq.Mt. _____	@ \$6.17 _____	\$6.27 = _____
Hourly Porter	Days _____	X Hrs _____	@ \$35.00 _____	\$45.00 = _____

SHOW HOURS PORTER SERVICE TRASH REMOVAL

9 to 37 Sq. Mt. @ \$45.00 x _____ Days = _____ 75 to 111 Sq. Mt. @ \$85.00 x _____ Days = _____
 38 to 74 Sq. Mt. @ \$65.00 x _____ Days = _____ 112 to 185 Sq. Mt. @ \$105.00 x _____ Days = _____
ALL BOOTHS OVER 2000 SQ. FT. REQUIRE AN HOURLY PORTER. CALL FOR QUOTE Daily Rate _____ X _____ Days = _____

BULK TRASH REMOVAL (BOOTH DISPOSAL OR CRATES)

Labor Include, Call United for Quote and if needed Order Forklift from GC

Full Dumpster needed _____ x \$1,500.00 = _____ Total Cleaning Services
 Half Dumpster needed _____ x \$800.00 = _____ Total Sanitizing Services

TOTAL OF ALL SERVICES PURCHASED

**WE ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS
3% HANDLING CHARGE WILL BE ADDED TO YOUR ORDER**

PAYMENT IN U.S. DOLLARS, CREDIT CARD AUTHORIZATION OR COMPANY CHECK MUST ACCOMPANY THIS ORDER FOR PROCESSING

CREDIT CARD NO. _____ CREDIT CARD SECURITY CODE _____

BILLING ADDRESS _____ EXP. DATE _____

AUTHORIZED SIGNATURE _____ CITY / STATE _____

PLEASE PRINT NAME _____ ZIP CODE _____

ANY questions regarding service ordered and received must be brought to the attention of the United National Service Desk at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show opening on the day following the night when service was to be performed. **UNITED NATIONAL MAINTENANCE, INC. HAS BEEN NAMED EXCLUSIVE CLEANING CONTRACTOR FOR THIS SHOW**

EMAIL form or MAIL
with payment to:
TTovar@unitedhq.com

UnitedNational
Maintenance Inc.

COSMOPROF
NORTH AMERICA MIAMI
BOOTH CLEANING

11550 S. Indiana Ave • Chicago, IL 60605 • Phone 312-922-8558 • Fax 312-922-8599 Email TTovar@unitedhq.com

Event Name	SHOW DATE	BOOTH NUMBER
	January 23-25, 2024	



Disinfecting and Sanitizing Service Options

Booth Sanitizing Services

Sanitizing Services	Estimated Sq Ft	Start Time	End Time	Days	Hours/Units	Rate	Total Charge
Example - Continuous Booth Porter Disinfecting and Sanitizing during show hours per hours, per day							
Booth Disinfecting and Sanitizing periodically every 2 hours during show hours per sq ft, per day							
Disinfecting and sanitizing of freight, furniture and product delivered to booths per sq ft(Spary or Wet wipe) per day							
Booth Hand sanitizer dispensers, labor and refill as needed,per unit per day							
Grand Total							

Cosmoprof North America

January 23 -25, 2024

Miami Beach Convention Center

Exhibitor Form Booth Staff / Translators

OFFICE USE ONLY

SERVICES AND RATES

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

SPECIAL TERMS AND CONDITIONS:

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

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

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

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

Position

Rates

Booth Assistant (English ONLY)	\$40.00 per hour
Booth Assistant / Bilingual Interpreter (ENGLISH / SPANISH)	\$48.80 per hour
Booth Assistant / Bilingual Interpreter (specify other language(s):	\$48.80 (+) per hour

Please indicate hours and brief job description:

PAYMENT INFORMATION

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

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

Please mark the appropriate box of the card being used



CREDIT CARD NO.

EXPIRATION DATE

SECURITY CODE:

ZIP CODE:

CARDHOLDER'S NAME

AUTHORIZED SIGNATURE

COMPANY INFORMATION

COMPANY NAME

CONTACT NAME

EMAIL

ADDRESS

CITY

STATE

ZIP

COUNTRY

PHONE

FAX

(please include country & city code)

(please include country & city code)

COMPLETE AND RETURN THIS FORM TO:



EVENTS & OFFICE CONSULTANTS, INC.

3191 Grand Avenue #332173, Miami, FL 33133 - P (786) 473-3191 - info@eocpeople.com



MAKE THE MOST OF EVERY MOMENT.

2023 MBCC Exhibitor Food and Beverage Kit

Use the links below to start creating
an experience with us:

[Menu](#)

[Catering Order Form](#)

[Catering Guide](#)



Jocelyn Fonticoba

Catering Sales Coordinator

Miami Beach Convention Center

Mb: 305-975-5672

Email: jocelyn.fonticoba@sodexo.com



GoShowFreight is the preferred international carrier for COSMOPROF NORTH AMERICA MIAMI 2024.

The Port of Entry is: MIA/Miami

To ensure time for customs clearance, shipments arriving via Air Freight must arrive no later than Tuesday, January 2nd, 2024; shipments arriving via Sea Freight must arrive no later than Thursday, December 21st, 2023.

Please contact GoShowFreight for consignment information:

intl@goshowfreight.com

Please complete the following and send it to the email address above.

Exhibiting Company Name:	Booth Number:
Origin Address:	Do you have a shipping company? __ Yes __ No
Contact Name: Email Address:	Shipping Company Name & Contact Information: Contact Name: Email Address:
Will you require return shipping services? ___ Yes ___ No	We have a US entity/partner: ___ Yes ___ No

Please complete and return this form to:

[**intl@goshowfreight.com**](mailto:intl@goshowfreight.com)

GoShowFreight, LLC, 4907 Morena Blvd., Suite 1416, San Diego, CA 92117
Operations: (1) 619-704-7050 International Client Services: (1) 619-218-4088