

Show Facts

SO FLO EXPO

Palm Beach County Convention Center - Halls A & B
April 30 - May 2, 2013

- ♦ Booth Sizes: 10' deep X 10' wide
- ♦ Drapery Color: Blue
- ♦ Included in each 10' x 10' booth will be pipe and drape (1) 6' blue draped table, two (2) chairs, one (1) wastebasket, and one (1) 7" x 44" one line identification sign with company name.
- ♦ Exhibit area is not carpeted
- ♦ Electric Service to be ordered from Palm Beach Convention Center (order forms enclosed)

Exhibitor Set-Up:

Monday April 29th 1:00 p.m. - 9:00 p.m.

Show Hours:

Tuesday April 30th 9:00 a.m. - 4:00 p.m.

Wednesday May 1st 9:00 a.m. - 4:00 p.m.

Thursday May 2nd 9:00 a.m. - 3:00 p.m.

Breakdown Schedule:

Thursday May 2nd 3:00 p.m. - 9:00 p.m.

Additional Information:

- ♦ Attached forms are for any additional services or items that you may feel necessary for your booth area.
- ♦ Please note the dates on the forms to receive the discount rates and also the advance shipment deadline date.
- ♦ If you have questions regarding any of Show Management Convention Services forms, please contact us at (954) 764-7719 or email us at customerservice@showmanagement.com.

Shipping Information:

- ♦ Advance shipments to warehouse accepted up to 30 days prior to show dates.
 - ♦ Advance shipment deadline: **April 24th** ~ Shipments received after this date will be handled at the standard rate.
 - ♦ Service is available for direct show site shipping. All direct shipments can only be received on **Monday, April 29th** between the hours of 1:00 p.m. - 9:00 p.m.
 - ♦ **Palm Beach Convention Center will NOT except any shipments before Monday, April 29th.**
 - ♦ **See Material Handling Rates & Order form for additional and/or late fees.**
-



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Recap of Orders
Advance Rate Deadline: April 17, 2013
Event: SO FLO EXPO Location: PB Convention Center - Halls A & B Show Dates: April 30 - May 2, 2013

• All orders must be received with full payment prior to deadline date to qualify for advance rate •

Order Recap

COMPLETED?	DESCRIPTION	ESTIMATED TOTAL
------------	-------------	-----------------

<input type="checkbox"/>	Recap of Orders	
<input type="checkbox"/>	Payment Policy	
<input type="checkbox"/>	Payment & Credit Card Authorization	
<input type="checkbox"/>	Contractor Information	
<input type="checkbox"/>	Exhibitor Appointed Contractor	
<input type="checkbox"/>	Third Party Authorization	
<input type="checkbox"/>	Standard Furniture - Includes wood display tables, chairs, wastebasket, etc.	\$ _____
<input type="checkbox"/>	Standard Stock Carpet - Carpet is for use in standard size exhibit booths	\$ _____
<input type="checkbox"/>	Designer Plus Carpeting - New first time use carpeting	\$ _____
<input type="checkbox"/>	Vacuumping & Cleaning - Includes vacuumping and porter services	\$ _____
<input type="checkbox"/>	Special Signs	\$ _____
<input type="checkbox"/>	Labor Order - Includes labor rates, labor policies, labor estimates, etc.	\$ _____
<input type="checkbox"/>	Labor Information - Includes key information for labor	
<input type="checkbox"/>	Material Handling Rates & Order Form - Includes rates for basic, overtime, special handling, etc.	\$ _____
<input type="checkbox"/>	Material Storage Order Form - Includes rates for long term storage & additional services	\$ _____
<input type="checkbox"/>	Material Handling & Shipping Instructions - Includes shipping to advance warehouse, show site, etc.	
<input type="checkbox"/>	Material Handling Exhibitor Questionnaire - If shipping freight, you must fill out this form	
<input type="checkbox"/>	Outbound Freight Procedure - Includes Outbound Procedures and Shipping Instructions at close of show	
<input type="checkbox"/>	Forklift Service	\$ _____
<input type="checkbox"/>	Terms & Conditions	
	Sub Total	_____
	6% Sales Tax	_____
	Total	_____

NOTE: Electrical, Floral, Audio Visual or any other contractor forms should be forwarded to the appropriate fax or address on each individual form.

Company Name: _____	Space #: _____
Phone: _____	Fax: _____
On-Site Contact: _____	On-Site Cell/Beeper: _____
Name (print or type): _____	Signature:* _____
*By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy form	

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Payment Policy

**Advance Rate Deadline:
April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

THIS FORM MUST BE SIGNED AND SENT WITH FULL PAYMENT BEFORE ANY SERVICES WILL BE PERFORMED

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

No telephone orders can be accepted - please mail or fax your order with payment.

Payment for Services

Show Management requires payments in full at the time services are ordered. Further, Show Management requires that you provide a credit card authorization with your initial order. **For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling not covered by your initial payment and/or any order placed by your representative.**

Method of Payment

Show Management accepts American Express, MasterCard, Visa, company checks (made payable to Yachting Promotions, Inc.), and bank wire transfers*. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. A \$30.00 service charge will be assessed for all returned checks and/or declined credit cards. *A \$30.00 service charge will be added for processing wire transfers.

Third Party Billing

The exhibiting company is ultimately responsible for payment of charges incurred on its behalf. In the event the named third party does not provide prompt payment, charges immediately revert to the exhibiting company along with any service charges, collection fees, etc.

Advance Rates

To qualify for advance rate, orders must be received with payment on or before the deadline date(s). Orders received after this date(s) or without payment will be charged the standard rate.

Show Site Orders

No service will be performed without full payment at the time the order is placed.

Standard Rates will apply to ALL show site orders.

Show site orders subject to availability.

Adjustments / Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. No credits will be issued for services ordered and installed even though not used.

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/or carpet colors are not selected, show colors will prevail. If at show site exhibiting company determines that they would like a different color skirt other than the default color, the exhibiting company must pay a 50% cancellation fee and rent a new skirt.

Rental Responsibility

All materials are on a rental basis and shall remain the property of Show Management Convention Services. The exhibiting company shall be held financially responsible for any damage to Show Management equipment used by the exhibiting company.

Outbound Services

All outbound services will be processed on your credit card and a copy of the receipt will be mailed within 10 days of the close of show.

Freight Shipping / Labor / Rigging

If you will be shipping to our warehouse or show site, ordering installation, dismantling labor or rigging labor, you MUST complete the enclosed Payment & Credit Card Authorization form. **Our services cannot be performed unless we have this form completed and returned to us.**

Payment Policy Acknowledgement

Company Name: _____

Space(s)#: _____

Name: _____

Authorized Signature*: _____

*By signing this form, I am stating that I agree with, have read and understand all policies that have been described within this form.

PLEASE CONTACT ONE OF OUR CUSTOMER SERVICE REPRESENTATIVES WITH ANY QUESTIONS YOU MAY HAVE REGARDING THE PAYMENT POLICY PRIOR TO THE SHOW. YOU MAY CONTACT US AT THE NUMBERS LISTED AT THE TOP LEFT CORNER OF THIS PAGE. ON SITE QUESTIONS CAN BE ADDRESSED AT THE SHOW MANAGEMENT CONVENTION SERVICE DESK.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Payment & Credit Card Authorization

**Advance Rate Deadline:
 April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

EXHIBITING COMPANY INFORMATION (please print or type)

Company Name: _____ Space #: _____
 Address: _____ Email: _____
 City/State/Zip: _____
 Phone: _____ On-Site Cell/Beeper: _____ Fax: _____
 Name (print or type): _____ On-Site Contact: _____
 Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form.

HELPFUL INFORMATION

ADVANCE RATES:

Please note the deadline dates on each of the forms to receive the advance rates (In Deadline Date Order):

EAC Form Deadline:	April 17, 2013
Furniture Deadline:	April 17, 2013
Carpet Deadline:	April 17, 2013
Special Sign Deadline:	April 17, 2013
Labor Information Order Deadline:	April 17, 2013
Material Handling Exhibitor Questionnaire:	April 17, 2013
Advance Freight Shipment Deadline:	April 24, 2013

FREIGHT:

Advance shipment deadline: **April 24, 2013** ~ Shipments received after this date will be handled at the standard rate.
 See Material Handling Rates & Order form for pricing, additional and/or late fees.

FACILITY SHIPPING INFORMATION:

Please be advised that the facility will not accept any advance freight deliveries. All crates, packages, cartons and fiber cases sent directly to show site must be addressed "in care of" (c/o) Show Management Convention Services, Show Name, Company Name, Space#, Palm Beach County Convention Center - Halls A & B, 650 Okeechobee Blvd., West Palm Beach FL 33401, and can only arrive during your designated set-up schedule. Please refer to the Material Handling/Shipping Instructions page for more information. If you have any questions about this form please contact us at the above mentioned numbers or email us at customerservice@showmanagement.com.

CREDIT CARD AUTHORIZATION

Please Charge my:







I also authorize charging any unpaid balance on my credit card

Account Number:

Exp. Date: Month: Year: V-Code:

(For Visa and MasterCard users only)

Cardholder's Name: _____

Credit Card Billing Address: _____

Authorized Signature*: _____ Print Name: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form.

Please complete all information and return your order forms with payment in full. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Show Management.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. (Refer to Payment Policy)

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
1900 NW 21st Avenue
Fort Lauderdale, Florida 33311
Ph: 954/764-7719 Fax: 954/764-2674
Email: customerservice@showmanagement.com

Contractor Information

EAC Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

OFFICIAL SHOW CONTRACTORS

Official Show Contractors are appointed by Association Management, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and expeditious production of the event.

The Official Show Contractors are charged with the efficient distribution of equipment, labor and services to exhibitors and Association Management, the application of local union and exhibit hall regulations and requirements, and to ensure that the proper types and limits of insurance are in force.

These contractors are the sole providers allowed for the usual trade show services including, but not limited to: material handling, rental furnishings, forklift rigging, hanging of signs, cleaning, supervision, installation and dismantling of exhibits.

Exceptions include:

- The exhibitors may elect to supervise the installation and dismantling of their properties and ordered services in facilities not controlled by union labor (right to work states).
- The exhibitor may elect to appoint an I & D contractor or exhibit builder to supervise, install and dismantle properties within their booth space.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

The Exhibitor and the non-official contractor must notify Show Management Convention Services of their services, by the EAC deadline date, using the Exhibitor Appointed Contractor Form from this exhibitor kit.

In the event that this notification is not received by the EAC deadline date, or if the information contained there in is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor, for the work required, will be supplied by the Official Show Contractor.

The non-official contractor must, by the deadline date above, provide Show Management Convention Services with a current Certificate of Insurance containing minimum limits of liability of \$500,000 for property damage per occurrence, \$1,000,000 for personal injury per occurrence, Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming Association Management and Show Management Convention Services as additionally insured for the time period in question.

If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form from the exhibitor manual must be completed, by the Exhibitor, and sent to Show Management Convention Services. The Exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection with his/her exhibit.

The non-official contractor shall not provide any Forklifts, Cranes or other equipment necessary for the unloading or loading of exhibit material.

The non-official contractor must confine its operations to the exhibitor area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

The non-official contractor may not solicit business from Show Management Convention Services to include other Exhibitors, Transportation, or storage of Exhibit Materials.

The non-official contractor must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work, and shall provide Association Management with evidence of compliance.

If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Exhibitor Appointed Contractor

**EAC Deadline:
April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

Please complete and submit this form to Show Management Convention Services at the address or fax number above by the deadline date shown. Complete one form for each non-official contractor used. Only the official contractor or the facility may provide building services, utilities and freight handling. No other contractors will be approved for these services. **The official service contractor will provide all usual trade show services, including labor. Exhibitors may appoint a qualified non-official contractor to provide installation labor and/or supervision provided all of the following conditions are met:**

- The EXHIBITOR must inform Show Management Convention Services that they have sub-contracted a non-official contractor by completing and submitting this form by the deadline date listed above. If Show Management Convention Services does not receive proper notification by the deadline date, then the non-official contractor personnel will not be allowed in the exhibit hall except to supervise the work in question, and the official contractor will provide the labor.
- The CONTRACTOR hired by the EXHIBITOR must, by the deadline date above, provide Show Management Convention Services with a current certificate of insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Show Management Convention Services as additionally insured for the time period in question.
- The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union and facility regulations.
- CONTRACTOR employees must wear approved identification at all times while in the work area. If required, badges will be issued at show site to authorized contractor representatives when all requirements have been met.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED

I understand and agree to the above listed conditions.

Exhibitor Signature: _____ Print Name: _____

Name of Service Contractor: _____ Date: _____

Services to be performed: _____

Contact Name: _____ Contact Phone: _____ Contact Fax: _____

Contractor Address: _____

Company Name: _____ Space #: _____

Address: _____ City: _____

State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form.

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Third Party Authorization

Advance Rate Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES

NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE

• All orders must be received with full payment prior to deadline date to qualify for advance rate •

No telephone orders can be accepted - please mail or fax your order with payment

The following information must be completed and the form returned to Show Management Convention Services by the advance rate deadline. Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this Third Party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Show Management Convention Services will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include the outbound drayage services/rigging, etc.

EXHIBITING COMPANY INFORMATION (please print or type)




Company Name: _____ Space #: _____
 Phone: _____ Fax: _____ Email: _____
 On-Site Contact: _____ On-Site Cell/Beeper: _____
 Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form.

ITEMS TO BE PAID BY THIRD PARTY

- | | |
|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Rigging Equipment/Labor In & Out |
| <input type="checkbox"/> Drayage/Material Handling | <input type="checkbox"/> Installation & Dismantle Labor |
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Signage | <div style="border: 1px solid black; height: 30px; width: 100%;"></div> |

THIRD PARTY INFORMATION (COMPLETE ONLY IF APPLICABLE)

Third Party Agent: _____ Phone: _____
 Billing Address: _____ Fax: _____
 Printed Name: _____ Authorized Signature: _____
 Please Charge my:   
 I also authorize charging any unpaid balance on my credit card
 Account Number: _____
 Exp. Date: Month: Year: V-Code:
 (For Visa and MasterCard users only)
 Cardholder's Name: _____
 Credit Card Billing Address: _____
 Authorized Signature*: _____ Print Name: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form.

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Standard Furniture

Advance Rate Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• All orders must be received with full payment prior to deadline date to qualify for advance rate •

WOOD DISPLAY TABLES - SKIRTED (24" wide)
 Tables are skirted on 3 sides.
 Tops are covered with white vinyl.

Qty	Item	Advance Rate	Standard Rate	Total
	4' long x 30" high	\$ 92.40	\$ 122.40	
	4' long x 42" high	\$ 119.70	\$ 148.80	
	6' long x 30" high	\$ 109.20	\$ 139.20	
	6' long x 42" high	\$ 132.00	\$ 162.00	
	8' long x 30" high	\$ 116.40	\$ 146.40	
	8' long x 42" high	\$ 145.20	\$ 186.00	
	Skirt (4th side of table)	\$ 54.00	\$ 66.00	

Please Choose Skirt Color:
 Blue Red White Black Teal Burgundy Gray
 Peach Gold Dark Green Light Green

WOOD DISPLAY TABLES - UNSKIRTED (24" wide)
 Tops are covered with white vinyl.

Qty	Item	Advance Rate	Standard Rate	Total
	4' long x 30" high	\$ 38.40	\$ 57.60	
	4' long x 42" high	\$ 48.00	\$ 66.00	
	6' long x 30" high	\$ 51.60	\$ 69.60	
	6' long x 42" high	\$ 60.00	\$ 79.20	
	8' long x 30" high	\$ 63.60	\$ 81.60	
	8' long x 42" high	\$ 73.20	\$ 91.20	

Payment in full, including sales tax, must accompany order and be received at our office by deadline date to qualify for advance rates. • Please complete Payment & Credit Card Authorization Form. • Checks made payable to Yachting Promotions, Inc.

CHAIRS & STOOLS

Qty	Item	Advance Rate	Standard Rate	Total
	Upholstered Arm Chair	\$ 46.80	\$ 67.20	
	Upholstered Side Chair	\$ 43.20	\$ 62.40	
	Standard Booth Chair	\$ 28.80	\$ 46.80	
	Counter Stool With Back (Black)	\$ 66.96	\$ 85.20	
	Counter Stool No Back (Black)	\$ 51.60	\$ 69.60	

ACCESSORIES
Miscellaneous Items

Qty	Item	Advance Rate	Standard Rate	Total
	Wastebasket	\$ 12.00	\$ 15.60	
	Easel	\$ 33.60	\$ 40.80	
	Bag Holder	\$ 48.00	\$ 72.00	
	Small Refrigerator	\$300.00	N/A	
	Large Refrigerator	\$480.00	N/A	
	Add'l Drape 3' high	\$ 4.20 per linear ft	\$ 5.40 per linear ft	
	Add'l Drape 8' high	\$ 8.40 per linear ft	\$ 10.20 per linear ft	

Color of Drape Requested: _____ (please call for available colors)

Sub Total	
6% Sales Tax	
Total	

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

*** By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form.**

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Standard Stock Carpet

Advance Rate Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• All orders must be received with full payment prior to deadline date to qualify for advance rate •

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is *not* designed to cover booth areas since the rental cost does not include seaming and *carpets ordered in multiples are not guaranteed to be a color match*. If complete exhibit area coverage is desired, please refer to the custom cut to fit section listed below, or the Designer Plus Carpeting form.

9' WIDE CARPET

Qty	Item	Advance Rate	Standard Rate	Total
	9' x 10'	\$132.00	\$180.00	
	9' x 15'	\$198.00	\$270.00	
	9' x 20'	\$264.00	\$360.00	
	9' x 30'	\$396.00	\$540.00	

Please Choose Color:

Blue Red Gray Teal Dark Green Dark Blue

CUSTOM CUT TO FIT CARPET

Qty	Size	Location	Advance Rate	Standard Rate	Total
	x		\$ 2.60 sq ft	\$ 3.40 sq ft	
	x		\$ 2.60 sq ft	\$ 3.40 sq ft	
	x		\$ 2.60 sq ft	\$ 3.40 sq ft	
	x		\$ 2.60 sq ft	\$ 3.40 sq ft	

Please Choose Color:

Blue Red Gray

10' WIDE CARPET

Qty	Item	Advance Rate	Standard Rate	Total
	10' x 10'	\$156.00	\$210.00	
	10' x 15'	\$234.00	\$315.00	
	10' x 20'	\$312.00	\$420.00	
	10' x 30'	\$468.00	\$630.00	

Please Choose Color:

Blue Red Gray Teal Dark Green Dark Blue

ADDITIONAL ITEMS

Qty	Item	Size	Advance Rate	Standard Rate	Total
	Carpet Padding	x	\$1.08 sq ft	\$1.56 sq ft	
	Visqueen	x	\$.60 sq ft	\$.72 sq ft	
	Double Face Tape (per roll)		\$ 24.00	\$ 36.00	
	Carpet Top Tape (per roll)		\$ 18.00	\$ 30.00	

Sub Total

6% Sales Tax

Total

Payment in full, including sales tax, must accompany order and be received at our office by deadline date to qualify for advance rates. • Please complete Payment & Credit Card Authorization Form. • Checks made payable to Yachting Promotions, Inc. Cancellation after deadline will be charged at 100% of prevailing rate.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

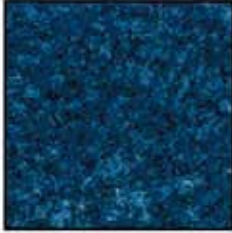
On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

*** By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form**

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.

STANDARD STOCK



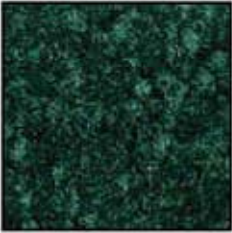
Blue



Red



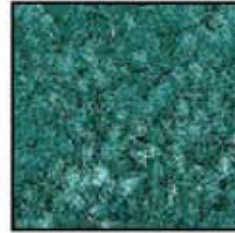
Gray



Dark Green



Dark Blue



Teal

ASTROTURF



Blue/Blue



Gray/Black

* Colors may vary due to dye lot variation

SHOW
MANAGEMENT



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Designer Plus Carpet

**Advance Rate Deadline:
April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• All orders must be received with full payment prior to deadline date to qualify for advance rate •

- ⊙ New, first time use carpeting!
- ⊙ Price includes delivery, installation, and removal.
- ⊙ Samples available upon request.
- ⊙ Minimum order for Designer Plus Carpeting is 100 sq. ft.
- ⊙ No Material Handling charges on carpet ordered from Show Management Convention Services.
- ⊙ Additional colors available upon request.

Please Choose Color:

Midnight Blue Blue Moon Turquoise Smoke Gray Black Flame Red Burgundy Forest Green Quartz

RENTAL PRICE					
Qty	Size	Square Footage	Advance Rate	Standard Rate	Total
	x		\$ 4.08 per sq ft	\$ 5.46 per sq ft	
	x		\$ 4.08 per sq ft	\$ 5.46 per sq ft	
	x		\$ 4.08 per sq ft	\$ 5.46 per sq ft	
	x		\$ 4.08 per sq ft	\$ 5.46 per sq ft	

ADDITIONAL ITEMS						
Qty	Item	Size	Square Footage	Advance Rate	Standard Rate	Total
	Carpet Padding	x		\$1.08 per sq ft	\$1.56 per sq ft	
	Visqueen	x		\$.60 per sq ft	\$.72 per sq ft	

Sub Total

6% Sales Tax

Total

Payment in full, including sales tax, must accompany order and be received at our office by deadline date to qualify for advance rates. • Please complete Payment & Credit Card Authorization Form. • Checks made payable to Yachting Promotions, Inc. Cancellations after deadline will be charged at 100% of prevailing rate.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

*** By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form**

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.

DESIGNER PLUS

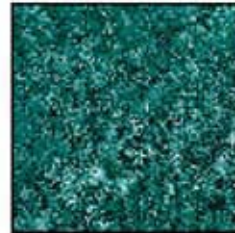
when presentation means everything



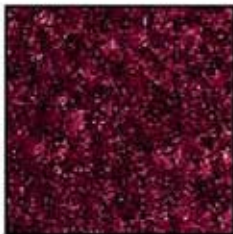
Midnight Blue



Blue Moon



Turquoise



Burgundy



Flame Red



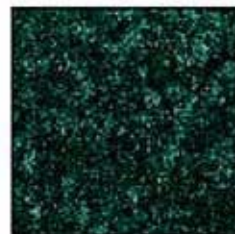
Quartz



Black



Smoke Gray



Forest Green

* Colors may vary due to dye lot variation

Choose carpeting which reflects a commitment to quality and attention to detail.

From conception to completion, Designer Plus adds the finishing touch to your exhibit.

SHOW
MANAGEMENT



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Vacuuming & Cleaning

**Advance Rate Deadline:
April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• All orders must be received with full payment prior to deadline date to qualify for advance rate •

Prices are based on total area of booth (100 sq. ft. minimum)

Any change or cancellation of Vacuuming / Cleaning Service must be presented to Show Management Convention Services in writing.

All rental carpet is delivered clean to your booth space. However, during set up, carpet can become dirty.

We suggest that you order carpet cleaning service at least once before show opening.

VACUUM SERVICE				
# of Days		Advance Rate (per day)	Standard Rate (per Day)	Total
	<input type="text"/> X <input type="text"/> = <input type="text"/> = <input type="text"/> X <input type="text"/> (Length) (Width) (Sq. Feet) (Per Day) (# of Days)	\$.36 per sq ft	\$.54 per sq ft	
Please indicate days service is preferred: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday Vacuuming Service is done in the AM				

PORTER SERVICE				
# of Days		Advance Rate (per day)	Standard Rate (per day)	Total
	Empty wastebaskets only each night (rented from Show Management)	\$ 14.40	\$ 21.60	
Rate is in addition to vacuuming service. Rate is per day. Please indicate days service is preferred: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday Porter Service is done in the PM				

Payment in full, including sales tax, must accompany order and be received at our office by deadline date to qualify for advance rates. • Please complete Payment & Credit Card Authorization Form. • Checks made payable to Yachting Promotions, Inc.

Sub Total	
6% Sales Tax	
Total	

Company Name: _____	Space #: _____
Phone: _____	Fax: _____
On-Site Contact: _____	On-Site Cell/Beeper: _____
Name (print or type): _____	Signature*: _____
* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form	

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Special Signs

**Advance Rate Deadline:
 April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• **All orders must be received with full payment prior to deadline date to qualify for advance rate** •

Unless otherwise specified, black lettering on a white surface will be provided.

SIGNS

Qty	Size	Advance Rate	Standard Rate	Vertical / Horizontal	Color of Lettering	Total
	7" x 28"	\$ 48.00	\$ 72.00			
	7" x 44"	\$ 57.00	\$114.00			
	11" x 14"	\$ 60.00	\$120.00			
	14" x 22"	\$ 84.00	\$168.00			
	22" x 28"	Quote	Quote			
	28" x 44"	Quote	Quote			

- ⊙ Logos, emblems, trademarks, etc. will incur an additional charge (Quotations available on request)
- ⊙ Banner quotes available upon request
- ⊙ For Easel Back, add \$6.50 per sign

SIGN COPY AS FOLLOWS:

Payment in full, including sales tax, must accompany order and be received at our office by deadline date to qualify for advance rates. • Please complete Payment & Credit Card Authorization Form. • Checks made payable to Yachting Promotions, Inc.

Sub Total	<input type="text"/>
6% Sales Tax	<input type="text"/>
Total	<input type="text"/>

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Labor Order
(Installation & Dismantling)

Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

LABOR RATES

		Hourly Rate
Straight time	Monday - Friday 8:00 AM - 4:30 PM	\$ 78.00
Over time	Monday - Friday 4:30 PM - 8:00 AM Saturday and Sunday All Day	\$117.00

PLAN A - Show Management Supervised Labor

- ◆ Proceeds without exhibitor present.
- ◆ In addition to above rates, a 25% supervision fee (\$35.00 minimum) will apply for both installation and dismantling.
- ◆ Show Management Convention Services will supervise labor to: Unpack and install display before exhibitor arrives at show site. Dismantle, pack and arrange to ship display after show closing.
- ◆ Completion date is subject to freight move-in schedules and arrival of display.
- ◆ Show Management does NOT unpack or re-pack customer product. Customer must be present.
- ◆ Minimum one (1) hour charge applies per man, and time will be charged in one hour increments thereafter.
- ◆ Work will be done on straight time if circumstances permit, however, this is NOT a guarantee. Overtime charges will apply as necessary.

LABOR ESTIMATE

Please choose the plan you will be using and fill in the appropriate areas:

Plan A **Plan B**

For labor specifications, please fill out the Labor Information form.

	Installation	Dismantling
Date labor needed		
Start Time		
Number of persons needed		
Hours per person		
Total Hours		
Hourly Rate		
Estimated Cost		
Estimated Total of installation /dismantling		
If using Plan A, add 25% supervision fee (or \$35.00 minimum)		
ESTIMATED TOTAL OF LABOR DUE		

For Plan B, please list on-site exhibitor representative:

On-Site Phone: _____

PLAN B - Exhibitor Supervised Labor

- ◆ Does not proceed without exhibitor supervision.
- ◆ Start time can be guaranteed only in those instances where labor is requested for the start of the work day which is 8:00am.
- ◆ We ask that you sign your labor in and out at our service desk.
- ◆ Minimum one (1) hour charge applies per man.
- ◆ Failure to call for labor at requested time will result in one (1) hour charged per man requested, unless 24 hours notice is provided.
- ◆ Orders for labor received at the show site will be processed after advance orders.
- ◆ To avoid any delays in service, please refer to our payment policy and credit card authorization included in this manual.

Order is invalid without 100% advance payment.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Labor Information

Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

INBOUND FREIGHT INFORMATION

Carrier

Target Date

Date Shipped

Pro Number

Shipped By

of Pieces Weight (lbs)

Shipped to: Warehouse Show Site

Shipment is: Crated Loose

SET-UP INFORMATION FOR INSTALLATION

Please check all that apply and provide information where requested:

Set-up drawings are attached

Set-up drawings are with exhibit

Plans in Crate #

Forklift is required

Rental Carpet Color

Own Carpet Color

Padding Size

Booth Size

SERVICES ORDERED

Please check all services ordered:

Electrical Telecommunications A / V Equipment

Booth Cleaning Furniture Other Items (please list)

Payment in full for labor, must accompany form and be received at our office by deadline date. • Please complete Payment & Credit Card Authorization Form. • Checks made payable to Yachting Promotions, Inc.

ELECTRICAL SPECIFICATIONS

Electrical should go under the carpet.

Electrical drawings are attached.

Electrical drawings are with display.

Electrical drawings were sent to the Official Electrical Contractor

OUTBOUND FREIGHT INFORMATION

Consignee

Address

City, St, Zip

2nd Consignee

Address

City, St, Zip

Carrier

Please Choose: Common Air Freight Van Line

Other

EMERGENCY CONTACT / SHOW SITE CONTACT

Name

Title

Phone

Alternate Contact #

Contact's Hotel

Arrival Date / Time

Depart Date / Time

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.

Material Handling Rates & Order Form

**Advance Rate Deadline:
 April 24, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE SHIPPING EXHIBIT MATERIALS

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

***ALL SHIPMENTS ARE REQUIRED TO HAVE DOCUMENTED WEIGHT TICKETS*
 SMCS WILL ESTIMATE THE WEIGHT IF NO WEIGHT TICKET IS PROVIDED**

CHARGE IS BASED ON THE INBOUND WEIGHT, PER SHIPMENT

Full rate is charged regardless of whether service is used in full or partially

Weight	Advance Rate	Standard Rate
	Shipment(s) arriving before April 24, 2013	Shipment(s) arriving after April 24, 2013
Up to 19 lbs.	\$ 40.94	\$ 47.81
20 to 100 lbs.	\$ 106.56	\$ 119.38
101 to 300 lbs.	\$ 300.00	\$ 336.56
301 to 500 lbs.	\$ 450.94	\$ 505.00
501 to 1000 lbs.	\$ 695.31	\$ 779.38
1001 to 1500 lbs.	\$ 997.19	\$1,115.94
1501 to 2000 lbs.	\$1,291.25	\$1,445.31
2001 lbs. and over	\$ 78.13 per hundred weight	\$ 85.94 per hundred weight



DUE TO OVERTIME, AN ADDITIONAL 25% HAS BEEN ADDED TO OUR MATERIAL HANDLING RATES FOR INBOUND SHIPMENTS ONLY

For your convenience, we will use your authorization (given on the Payment & Credit Card Authorization form) to charge your credit card for services not covered by your initial payment and/or any order(s) placed by your representative.

Advance rate and standard rate are based on the date/time freight is received.

CRATED / CARTONED / PACKAGED / SKIDDED MATERIAL Rates include all labor and equipment required to unload shipment, storage at no charge for 30 days prior to set-up time, delivery to exhibit space, handling of empty containers to and from booth area, and reloading of shipment onto outbound carrier at the close of the event. Amount = _____

SHIPMENTS REQUIRING SPECIAL HANDLING will be handled at the exhibitors risk and will be charged the above published rates plus 50%.

Includes, but is not limited to any shipment that is loaded and/or packed in such a manner as to require additional handling (ground loading, side door loading, constricted space loading, designated piece loading, stacked shipment(s)).

Includes shipments that are loose and not in crates, cases, boxes, and/or non-skidded machinery without proper lifting bars or hooks.

Rate x 50% = _____

OVERTIME RATES in the amount of 25% of the above mentioned rates will be assessed and applied each way to freight either received at the warehouse or show site that must be moved into or out of booth(s) before 8:00 am or after 4:30 pm Monday to Friday or on Saturday and/or Sunday.

Rate x 25% = _____

- Please complete Payment & Credit Card Authorization Form.
- Checks made payable to Yachting Promotions, Inc.

Estimated Total Due \$ _____

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

*By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy

IMPORTANT INFORMATION: *Shipments must arrive prepaid. *No collect shipments will be accepted. *Phone orders will NOT be accepted. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.

CONVENTION SERVICES 1900 NW 21 ST Avenue Ft Lauderdale, FL 33311
 Ft Lauderdale, FL 33311 Ph: 954-764-7719 Fax: 954-764-2674
 Email: customerservice@showmanagement.com

Long Term Storage: Billed Monthly (Minimum 3 month storage)

40' Containers		20' Containers	
Storage per Month	\$1,300.00	Storage per Month	\$750.00
Handling	\$1,250.00	Handling	\$700.00
Crated Material		Loose Material	
Storage per Month (Per Cubic Foot) \$500 per mth minimum	\$2.25	Storage per Month (Per Cubic Foot) \$500 per mth minimum	\$4.25
Handling	\$1.50	Handling	\$3.50

Storage charges are invoiced upon arrival and 1st of each month.
 Handling charges are invoiced each time the material is unloaded and/or loaded.

Additional Services (No Minimums)

Service	Price	Service	Price
Shrink Wrap (per pallet)	\$11.55	Containers Seals (each)	\$7.50
Corner Protection (per pallet)	\$13.20	Wood Crates (3/8' to 1/2" Plywood) Per Cubic Foot (100 cu ft minimum)	\$4.25
Banding (per pallet)	\$12.38	D- Container Loading	\$41.25
Wooden Pallets	\$11.55		
Treated Wooden Pallets	\$33.00		

Material Storage Cost Estimate							
Long Term Storage				Additional Services			
	Qty	\$			Qty	\$	
40' Container	<input type="text"/>	\$	<input type="text"/>	Shrink Wrap (per pallet)	<input type="text"/>	\$	<input type="text"/>
Handling	<input type="text"/>	\$	<input type="text"/>	Corner Protection (per pallet)	<input type="text"/>	\$	<input type="text"/>
20' Container	<input type="text"/>	\$	<input type="text"/>	Banding (per pallet)	<input type="text"/>	\$	<input type="text"/>
Handling	<input type="text"/>	\$	<input type="text"/>	D- Container Loading	<input type="text"/>	\$	<input type="text"/>
				Wooden Pallets	<input type="text"/>	\$	<input type="text"/>
				Heat Treated Wooden Pallets	<input type="text"/>	\$	<input type="text"/>
				Container Seals	<input type="text"/>	\$	<input type="text"/>
				Wood Crates			
				Size L ___ W ___ H ___			
				<small>Dimensions in Feet</small>			
				Size L ___ W ___ H ___			
				<small>Dimensions in Feet</small>			
				Size L ___ W ___ H ___			
				<small>Dimensions in Feet</small>			
Crated Material				Cu Ft			
	<input type="text"/>	\$	<input type="text"/>		<input type="text"/>	\$	<input type="text"/>
	<input type="text"/>	\$	<input type="text"/>		<input type="text"/>	\$	<input type="text"/>
Loose Material				Cu Ft			
	<input type="text"/>	\$	<input type="text"/>		<input type="text"/>	\$	<input type="text"/>
	<input type="text"/>	\$	<input type="text"/>		<input type="text"/>	\$	<input type="text"/>
Long Term Storage Total (A)				Additional Services Total (B)			
\$ <input type="text"/>				\$ <input type="text"/>			
				Grand Total (A + B)			
				\$ <input type="text"/>			

Company Name: _____ Contact Name: _____

Email: _____ Signature _____

Phone: _____ Fax: _____

By signing this form, I am stating that I agree with and understand all charges, payment Policy including holding Show Management harmless for any and all damage to stored material.

For Long Term Storage and Freight Agreements please contact Rob Correa, VP of Logistics
 Tel: 954-764-7719 x 304 or Email: rcorrea@showmanagement.com



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Material Handling & Shipping Instructions

Advance Rate Deadline:
April 24, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

ARRANGING FOR SHIPMENT OF MATERIALS TO SHOW

- | | Accomplished |
|---|--------------------------|
| Step 1 - Using the shipping instructions in the following section, decide when and where you should ship. | <input type="checkbox"/> |
| Step 2 - Using the shipping instructions in the following section, carefully address labels with Show name, Exhibiting Company name, booth number, etc.. | <input type="checkbox"/> |
| Step 3 - Using the Material Handling Rates, select the most cost effective way to ship by considering the rates and charges for services you plan to use. | <input type="checkbox"/> |
| Step 4 - Notify the shipper (if the shipper is a separate party) of when and where the shipment should be delivered. Use the addresses from the shipping instructions section. | <input type="checkbox"/> |

SHIPPING INSTRUCTIONS

SINGLE PIECES OF FREIGHT WEIGHING IN ACCESS OF 5,000 LBS. CANNOT BE ACCEPTED AT THE WAREHOUSE

Before shipping - Complete payment arrangements with Show Management Convention Services by filling out and completing the Payment & Credit Card Authorization form and mail or fax to Show Management Convention Services.

- When to ship:
- A. Shipments consigned to WAREHOUSE will incur late shipment charges if materials arrive after **April 24, 2013**.
 - B. Shipments consigned to SHOW SITE must arrive **no earlier than customers first set-up date**. The facility has no storage areas. Materials to arrive prior to first customer set-up date should be shipped to the warehouse address.

ALL SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED. LOOSE OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE.

Advance Rate Deadline: April 24, 2013

Where to ship:

Must arrive no later than April 26th to the WAREHOUSE Shipping Address
Name of Exhibiting Company Your Booth Number SO FLO EXPO C/O Show Management Convention Services 1900 NW 21st Avenue Fort Lauderdale, Florida 33311
Warehouse Hours: 8:00am - 4:30pm, Mon-Fri

Must arrive no earlier than Move-In Schedule to the DIRECT SHOW SITE Shipping Address
Name of Exhibiting Company Your Booth Number SO FLO EXPO C/O Show Management Convention Services Palm Beach County Convention Ctr - Halls A&B 650 Ockeechobee Blvd. West Palm Beach, Florida 33401
1st set-up Date/Time: April 29, 2013 at 1:00pm

The consignment or delivery of a shipment to Show Management Convention Services by a customer, or by a shipper, or carrier acting on behalf of a customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Customer accepts responsibility for the payment of Show Management Convention Services charges in connection with the handling of customer's shipment (s) as set forth in the Material Handling Rates & Order Form, and customer guarantees payment to Show Management Convention Services in the event that any third party who acts on Customer's behalf shall fail to pay such charges.

Certified weight tickets will be required on shipments exceeding 500 lbs shipped to the warehouse or show site.

Company Name: _____	Space #: _____
Phone: _____	Fax: _____
Email: _____	
On-Site Contact: _____	On-Site Cell/Beeper: _____
Name (print or type): _____	Signature*: _____
* By signing this form, I am stating that I agree with, have read and understand <u>all</u> policies that have been described on the Payment Policy Form	

IMPORTANT INFORMATION: *Shipments must arrive prepaid. *No collect shipments will be accepted. *Phone orders will NOT be accepted. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Material Handling Exhibitor Questionnaire

Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

Please complete this form and mail or fax to:
 Show Management Convention Services
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Fax: (954) 764-2674

Completing this form by the deadline will enable us to better coordinate the move-in of your exhibit and assist in tracing your shipment if necessary.

DEADLINE: April 17, 2013

1) Where are you shipping?

- Show Management Warehouse
 Direct to Show Site

2) What is the estimated total weight to be shipped?

lbs.

3) Estimate the total number of exhibit items being shipped.

Crated Uncrated Machinery

4) What is the weight of the heaviest piece being shipped?

lbs.

5) Will you be displaying any mobile units (i.e. self powered vehicles or towed equipment)?

- Yes No

If yes, what type of equipment will you be displaying:

6) Please indicate the total number of trucks in each category that you will use.

Van Line Flat Bed
 Common Carrier Company Truck
 Overseas Container

7) Please list Carrier name(s).

8) If using a Customs Broker, please type name and phone number of broker.

Name

Phone

9) Type name of Exhibit Manager/Coordinator in charge of booth set-up.

Name

Phone

10) Booth labor and set-up

A. What labor source are you planning to use for booth set-up?

B. What date and time do you plan to have labor on-site to begin booth installation.

C. Are you ordering booth carpet from Show Management?

- Yes No

MACHINERY EXHIBITS ONLY

Are there any special handling equipment required to unload your exhibit, i.e. extended forklift blades, special slings, lifting bars, etc.

Please complete this form to help ensure that the proper capacity of material handling equipment will be made available for your unloading requirements.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Outbound Freight Procedure

Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

OUTBOUND FREIGHT PROCEDURE

To assist you with arrangements for outbound shipments, SMCS will have a service desk to provide you with labels, bills of lading and shipping information. **No shipment will be loaded without a completed and returned bill of lading!**

UPS Freight is the appointed show carrier and outbound arrangements have already been made with them.

NOTE: UPS Freight IS NOT UPS Ground, Air, 2nd Day, etc.. It is a Freight Trade Show Service

IF IT IS YOUR PREFERENCE TO USE A CARRIER OTHER THAN UPS FREIGHT, it is your responsibility to make the necessary pick up arrangements and a bill of lading must be turned in at the service desk for all types of shipments. Carriers should arrive prepared with the exhibiting company name, number of pieces, and destination for any shipment they are picking up. *No freight will be loaded onto any carrier without this information!* Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments. In the event your designated carrier does not make the pick up at the allocated time, SMCS reserves the right to force any shipment onto UPS Freight trailers in order to vacate the show grounds.

SHOULD YOU USE FEDERAL EXPRESS, UPS GROUND, UPS AIR, AIRBORNE, OR ANY OTHER AIR FREIGHT FORWARDER, it will be necessary for you to provide the appropriate shipping document with your account visible and affix the document to each item being shipped. When contacting the carrier for pick up arrangements either at show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with the confirmation numbers and complete a bill of lading for our reference.

ANY SHIPMENT NOT PICKED UP AT SHOW SITE OR WHERE NO DISPOSITION IS MADE, will be returned to the warehouse and will incur a return fee along with applicable storage charges. These charges are in addition to the material handling rates. All charges for services performed must be settled before any shipment will be released to any carrier.

SHIPMENT INSTRUCTION AT CLOSE OF SHOW

To be completed for reference only. A bill of lading must be submitted by exhibitor at show site.

Ship To:

Company Name Attention
 Address Country
 City State Zip Code

More than 1 shipping destination? Yes (attach additional information) No

Type of Carrier: Air Motor Freight Show Carrier (**UPS Freight**) Other

Note: All outbound shipments will be shipped collect unless otherwise specified.

Bill Charges To Phone Address
 City State Zip Code

All carriers are required to check in at the service desk on May 3, 2013 between hours 3:30pm - 4:30pm

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____

* By signing this form, I am stating that I agree with, have read and understand all policies that have been described on the Payment Policy Form



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Forklift Service
Advance Rate Deadline: April 17, 2013
Event: SO FLO EXPO Location: PB Convention Center - Halls A & B Show Dates: April 30 - May 2, 2013

All orders must be received with full payment prior to deadline date to qualify for advance rate

- ◆ Any exhibitor requiring assistance must notify us by sending in this form by the deadline date. Please be prompt at our staging area and verify requested service upon arrival at staging in order to avoid unnecessary expenses.
- ◆ The information requested is to help us in planning adequately for moving equipment and the installation schedule. Forklift Service, including operator and equipment (3000 lb or 5000 lb forklift), will be charged at the rate of:

	Installation	Dismantling
Date forklift needed		
Start Time		
Hours requested		

If ordered and not utilized a half hour minimum will be charged
 Please list on-site exhibitor representative:

On-Site Phone:

***Overtime : Monday to Friday 4:30pm - 8:00am**
***Overtime : Saturday & Sunday all day**

Qty	Straight Time / Overtime	Half / Full	Advance Rate	Standard Rate	Total
	Monday to Friday 8:00am - 4:30pm	Half Hour	\$ 114.00	\$ 142.50	
	Overtime*	Half Hour	\$ 171.00	\$ 213.74	
	Monday to Friday 8:00am - 4:30pm	Full Hour	\$ 228.00	\$ 285.00	
	Overtime*	Full Hour	\$ 342.00	\$ 427.50	

Estimated Total

The exhibitor is responsible for the supervision on all Forklift Service.
 Show Management shall not be held liable for any loss or damage to the exhibitor's material(s) during Forklift Service. (See Terms and Conditions)

Products To Be Lifted	Length	Width	Weight (lbs)

- ◆ **Vehicles that bring materials requiring forklift service must be privately owned. These vehicles may NOT remain on property to wait for packing materials. All vehicles are required to have a working driver's phone number and booth location noted on vehicle pass, as they are subject to being towed at owner's expense.**
- ◆ **Material handling rates will apply to all vehicles that require ramp space.**

Order is invalid without 100% advance payment

Company Name: _____	Space #: _____
Phone: _____	Fax: _____
On-Site Contact: _____	On-Site Cell/Beeper: _____
Name (print or type): _____	Signature*: _____
* By signing this form, I am stating that I agree with, have read and understand <u>all</u> policies that have been described on the Payment Policy Form.	



CONVENTION SERVICES
 1900 NW 21st Avenue
 Fort Lauderdale, Florida 33311
 Ph: 954/764-7719 Fax: 954/764-2674
 Email: customerservice@showmanagement.com

Terms & Conditions

**Advance Rate Deadline:
April 17, 2013**

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

Please read carefully!

You are entering into a contract which may limit your possible recoveries in case of loss or damage. The terms and conditions set forth below become a part of the contractual agreement between Show Management Convention Services and you, the CUSTOMER. Acceptance of said terms and conditions will be construed when the documents in this packet are signed by the CUSTOMER, his/her agent, or representative.

1) DEFINITIONS

The word SMCS shall be construed within the meaning of this contract as Show Management Convention Services (aka: Show Management) and their employees, officers, agents, and assigns including any subcontractors that SMCS may appoint. The term CUSTOMER refers to any party who contracts for services with SMCS.

2) SMCS RESPONSIBILITIES

SMCS shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. SMCS assumes no responsibilities for any persons, parties, or other contracting firms not under SMCS's direct supervision and control. SMCS 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 SMCS's reasonable control, or ordinary wear and tear in the handling of materials.

SMCS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.

3) INSURANCE

It should be clearly understood that SMCS is not an insurer. Each CUSTOMER should arrange complete risk coverage for the value of said equipment through endorsements to existing policies, insuring the exhibit material from the time it leaves their facility until it is returned. It should be further understood and agreed that SMCS does not provide for full liability, should loss or damage occur. Should SMCS incur a liability, it shall be limited to the specific article which is lost or damaged, and in any event, the maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$500.00 per shipment, whichever is less.

4) CLAIM(S) FOR LOSS

CUSTOMER agrees that any and all claims for loss or damage shall be submitted to SMCS 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 CUSTOMER must vacate the show site. All claims reported after the 30 day period will be rejected.

Claims for loss or damage must be submitted to SMCS prior to close of the event. No suit or action shall be brought against SMCS or its affiliates more than six months from the date of the cause of action.

5) PAYMENT FOR SERVICES MAY NOT BE WITHHELD

In the event of any dispute between the CUSTOMER and SMCS relative to any loss or damage claim, the CUSTOMER shall not be entitled to, and shall not withhold payment for SMCS services as an offset against the amount of the alleged loss or damage. Any claim against SMCS shall be considered a separate transaction and shall be resolved on its own merit.

6) INDEMNIFICATION

CUSTOMER agrees to indemnify, forever hold harmless and defend SMCS and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgements, 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:
 CUSTOMER'S negligent supervision of any labor secured through SMCS or the negligent supervision of such labor by any of the CUSTOMER'S employees, agents, representatives invitees, and/or any CUSTOMER appointed contractor (EAC).
 CUSTOMER'S negligence, willful misconduct, or deliberate act, or such actions of CUSTOMER'S employees, agents invitees, representatives or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SMCS equipment.
 CUSTOMER'S violation of Federal, State, or Local ordinances.
 CUSTOMER'S violation of Show Regulations and/or Rules as published by Facility and/or Association Management.

7) PACKAGING AND CRATES

SMCS shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials. SMCS shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. SMCS shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

8) EMPTY CONTAINERS

Affixing "empty storage" labels to containers is the sole responsibility of the CUSTOMER or their representative. All previous labels should be removed. SMCS assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss of or damage to materials stored in containers labeled "empty". SMCS 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 or damage of material.

Any shipment not handled by SMCS, but for which, SMCS is required to handle the storage of empty shipping containers, a charge of \$75.00 per crate, case, or any type of container will be assessed.



CONVENTION SERVICES
1900 NW 21st Avenue
Fort Lauderdale, Florida 33311
Ph: 954/764-7719 Fax: 954/764-2674
Email: customerservice@showmanagement.com

Terms & Conditions (continued)

Advance Rate Deadline:
April 17, 2013

Event: SO FLO EXPO
Location: PB Convention Center - Halls A & B
Show Dates: April 30 - May 2, 2013

Please read carefully!

You are entering into a contract which may limit your possible recoveries in case of loss or damage. The terms and conditions set forth below become a part of the contractual agreement between Show Management Convention Services and you, the CUSTOMER. Acceptance of said terms and conditions will be construed when the documents in this packet are signed by the CUSTOMER, his/her agent, or representative.

9) INBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse in time between the delivery of shipment(s) to the booth and the arrival of the CUSTOMER or their representative. During such time, the materials will be left unattended. SMCS is not, and cannot be, responsible for loss, damage, theft, or disappearances of CUSTOMER'S materials after same have been delivered to the CUSTOMER'S booth at the show site. All shipments should be made on a commercial bill of lading.

SMCS shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts of freight bills, such as UPS, Fed Ex, Van Lines, etc. Such shipments will be delivered to booth without guarantee of piece count or condition. Further, the CUSTOMER agrees, in connection with the receipt, handling, temporary storage, and reloading of the freight, that SMCS and its affiliates will provide these services as CUSTOMER'S agent and not as bailee or shipper.

Bills of lading or delivery slips indicating number of pieces, description of merchandise and weight are required for all shipments. In the event no weight is indicated on delivery documents, SMCS will estimate the weight if no actual scale weight is provided prior to the close of the event. This estimated weight will be final and binding.

10) OUTBOUND SHIPMENTS

SMCS will have bills of lading and labels available at the Service Desk. **NO SHIPMENT WILL BE LOADED WITHOUT A BILL OF LADING.**

Once materials have been labeled, packed and ready to be shipped, completed bills of lading should be turned in to the Service Desk. Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments.

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of CUSTOMER'S materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. SMCS shall not be responsible for loss, damage or theft of materials loaded after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to SMCS by the CUSTOMER. Notations of exceptions to conditions of materials, or piece counts will be on the form submitted by the CUSTOMER.

Exhibitors selecting carriers other than the selected show carrier will need to make their own arrangements for pick up. SMCS will not release any shipment to any carrier until the CUSTOMER has provided a completed bill of lading to the service desk. In the event a carrier arrives at show site or warehouse with their own bill of lading, SMCS will not honor the paperwork unless and until the CUSTOMER has completed a standard bill of lading provided by SMCS or written instruction from the CUSTOMER indicating the pick up is acceptable.

10) OUTBOUND SHIPMENT

SMCS assumes no responsibility for loss, damage, theft or disappearance of CUSTOMER'S materials after the same have been delivered to CUSTOMER'S appointed carrier, or agent for transportation after the show. SMCS loads materials onto the carrier's truck under the supervision of the carrier's driver who checks and assumes custody of materials, SMCS assumes no liability for any materials after carrier assumes custody of materials.

If CUSTOMER'S designated carrier fails to show by the move-out deadline after a show, SMCS shall have the authority to route CUSTOMER'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at CUSTOMER'S expense.

Materials left behind without orders at the service desk may be classified as abandoned. SMCS shall not be responsible for same. SMCS is not responsible for any delay of rush shipments. While rush shipments will be expedited to the best of our ability, we will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.

Materials returned to warehouse where no disposition is made by the CUSTOMER or for pick up by a chosen carrier, the CUSTOMER agrees to be responsible for a return to warehouse surcharge of \$38.00 per hundred weight with a \$190.00 minimum charge when this service is necessary. Materials will be held in storage until payment and instruction for destination is provided.

11) GENERAL INFORMATION

The material handling rates quoted include the labor and equipment for unloading and loading the freight. Labor and equipment is available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment of exhibitors. Rates for these services can be obtained from SMCS.

All shipments must be consigned to SMCS to enable us to accept them for handling. Direct shipments should not be addressed to hotels, convention centers, or any named show site, as they have no facility for storing exhibit freight.

Any shipments requiring special handling due to length, width, height, or weight will be handled on a time and material basis. Any single piece, due to its size, that will not fit through doorways or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by SMCS at the expense of the CUSTOMER.

SMCS shall have control over all freight docks, doors, elevators, and crate storage areas, as the material handling contractor.

Unless the bill of lading clearly identifies the weights of crated and uncrated material, SMCS will invoice the entire load as uncrated/loose and will be unable to adjust charges later.

Any cancellation of services must be placed in writing and provided to SMCS at least 48 hours prior to the set up.



Electric

Return Form To:
 650 Okeechobee Blvd.
 West Palm Beach, FL. 33401
 Attn: Exhibitor Services

Phone: 561-366-3009
 Fax: 561-366-3024

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:				Booth #			
Exhibiting Company:			Dates - From:		To:		
Address:				Ordered By:			
City:	State:	Zip Code:	E-Mail:				
Phone:		Cell:	Fax:				
				Quantity	14 Day Advance Rate	Show Rate	Total
120 Volts (Standard Electric)							
500-1000 Watts (10 Amps)					\$89.00	\$119.00	\$
1001-2000 Watts (20 Amps)					\$129.00	\$169.00	\$
208 Volts Single [1] Phase (Basic Installation/Removal Labor Included *)							
20 Amps					\$269.00	\$329.00	\$
30 Amps					\$329.00	\$409.00	\$
60 Amps					\$479.00	\$599.00	\$
100 Amps					\$649.00	\$819.00	\$
208 Volts Three [3] Phase (Basic Installation/Removal Labor Included *)							
20 Amps					\$299.00	\$369.00	\$
30 Amps					\$419.00	\$519.00	\$
60 Amps					\$649.00	\$829.00	\$
100 Amps					\$769.00	\$1,269.00	\$
Electrical Accessories (Remain the property of PBCCC)							
3-Wire Ground 25 ft. extension cord						\$25.00	\$
Power Strip 6 outlet						\$20.00	\$
Qube Tap - 3-way Connector						\$5.00	\$
Labor:							
* Additional Special Placement Labor - per hour					\$70.00	\$70.00	\$
				SUB TOTAL			\$
				SALES TAX 6%			\$
				TOTAL			\$
Special Instructions:							

Prices listed are for the entire show.

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature _____ Date _____

_____ Check: Payable to: Palm Beach County Convention Center	
_____ Visa	_____ MasterCard _____ American Express
Account No: _____	_____ / _____ / _____ Exp. Date Verification Code
Cardholder Name (Please Print)	
**Authorized Signature:	
Credit Card Billing Address:	
City/State/Zip:	

Rev.02/11

** I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD.

* SEE REVERSE SIDE FOR PAYMENT, TERMS AND CONDITIONS

Palm Beach County Convention Center Electrical Services Terms and Conditions:

Payment:

PBCCC must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive advance rates, regardless of date of receipt from Show Management. Unpaid orders will not be installed.

We accept checks, Visa, MasterCard, and American Express.

Any additions or changes to your order, advance or on-site, will require full payment before installation.

Any additional charges for damaged or missing equipment will be billed after the end of the event.

Rates and Labor Charges:

- a. These rates only cover bringing service to your booth in the most convenient manner.
- b. Rates do not include connecting equipment to provided services.
- c. Special placement or relocation of service will require a labor charge.
Contact Exhibitor Services, at top of Order Form, to order special placement of service.
- d. Late or On-Site Orders: - We cannot guarantee service will be operable by the opening of the show. Installation during show hours may require Show Management approval. No discounts will be given.
- e. All prices are based on current rates and are subject to change without notice.

Install / Disconnect and Use of Service

- a. Orders paid in full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority.
- b. Our Electric Service is 120 volt A.C. one phase 60 cycle or 208 volt one phase and 208 volt three phase 60 cycle. We have limited 277/480 volt three phase service available. Contact Exhibitor Services, via the information at the top of the order form, to inquire about service availability and price quotation.
- c. All equipment provided will remain the property of Palm Beach County Convention Center and shall be disconnected / removed by our staff only. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not part of booth service and are not to be used by exhibitors. The Exhibitor is responsible for replacement, repair costs and damages to equipment during rental period. The rental period is from installation through removal.
- d. Your equipment must be tagged with complete information about type and/or amount of voltage, amperage, phase, frequency, horsepower, etc. Any exposed non-current carrying metal parts of your equipment, which are liable to be energized, must be grounded.
- e. Connections – all 120 volt cords must be 3 wire, grounded type. Use of open clip sockets, latex or lamp cord wire or non-UL or NEMA approved connections are prohibited. Equipment requiring company staff for assembly, servicing, prep work and operation may be executed without house electricians. However, all equipment, regardless of the power source, must comply with Federal, State and Local Safety codes.

Contact Exhibitor Services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

CANCELLATION POLICY:

- a. If cancelled before installation and more than six [6] days prior to 1st Show Date = 90% REFUND.
- b. If cancelled before installation, but six [6] days or less prior to the 1st Show Date = 50% REFUND.
- c. If cancelled after the service has been installed = NO REFUND.

NOTICE: We cannot accept responsibility for voltage fluctuation or temporary power failure due to conditions beyond our control. For your protection, we advise you to install a surge protector on your computers and any sensitive equipment. We will not be responsible for damage or loss to any equipment or injury to any person caused by unauthorized installation or connection to service by persons other than by PBCCC electricians.

Rev. 02/11

Palm Beach County Convention Center AUDIOVISUAL EQUIPMENT

DAILY RENTAL PRICE SCHEDULE

Prices Effective 1/2006

PROJECTION EQUIPMENT

35mm Projectors

35mm Bright Light Projector with Stand75.00

Overhead Projectors and Accessories

4000 Lumen Overhead75.00
 Fixed Acetate Roll20.00
 Acetate Sheets(each) 1.00

Video/Data Projectors

Eiki 1100 XGA LCD high/res. 4100 lumen500.00
 Eiki Powerhouse X4 LCD 5500 lumen900.00

\$35 Labor Fee applies for Fastfold screens set for use with client supplied and/or outside AV contractors' projection equipment.

SCREENS

Tripod

6'x 6' or 8'x 8' Screen w/black skirt50.00

Fastfold with Dress Kit Front or Rear

6' x 8'	125.00
10' x 10'	150.00
7.5' x 10'	150.00
9' x 12'	180.00
10.5' x 14'	225.00
12' x 16'	250.00
15 x 20	350.00

VIDEO EQUIPMENT

Video Player/Recorders

1/2" VHS Video Cassette Recorder/Player75.00
 DVD Player75.00
 DVD Recorder.....150.00
 Beta SP Video Cassette Player/Recorder425.00

Video Monitors

13" Color Cue Monitor50.00
 20" TV/VHS combo125.00
 27" Monitor/Receiver100.00
 32" Monitor/Receiver150.00

Video Cameras

DV Cam Camcorder w/Tripod450.00
 Complete 3 Chip Digital Packages AvailableCALL

~ Advance Equipment Reservations Recommended

~ All Prices Are Based On Equipment Availability

COMPUTER/OFFICE EQUIPMENT

Computers

IBM/PC Compatible - Desk Top or Laptop
 - *Please call us with your specific requirements.*
 Ask about availability and current prices.

Office Equipment

Plain Paper FAX150.00
 Computer Printers275.00
 Copy MachinesCALL

~ Weekly rates available.

AUDIO EQUIPMENT

Microphones

Shure 588 Microphone35.00
 Shure SM 58 Microphone45.00
 Vocal ensemble or choir microphones45.00
 Professional Thinline Mic50.00
 Wired Lavalier Mic35.00
 UHF Wireless Lavalier or Handheld Mic135.00
 Microphone Floor Stands / Table Stands5.00
 Boom Arm Attachment.....5.00

Audio Mixers

6-Channel50.00
 16 Channel175.00
 24-Channel225.00

Portable Speaker System

JBL EON 10" Speaker w/Stand..100.00

Sound Systems:

JBL EON 15" Speaker w/Stand.....150.00
 High End Professional 3-way Sound System-
 Speakers, Amplifier, MixerCALL

CD & Cassette Players/Recorders

CD Player55.00
 Marantz Mono Cassette Recorder.....55.00
 Marantz Hard Drive CD Recorder.....95.00

Sound System Patch Fee

\$200.00 flat fee; per day in Ballroom areas and Exhibit Halls.
\$50.00 per room; per day all meeting rooms 1A to 1L and 2A to 2F.
 for client supplied and/or outside AV contractors'
 Audio equipment - i.e. microphones, mixers, audio players, etc.

vae PROFESSIONAL CORPORATE AUDIOVISUAL - NATIONWIDE

For Your Custom Quote Please contact David Townsley at (561) 366-3054

www.vaecorp.com

rev. 4/09

Palm Beach County Convention Center AUDIOVISUAL EQUIPMENT

DAILY RENTAL PRICE SCHEDULE

Prices Effective 1/2006

LIGHTING EQUIPMENT

Follow Spot Light.....225.00
Enhanced & Custom Lighting PackagesCALL

PIPE AND DRAPE

Black Velour Drape (each 10' section) 150.00

MEETING ROOM ACCESSORIES

Conference Speakerphones

Polycom Conference Phone125.00

Whiteboards / Easels

Electronic Smart Board500.00
 A-Frame Whiteboard w/4 color markers35.00
 Free standing A-Frame style - Signage Easel10.00

Flipcharts / Flipchart Pads

Standard Flipchart w/4 color markers35.00
 additional standard paper pad20.00
 Post-It Flipchart w/4 color markers50.00
 additional Post-It paper pad35.00

Projection / Presentation Accessories

Safe Lock adjustable height Projection Stand20.00
 Projection Cart on wheels w/black skirting25.00

 Laser Pointer30.00
 Wireless R/F (40ft.) Remote Computer Mouse50.00
 Speaker Timer55.00

 Surge Protector (5 outlet power bar, installed)10.00
 Electrical Extension Cord (installed/taped)10.00

~ Advance Equipment Reservations Recommended

~ All Prices Are Based On Equipment Availability

~ All Rentals Are Subject To A 20% Service Fee

LABOR

IN ROOM TECHNICIAN

6:00 a.m. to 6:00 p.m. Mon – Fri50.00/hr
 6:00 p.m. to 12:00 a.m. and all day Sat & Sun ...65.00/hr
 12:00 a.m.to 6:00 a.m.daily and holidays100.00/hr

OVERTIME RATES apply after 10 hours worked calculated at 150% of the applicable rate.

ALL TECHNICIANS REQUIRE A 5 HOUR MINIMUM.

TECHNICAL ASSISTANCE

Assistance is **FREE** when VAE supplies **all** A/V.
 Clients bringing own AV equipment are responsible for the **set-up, operation, & security** of their equipment.

On Call Technical Assistance is available for a fee:
PER INCIDENT \$45

POPULAR EQUIPMENT PACKAGES

(subject to 20% service fee)

35mm SLIDE PROJECTION Package 125.00/DAY

Includes: Bright Light 35mm Projector, Slide Tray, Wireless Remote, 4x9 lens, Projection Stand, Skirted Tripod Screen

OVERHEAD PROJECTOR Package 125.00/DAY

Includes: 34" Rolling Cart w/ Skirt, Skirted Tripod Screen, All Cabling, & Power Strip

VHS or DVD & MONITOR Package 175.00/DAY

Includes: VHS or DVD, 27" Color Monitor, Rolling Stand

DATA DISPLAY Package 600.00/DAY

Includes: XGA LCD projector on/Stand, Skirted Tripod Screen, VGA extension cable, Power Cord & Strip

LCD ACCESSORY Package 100.00/DAY

Includes: 34" Rolling Cart w/ Skirt, Skirted Tripod Screen, VGA extension cable, & Power Cord & Strip.

visual aids electronics

Providing Scaleable Audiovisual for Corporate Meeting Functions/ Special Events - Since 1968.

vae PROFESSIONAL CORPORATE AUDIOVISUAL - NATIONWIDE

For Your Custom Quote Please contact David Townsley at (561) 366-3054

www.vaecorp.com

rev. 4/09



Data & Telecom Services

Return Form To:
 650 Okeechobee Blvd.
 West Palm Beach, FL. 33401
 Attn: Exhibitor Services

Phone: 561-366-3009
 Fax: 561-366-3024

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:			Booth #		
Exhibiting Company:			Dates - From:		To:
Address:			Ordered By:		
City:	State:	Zip Code:	E-Mail:		
Phone:		Cell:	Fax:		

Wi-Fi Internet Service Provided Complimentary By: The Palm Beach County Convention Center

Service Descriptions:	Quantity	14 Day Advance	Show Rate	Total
Hard-Wired High-Speed Internet Service:				
Daily Rate - Per Connection		\$99.00	\$130.00	\$
Run of Show - Per Connection - up to 14 days		\$300.00	\$390.00	\$
Each Additional Connection - Run of Show, to 14 days		\$200.00	\$260.00	\$
Other Data Services:				
1 Block of 16 IP Addresses at 1 location		\$385.00	\$499.00	\$
ISDN/T-1 Extension Service from YOUR Carrier to booth		\$500.00	30 Day Notice Only	\$
Data Equipment Rentals:				
16 Port Ethernet Switch		100.00 x 6% = 106.50	130.00 x 6% = 137.80	\$
Ethernet Patch Cable		10.00 x 6% = 10.65	15.00 x 6% = 15.90	\$

Analog Telephone Services [Dial 9 - Direct Dial Capable]:				
Analog Package, which includes: 1 Phone Line & 1 Phone Set		\$190.00 + \$27.72 CST Tax = \$217.72	\$260.00 + \$37.93 CST Tax = \$297.93	\$
Analog Telephone Line Only		\$185.00 + \$26.99 CST Tax = \$211.99	\$240.00 + \$35.02 CST Tax = \$275.02	\$
Automatic Outside Line No Need to Dial 9		\$15.00 + \$2.19 CST Tax = \$17.19	\$20.00 + \$2.92 CST Tax = \$22.92	\$

Digital Phone Services [Dial 9 - Direct Dial Capable]:				
Digital Package, which includes 1 phone line w/multifeature speaker phone		\$250.00 + \$36.25 CST Tax = \$286.25	\$325.00 + \$47.13 CST Tax = \$372.13	\$
Hunt / Rollover Feature with Basic Digital Service		\$30.00 + \$4.38 CST Tax = \$34.38	\$39.00 + \$5.69 CST Tax = \$44.69	\$
Voice Mail (Per Mailbox)		\$25.00 + \$3.65 CST Tax = \$28.65	\$32.00 + \$4.67 CST Tax = \$36.67	\$

Long Distance Rates per Minute: (All Long Distance charges will be assigned to credit card on file.)

N. America -\$1.00 + 14.59% CST Tax; Directory Asst.-\$2.00 + 14.59% CST Tax; Int'l. Dialing \$3.00 + 14.59% CST Tax

Do You Require International Dialing?: Yes No

Labor: IT Techs are available for Customer Support at \$80.00 per hour, 1/2 hour min.	hr/hrs.	\$
TOTAL		\$

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: _____ **Date:** _____

Check: Payable to: Palm Beach County Convention Center Visa _____ MasterCard _____ American Express _____ / / Enter Account Number Above _____ Exp Date _____ Verification Code _____ Cardholder Name (Please Print): _____ Authorized Signature*: _____ Credit Card Billing Address: _____ City/State/Zip: _____	PBCCC Use Only ! Amount Paid: _____ Balance Due: _____ FOP: _____ Date Received: _____ Initials: _____ Notes: _____
--	--

Rev.03-11

*** I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD.
 SEE REVERSE SIDE FOR PAYMENT, TERMS AND CONDITIONS**



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at t1.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

© Copyright United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved. 0197056 3/07

Multimodal capabilities

