

VISTA

CONVENTION SERVICES SOUTH



SOUTH FLORIDA
**CONDO
& HOA EXPO**

**Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017**



Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

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Additional Vendor Forms:

- Electrical Services (Edlen)
- Audio/Visual Services (PSAV)
- Telecommunications (Single Digits)
- Floral Services (Jeren Tropicals)
- UPS Freight Information
- Accent Furniture



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BOOTH PACKAGE
&
CONTACT INFO

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm’s marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

South Florida Condo & HOA Expo
Layne Knutson
7809 Southtown Center, #200
Bloomington, MN 55431
Tel: (800) 374-6463
Email: layneknutson@homeshowcenter.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding electricity, Audio/Visual equipment, telecommunications, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

- | | |
|----------------------------|-----------------------------|
| 8’ High Back Wall - Black | 1 - 6’ Draped Table - Black |
| 3’ High Side Rails - Black | 1 - Wastebasket |
| 1 - 7” x 44” ID Sign | 2 - Side Chairs |

Please note: The exhibit floor is carpeted. Electricity is NOT included!



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EXHIBIT AREA
INSTALLATION
&
DISMANTLE

Exhibit Area Installation & Dismantle

Set-up Dates & Times

Monday October 9, 2017 12:00pm (Noon) - 4:00pm
Tuesday October 10, 2017 7:00am-10:00am

All prefabricated displays must be set and empty crates tagged for storage by 9:00am on Tuesday, October 10, 2017.

Exhibit Dates & Times

Tuesday October 10, 2017 10:30am-3:00pm

Dismantle Dates & Times

Tuesday October 10, 2017 3:00pm-7:00pm

Please note: Freight not picked up by 6:00pm on Tuesday, October 10, 2017 will be re-routed through the house carrier.



**PAYMENT
&
CREDIT CARD
AUTHORIZATION FORM**

Hyatt Regency Miami /
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Tuesday, October 10, 2017

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
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DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....	\$ _____
*Plush Booth Carpet Order Form.....	\$ _____
*VCS Modular Rental Unit Order Form.....	\$ _____
*Special Signs Order Form.....	\$ _____
Booth Cleaning & Porter Service Order Form.....	\$ _____
Estimated Labor Order Form.....	\$ _____
Estimated Material Handling Order Form.....	\$ _____
Subtotal	\$ _____
*Add 7% Sales Tax	\$ _____
Net Amount due Vista	\$ _____

*Note: Services taxable in the state of FL.

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: MasterCard VISA American Express

Indicate: Personal Credit Card Company Credit Card

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name _____ (Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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Tuesday, October 10, 2017



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LIMITS OF LIABILITY
&
RESPONSIBILITY

Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South 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 materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



**PAYMENT
POLICIES**

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

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TUESDAY, SEPTEMBER 26, 2017

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Tuesday, September 26, 2017.

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date.

For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.

Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.



**STANDARD BOOTH
FURNISHINGS
&
CARPET
ORDER FORM**

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Tuesday, October 10, 2017

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DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
SEATING			
___ Side Chair.....	\$50.00	\$ 65.00	_____
___ Padded Stool.....	\$95.55	\$124.50	_____
ACCESSORIES			
___ Round Pedestal Table (30"h x 30"d)...	\$ 82.25	\$106.75	_____
___ Round Pedestal Table (42"h x 30"d)...	\$105.75	\$137.00	_____
___ Wastebasket.....	\$ 25.50	\$ 31.75	_____
___ Easel.....	\$ 27.75	\$ 36.00	_____
___ Chrome Sign Frame (22" x 28").....	\$ 73.00	\$ 83.25	_____
___ Bag Holder.....	\$ 99.00	\$130.00	_____
___ 8' Stanchion.....	\$ 27.75	\$ 36.00	_____
___ Crossbar.....	\$ 27.75	\$ 36.00	_____
___ Garment Rack.....	\$ 99.00	\$130.00	_____
___ Literature Rack.....	\$ 99.00	\$130.00	_____

STANDARD CARPET

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

___ 10'x 10'.....	\$122.75	\$159.75	_____
___ 10'x 20'.....	\$246.50	\$319.25	_____
___ 10'x 30'.....	\$367.50	\$478.50	_____
___ 10'x 40'.....	\$490.25	\$638.00	_____
___ 10'x 50'.....	\$612.50	\$797.50	_____

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

___ ft. x ___ ft. (100 sq. ft. minimum) \$3.00 sq. ft. \$3.75 sq. ft. _____

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:

___ ft. x ___ ft. (100 sq. ft. minimum) \$1.25 sq. ft. \$1.50 sq. ft. _____

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH			
Price includes white vinyl top & 3 sides			
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

___ 2' x 4' x 30".....	\$102.50	\$130.00	_____
___ 2' x 6' x 30".....	\$115.75	\$148.00	_____
___ 2' x 8' x 30".....	\$139.00	\$180.75	_____
___ 4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

___ 2' x 4' x 42".....	\$146.75	\$190.75	_____
___ 2' x 6' x 42".....	\$160.50	\$208.75	_____
___ 2' x 8' x 42".....	\$185.00	\$240.25	_____
___ 4th Side Drape 6' & 8' Only.....	\$ 36.50	\$ 78.00	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

___ 2' x 4' x 30".....	\$ 51.50	\$ 67.00	_____
___ 2' x 6' x 30".....	\$ 63.25	\$ 82.25	_____
___ 2' x 8' x 30".....	\$ 75.75	\$ 98.75	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

___ 2' x 4' x 42".....	\$ 63.50	\$ 81.25	_____
___ 2' x 6' x 42".....	\$ 73.75	\$ 95.75	_____
___ 2' x 8' x 42".....	\$ 86.25	\$111.75	_____

DRAPED RISERS

White Vinyl			
___ 4' One Step.....	\$ 49.75	\$ 64.25	_____
___ 6' One Step.....	\$ 64.50	\$ 83.50	_____
___ Raise & Drape Package			_____
___ Table to 42" high.....	\$62.50	\$ 78.00	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



PLUSH BOOTH
CARPET
ORDER FORM

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 200 square feet minimum)

QTY	TOTAL
_____ Square feet (200 square feet minimum)	\$3.75 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE	NAVY
COLONY BLUE	BLACK
CHARCOAL GRAY	WHITE

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%.
NO REFUND AFTER DEADLINE DATE.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM
ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



**BOOTH CLEANING
&
PORTER SERVICES
ORDER FORM**

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James L Knight Center
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WWW.VISTACS.COM

DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

BOOTH CLEANING RATES

Please indicate your requirements:

- Daily - Vacuuming.....\$.35 per sq. ft.
- Once - Vacuuming before initial opening.....\$.40 per sq. ft.

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.00 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.00** x Number Of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day - \$100)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

**SOUTH FLORIDA
CONDO
& HOA EXPO**

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

VISTA
CONVENTION SERVICES SOUTH

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VCS MODULAR
RENTAL UNITS

DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

VCS TableTop

Unit contains

- Lit Header - 70"x8"
- 6' Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available

Price \$520.00



VCS 10

Unit contains

- Custom Header 10.5"x117"
- 3-Graphic Panels (Panel size - 38 1/4"x 87")
- 2 -Arm Lights

Price \$1,040.00



Optional Rental Accessories

Qty	Item	Price	Total
___	Side Rail (each)	\$111.50	\$ ___

Extra Shelves

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$52.00	\$ ___

VCS 20

Unit contains

- 2-Custom Headers 10.5"x117"
- 6-Graphic Panels (Panel Size - 38 1/4"x87")
- 4-Arm Lights

Price \$1,976.00



Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$260.00	\$ ___
___	80"L x 42"H x 22"W	\$364.00	\$ ___

All graphics must be sent per the graphic guidelines.

**Custom units available.
Please call for pricing.**

Header Copy:

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**ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL**

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



**SPECIAL
SIGNS**

Hyatt Regency Miami /
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6901 NW 26th AVENUE
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TEL: (305) 673-1123 FAX: (305) 673-8713
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DEADLINE DATE:
MONDAY, OCTOBER 2, 2017

Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$36.50	\$45.50	\$_____
_____	14" x 22"	\$52.00	\$65.00	\$_____
_____	22" x 28"	\$78.00	\$97.50	\$_____
_____	28" x 44"	\$109.25	\$136.50	\$_____
_____	1 Meter x 8'	\$182.00	\$227.50	\$_____
_____	30" round graphic for pedestal tables**	\$75.00	\$93.75	\$_____

** (please call for details, measurements, or questions)

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical



Horizontal



Color of
Background

Color of
Lettering

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
Street Address _____ Phone # _____
City _____ State _____ Zip _____ Fax# _____
Ordered by (Print or Type) _____ E-Mail _____
Signature _____ Title _____

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GRAPHIC
GUIDELINES

DEADLINE DATE:
MONDAY, OCTOBER 2, 2017

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department/Miami, Florida

Vista Convention Services

6901 NW 26th Ave.
Miami, FL 33147
E-mail: vistasouth@vistacs.com

We can accept graphic files created with the following programs:

Adobe Acrobat Professional 8.0
Adobe Illustrator CS5
Photoshop CS5
Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible artwork saved as vector files, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files

(*No bleeds needed on printable files)

“Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.”

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files



INTENT TO USE
NON-OFFICIAL
CONTRACTORS

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

6901 NW 26th AVENUE
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TEL: (305) 673-1123 FAX: (305) 673-8713
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DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

Intent to Use Non-Official Contractors

A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Certificate of Insurance Included: Yes No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.



Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LIMITS OF LIABILITY
&
RESPONSIBILITY
FOR LABOR

Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South 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 materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



LABOR ORDER FORM

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
TUESDAY, SEPTEMBER 26, 2017

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$66.50 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

Overtime
\$99.75 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

OT: Before 8:00AM and after 3:30PM
Monday through Friday and all hours
on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

____ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

____ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$40.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ Vista's Rental Carpet _____

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To (Shipping Address): _____

_____ **VIA:** _____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name _____										Booth _____																			
Street Address _____															Phone # _____														
City _____										State _____					Zip _____					Fax# _____									
Ordered by (Print or Type) _____															E-Mail _____														
Signature _____															Title _____														
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX															ACCOUNT NUMBER: _____										EXPIRATION DATE: _____				
CARDHOLDERS SIGNATURE: _____															CARDHOLDERS NAME: _____														

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

		<p>UNION JURISDICTIONS</p>
<p>Hyatt Regency Miami / James L Knight Center Tuesday, October 10, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Union Jurisdictions

Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



MATERIAL HANDLING
SERVICES
&
RATES

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
TUESDAY, OCTOBER 3, 2017

Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. **Please note: 200lbs. minimum for this service.**

<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$94.75</u> Showsite Rate <u>\$99.25</u></p>	<p><u>Crated and/or skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate <u>\$131.75</u> Showsite Rate <u>\$138.00</u></p>	<p><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.) A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>Tuesday, October 3, 2017</u> will be charged in addition to the above rates.</p>
<p>*First Package <u>\$40.00</u> ***Each additional package \$30.00</p>	<p><u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p>



SHIPPING
&
MATERIAL
HANDLING RECAP

Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

DEADLINE DATE:
TUESDAY, OCTOBER 3, 2017

Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

<p>Computation of Order: When recording weight, round up to the next 100 pounds.</p>	
<p><u>Crated and/or skidded Floor Load Shipments</u></p>	
<p>Warehouse We will ship _____ lbs. @ \$94.75 per 100 lbs. (200 lb. minimum/\$189.50)</p>	\$ _____
<p>Showsite We will ship _____ lbs. @ \$99.25 per 100 lbs. (200 lb. minimum/\$198.50)</p>	\$ _____
<p><u>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</u></p>	
<p>Warehouse We will ship _____ lbs. @ \$131.75 per 100 lbs. (200 lb. minimum/\$263.50)</p>	\$ _____
<p>Showsite We will ship _____ lbs. @ \$138.00 per 100 lbs. (200 lb. minimum/\$276.00)</p>	\$ _____
<p><u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.</p>	
<p><u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Tuesday, October 3, 2017 will be charged 25% surcharge, for each occurrence, in addition to the above rates.</p>	
<p>Payment Enclosed</p>	
<p>\$ _____</p>	

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #



Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHIPPING INFORMATION

Shipping Information

What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- * If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

- * Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recrating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017



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TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

SHIPPING
INSTRUCTIONS
(INBOUND)

Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: South Florida Condo & HOA Expo
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26th AVENUE
MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning [Friday, September 8, 2017](#).
- Shipments received after the deadline of [Tuesday, October 3, 2017](#) will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

TO: South Florida Condo & HOA Expo
(Exhibiting Company's Name & Booth Number)
C/O VISTA CONVENTION SERVICES SOUTH
Hyatt Regency Miami / JLK Center
400 SE 2nd Avenue
Miami, FL 33131

Showsite shipments will be received beginning

[10:00am-4:00pm on Monday, October 9, 2017 & 8:00am-10:00am on Tuesday, October 10, 2017.](#)
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

		<p>SHIPPING INSTRUCTIONS (OUTBOUND)</p>
<p>Hyatt Regency Miami / James L Knight Center Tuesday, October 10, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Outbound Shipping Instructions

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: SOUTH FLORIDA CONDO & HOA EXPO
LOCATION: HYATT REGENCY MIAMI / JLK CENTER
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than [4:30pm on Tuesday, October 10, 2017.](#)

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than [4:30pm on Tuesday, October 10, 2017.](#)



Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017



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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LIMITS OF LIABILITY
FOR
MATERIAL HANDLING

Limits of Liability for Material Handling

- * Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * Vista Convention Services South 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 materials which may make it impossible or impractical to exhibit same.
- * The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.



Hyatt Regency Miami /
James L Knight Center
Tuesday, October 10, 2017



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TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

IMPORTANT FREIGHT
INFORMATION

Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

		<p>MATERIAL HANDLING SPECIAL SERVICES</p>
<p>Hyatt Regency Miami / James L Knight Center Tuesday, October 10, 2017</p>	<p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM</p>	

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN **TUESDAY, OCTOBER 3, 2017.**
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY **3:00PM.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

**SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
HYATT REGENCY MIAMI / J/LK CENTER
400 SE 2ND AVENUE
MIAMI, FL 33131**

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning
[10:00am-4:00pm on Monday, October 9, 2017 & 8:00am-10:00am on Tuesday, October 10, 2017.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

**SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
HYATT REGENCY MIAMI / J/LK CENTER
400 SE 2ND AVENUE
MIAMI, FL 33131**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

**SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
HYATT REGENCY MIAMI / J/LK CENTER
400 SE 2ND AVENUE
MIAMI, FL 33131**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

**SOUTH FLORIDA CONDO & HOA EXPO
C/O VISTA CONVENTION SERVICES SOUTH
HYATT REGENCY MIAMI / J/LK CENTER
400 SE 2ND AVENUE
MIAMI, FL 33131**

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/19/17



The Power People

ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	South Florida Condo & HOA Expo		
FACILITY:	Hyatt Regency Miami		
DATES:	October 10, 2017	EVENT #	107037MI

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

*** \$25 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
7% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/19/17

E M



The Power People

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
<p>120 VOLT POWER DELIVERY</p> <p>The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.</p>
<p>ISLAND BOOTHS</p> <p>Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.</p>
<p>208/480VOLT SERVICES</p> <p>If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.</p>
<p>24 HOUR SERVICES</p> <p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>
<p>LIGHTING</p> <p>Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.</p>
Form 120-08-2015

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
1000 WATTS (10 AMPS)	_____	_____	100.00	150.00	_____
2000 WATTS (20 AMPS)	_____	_____	135.00	203.00	_____
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
ARM LIGHT (Only mounts to hard wall structures)	_____	_____	95.00	143.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	_____	77.00	116.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	_____	154.00	230.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORD	_____	_____		26.00	_____
POWER STRIP	_____	_____		26.00	_____

ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	_____		85.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	_____		170.00	_____

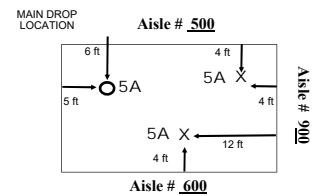
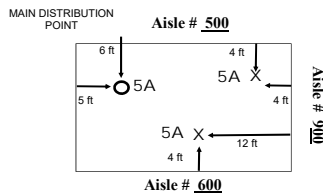
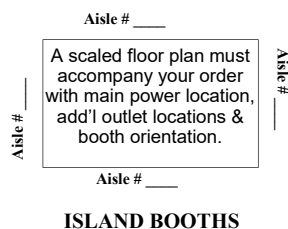
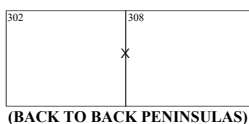
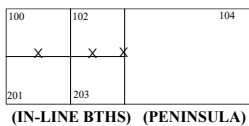
PLACE TOTAL HERE	
PRINT NAME:	_____
AUTHORIZED SIGNATURE:	DATE: _____
EMAIL:	PHONE: _____
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	
The "Method of Payment" form must be completed and returned with this order form.	

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



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ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK	
1. Electrical distribution under carpet	6. Overhead power distribution
2. Data/network cable under carpet	7. Overhead coaxial (network) cable distribution
3. Connection of all 208V or higher services	8. Assembly & Installation of lighting hung from truss or ceiling
4. Wiring of overhead signs	9. Hardwiring of any electrical apparatus
5. Installation of lighting requiring tools for installation	

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE
<p>Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.</p>
<p>1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:</p> <ul style="list-style-type: none">A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.C. Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
<p>2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.</p>
<p>3. Date you will begin building your booth _____ Estimated time _____</p>
<p>4. Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____</p>
<p>5. Show Site Contact with authority to make additions or changes to your order:</p> <p>Contact Name _____</p> <p>Contact Company _____</p> <p>Contact Cell # _____</p>
<p>6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.</p>
<p>7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.</p>

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



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SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time	85.00 per hour
Monday-Friday 8:00 AM - 4:30 PM, excluding holidays	
Overtime	170.00 per hour
Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays	

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed



Hyatt Regency Miami
 400 SE Second Ave. Miami, FL 33131
 Phone: (786) 507-5808
 Please email request to: cgilbert@psav.com

EXHIBIT REQUEST AGREEMENT
 Order Form for Audio Visual

Company Name:	
Company Contact:	
Address:	
City, State, Zip	
Phone:	
Email:	
Exhibit Show Name:	
Exhibit Set Date:	
Exhibit Strike Date:	
Booth #	

AUDIO VISUAL SERVICES
 AUDIOVISUAL ARE PROVIDED BY PSAV

- | | | | |
|--------------------------|---|-------------------|----------------|
| <input type="checkbox"/> | 22" LCD MONITOR (Table Stand Only) | \$ 245.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | 46" LCD MONITOR (Table \$0/ Floor \$70) | \$ 565.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | 55" LCD MONITOR (Floor Stand Only) | \$ 675.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | EXHIBIT AUDIO PACKAGE | \$ 225.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | LENOVO LAPTOP PACKAGE | \$ 245.00 PER DAY | # of Days_____ |

Please note: Some sets may require additional labor charged at \$95 per hour.

*Contact PSAV for any additional network or equipment needs
SERVICES TO INCUR A 21% ETS CHARGE AND 7% TAXES



PAYMENT INFORMATION

Total Amount of Services:	
----------------------------------	--

Check enclosed **Credit Card**

Credit Card:	
---------------------	--

EXP	
CVV	

Card Holder Name:	
Card Holder Address:	
City, State,	
Zip	

I hereby authorize the following amount be applied to the credit card
(Applicable sales tax and service charges do apply)

Signature:		Date:	
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NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Florida and the city of Miami. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

INSURANCE

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

PAYMENT

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.

MISCELLANEOUS

All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, please call for assistance. These standard conditions for exhibits and displays apply whether electrical, phone or high-speed Internet services are utilized or not. No services will be provided without a signed copy of this form or before payment is received. Please retain a copy for your records.

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at privacy.hyatt.com

Signature:		Date:	
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Exhibitor Ethernet Service Order Form

James L. Knight Center



Email completed form to smaxwell@singledigits.com

Customer Information				Show Information	
Company Name		Ordering Contact E-mail		Booth Number	
Ordering Contact		Ordering Contact Phone		Set Up Date	
On-Site Contact		On-Site Cell Phone		Set Up Time	
Company Address				Strike Date	
City	ST:		Zip:	Strike Time	
Show Name				Show Dates	

High Speed Ethernet Access (Per Booth) Exhibitor HSIA Services are Billed per Event	QTY		Discount Rate (1) (Must be ordered at least 30 days before the event)	Standard Rate	Total
1 Wired Connection		X	\$500.00	\$900.00	
Up to 2 Wireless Internet Connections(s)		x	\$250.00	\$350.00	
Additional Services (Billed as One Time Fee)	QTY		Discount Rate(1)	Standard Rate	
Additional Wired Connection(s) – Each		x	\$100.00	\$150.00	
Additional Wireless Connection(s) – Each		x	\$50.00	\$75.00	
QTY					
Installation & Set Up Fee (per booth) – Service Charge (Must include towards grand total)		x	24%	24%	
				Grand Total	

- Orders received with payment 30 days prior to first show date qualify for discount
- Client must pay for each device connected to the network regardless of addressing scheme used.
- Cables and 10/100 auto sensing switches are included in Multiple device orders. *Subject to a \$150 replacement charge if switch is not returned or damaged after use.

Booth Layout Diagram

Provide orientation and mark service with an (x) for desired location



Authorized Signature: _____ Date: _____



Exhibitor Ethernet Service Order Form

James L. Knight Center



1. **Exhibitor & Payment Forms:** Please ensure all information is accurate and complete. Incomplete or missing information may delay service delivery. If you need assistance or have questions, please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
2. **Service Location:** Please ensure that you have indicated the desired drop location at the bottom of the order form. If your booth is larger than the standard 10x10 booth, please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
3. **Additional Devices:** Exhibitors are not permitted to place the following network devices on the network without prior approval. (Hubs, switches, routers, servers, routers or access points) These devices may cause issues across the entire network if not properly configured. If you are planning on using one of these devices in your booth please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
4. **Additional Services Available upon Request:** Advanced networking solutions such as wireless access, VLAN's, and dedicated bandwidth are available upon request. Please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
5. **Placing an order:** Please place your order by e-mailing all completed documents to:

Santiago Maxwell
Phone: 305.200.7726
smaxwell@singledigits.com

6. **Required document to complete order:**
 - a. A completely filled out order form.
 - b. A completely filled out payment form.
 - c. Please make sure everything is signed.
7. **We will contact you within 48 hours to confirm your order.**



Exhibitor Ethernet Service Order Form James L. Knight Center



Payment Information		
Company Check or Money Order: Make payable to: James L. Knight Center @ MCCC Mail To: 400 S.E. Second Avenue, Miami, FL 33131 Attn: Accounting		Grand Total (from order form) _____
If paying by credit card you are authorizing the Hyatt Regency Crystal City to charge your credit card in the amount listed on your order form		
Card Type:	Acct. #:	Exp. Date & CVV#:
Billing Address:		Billing Phone #:
City:	State:	Zip Code:
Name on Card:		
Signature:		

Once Completed please e-mail to: smaxwell@singledigits.com

1. A completely filled out exhibitor form.
2. A completely filled out payment form
 - a. Please include a copy of you driver license
 - b. If paying by check, please include a copy of the check when submitting your order.

Make Checks payable to "James L. Knight Center". First, email or fax a copy of the check and the filled out order form (Email to smaxwell@singledigits.com). Then mail original documents to **James L. Knight Center, ATTN: Accounting Department, 400 SE Second Avenue, Miami, Florida 33131. ***DO NOT MAKE CHECKS OUT TO SINGLE DIGITS INC DIRECTLY*****

3. Make sure both the payment form and exhibitor form are signed.

By placing this order, the undersigned agrees to the terms and conditions, limited liability and acceptable use policy as stated on the back of this form.

Authorized Signature: _____ **Date:** _____



Exhibitor Ethernet Service Order Form

James L. Knight Center



1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (c) provide a twenty-four (24)-hour telephone support and monitoring of all network and access points from its network operations center.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.swisscom.ch/hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. Virus Protection. Virus Protection is the Customer's responsibility. In the event that the Customer introduces a device infected with a virus, or whose device contracts a virus while connected to the network, it is the Customer's responsibility to remove the infected device from the network until the virus is eliminated. Swisscom will assist the Customer in the event of a virus by using standard troubleshooting methods and consultation. Swisscom will not provide any virus-protection software. Pre-arranged fees and charges agreed upon by the Customer will still apply in the event of network complications due to Customer's virus-infected device.

6. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

7. Limitation of Liability. Neither Party nor its affiliates shall be liable to each other or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of either party relating to its obligations under this Agreement. Each Party's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

8. Indemnification. Each Party shall indemnify and hold harmless the other, the owner and manager of the property where the Services are provided, as well as each such party's officers, directors, employees, agents and assigns, from and against any claims which may result from damages caused to either Party and/or any third parties by virtue of the Parties' use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, reasonable court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by either Party. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense

or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

9. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

10. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in the venue in which the event takes place. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

11. Miscellaneous.

A. Force Majeure. Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.

JEREN TROPICALS, INC.
11400 ORANGE DRIVE, DAVIE, FL, 33330
TELEPHONE: 954-424-1114 FAX: 954-424-1994
ORDERS@JERENTROPICALS.COM

Show Name: _____

Location: _____

Quantity		Prices	Total
_____	2' - 3' GREEN PLANT	\$34.00	_____
_____	4' - 5' GREEN PLANT	\$44.00	_____
_____	6' - 7' GREEN PLANT	\$64.00	_____
_____	8' - 9' GREEN PLANT	\$94.00	_____
_____	POTTED MUMS: Choose Color White_____ Yellow_____ Bronze_____ Lavender_____	\$24.00	_____
_____	SEASONAL FLOWERING PLANT	\$24.00	_____
_____	BROMELIAD	\$34.00	_____
_____	ORCHID PLANT	\$44.00	_____
_____	BOSTON FERN	\$24.00	_____
_____	FLORAL ARRANGEMENTS: CHECK ONE \$50.00_____ \$75.00_____ \$100.00_____		_____
	TROPICAL_____		
	SEASONAL_____ HEIGHT_____ WIDTH_____		

Sales Tax 6% _____

PLEASE CALL OUR DESIGNER FOR ADDITIONAL BOOTH DÉCOR.

Total _____

Delivery Date _____ **Show Date** _____ **Removal Date** _____

Exhibitor Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Contact Name _____ Phone _____ Fax _____

Payment Method: Check _____ Visa _____ Master Card _____ American Express _____ Discover _____

Name of Card Holder (Sign) _____ (Print) _____

Card Number _____ Expiration Date _____

RENTAL POLICIES: All Material and Plants are made available on a rental basis. Items missing from booth upon pick up are the responsibility of the exhibitor and will be additionally charged. The availability of such items is subject to season and geography. Availability and color of plants are not guaranteed if not ordered seven (7) days prior to show date. Orders are not valid until confirmed via fax by Jeren Tropicals, Inc. Price includes Delivery, Plants, Containers and Removal. (ALL ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY).

PLEASE FAX OR EMAIL YOUR ORDER. THANK YOU FOR YOUR BUSINESS!



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

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/19/17



The Power People

ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	South Florida Condo & HOA Expo		
FACILITY:	Hyatt Regency Miami		
DATES:	October 10, 2017	EVENT #	107037MI

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214

*** \$25 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

ACH ELECTRONIC PAYMENT TRANSFER

Bank of America ABA# 125000024 Acct: 33855214
 6900 Westcliff Drive, Las Vegas, NV 89145
 Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

VISA **MASTER CARD** **AMX** **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:										EXP DATE:	
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:										THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:						CITY:			ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
7% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/19/17

E M



ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	South Florida Condo & HOA Expo		
FACILITY:	Hyatt Regency Miami		
DATES:	October 10, 2017	EVENT #	107037MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
<p>120 VOLT POWER DELIVERY</p> <p>The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.</p>
<p>ISLAND BOOTHS</p> <p>Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.</p>
<p>208/480VOLT SERVICES</p> <p>If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.</p>
<p>24 HOUR SERVICES</p> <p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>
<p>LIGHTING</p> <p>Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.</p>
Form 120-08-2015

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
1000 WATTS (10 AMPS)	_____	_____	100.00	150.00	_____
2000 WATTS (20 AMPS)	_____	_____	135.00	203.00	_____
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
ARM LIGHT (Only mounts to hard wall structures)	_____	_____	95.00	143.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	_____	77.00	116.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	_____	154.00	230.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORD	_____	_____		26.00	_____
POWER STRIP	_____	_____		26.00	_____

ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	_____		85.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	_____		170.00	_____

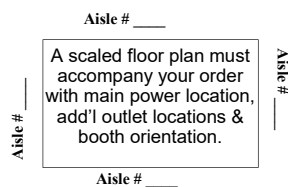
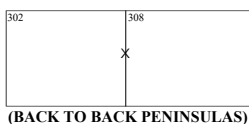
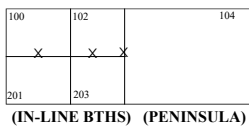
PLACE TOTAL HERE	
PRINT NAME:	_____
AUTHORIZED SIGNATURE:	DATE: _____
EMAIL:	PHONE: _____
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	
The "Method of Payment" form must be completed and returned with this order form.	

TERMS & CONDITIONS

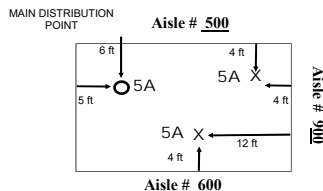
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

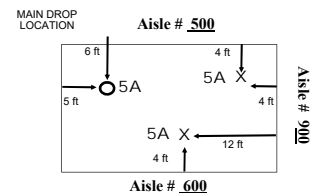
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

COMPANY:		BTH #	
EVENT:	South Florida Condo & HOA Expo		
FACILITY:	Hyatt Regency Miami		
DATES:	October 10, 2017	EVENT #	#107037MI

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK	
1. Electrical distribution under carpet	6. Overhead power distribution
2. Data/network cable under carpet	7. Overhead coaxial (network) cable distribution
3. Connection of all 208V or higher services	8. Assembly & Installation of lighting hung from truss or ceiling
4. Wiring of overhead signs	9. Hardwiring of any electrical apparatus
5. Installation of lighting requiring tools for installation	

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE
<p>Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.</p>
<p>1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:</p> <ul style="list-style-type: none">A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.C. Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
<p>2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.</p>
<p>3. Date you will begin building your booth _____ Estimated time _____</p>
<p>4. Are you renting your carpet through the decorator Yes _____ No _____ Bringing own _____</p>
<p>5. Show Site Contact with authority to make additions or changes to your order:</p> <p>Contact Name _____</p> <p>Contact Company _____</p> <p>Contact Cell # _____</p>
<p>6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.</p>
<p>7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.</p>

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)



The Power People

ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Phone: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

COMPANY:		BTH #	
EVENT:	South Florida Condo & HOA Expo		
FACILITY:	Hyatt Regency Miami		
DATES:	October 10, 2017	EVENT #	#107037MI

SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 AM	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30 PM	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time	85.00 per hour
Monday-Friday 8:00 AM - 4:30 PM, excluding holidays	
Overtime	170.00 per hour
Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays	

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed



Hyatt Regency Miami
 400 SE Second Ave. Miami, FL 33131
 Phone: (786) 507-5808
 Please email request to: cgilbert@psav.com

EXHIBIT REQUEST AGREEMENT
 Order Form for Audio Visual

Company Name:	
Company Contact:	
Address:	
City, State, Zip	
Phone:	
Email:	
Exhibit Show Name:	
Exhibit Set Date:	
Exhibit Strike Date:	
Booth #	

AUDIO VISUAL SERVICES
 AUDIOVISUAL ARE PROVIDED BY PSAV

- | | | | |
|--------------------------|---|-------------------|----------------|
| <input type="checkbox"/> | 22" LCD MONITOR (Table Stand Only) | \$ 245.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | 46" LCD MONITOR (Table \$0/ Floor \$70) | \$ 565.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | 55" LCD MONITOR (Floor Stand Only) | \$ 675.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | EXHIBIT AUDIO PACKAGE | \$ 225.00 PER DAY | # of Days_____ |
| <input type="checkbox"/> | LENOVO LAPTOP PACKAGE | \$ 245.00 PER DAY | # of Days_____ |

Please note: Some sets may require additional labor charged at \$95 per hour.

*Contact PSAV for any additional network or equipment needs
SERVICES TO INCUR A 21% ETS CHARGE AND 7% TAXES



PAYMENT INFORMATION

Total Amount of Services:	
----------------------------------	--

Check enclosed **Credit Card**

Credit Card:	
---------------------	--

EXP	
CVV	

Card Holder Name:	
Card Holder Address:	
City, State,	
Zip	

I hereby authorize the following amount be applied to the credit card
(Applicable sales tax and service charges do apply)

Signature:		Date:	
-------------------	--	--------------	--

NON-FLAMMABLE MATERIALS

All materials used in the Hotel MUST be non-flammable to comply with the Fire Regulations of Florida and the city of Miami. Material not conforming to such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTICES

No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage.

INSURANCE

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

PAYMENT

All charges incurred by each exhibitor must be paid in full prior to hook-up taking place.

MISCELLANEOUS

All requests for services after your arrival are subject to the availability of equipment and staff. All advance orders will be given priority. If you are not certain of your requirements, please call for assistance. These standard conditions for exhibits and displays apply whether electrical, phone or high-speed Internet services are utilized or not. No services will be provided without a signed copy of this form or before payment is received. Please retain a copy for your records.

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at privacy.hyatt.com

Signature:		Date:	
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Exhibitor Ethernet Service Order Form

James L. Knight Center



Email completed form to smaxwell@singledigits.com

Customer Information				Show Information	
Company Name		Ordering Contact E-mail		Booth Number	
Ordering Contact		Ordering Contact Phone		Set Up Date	
On-Site Contact		On-Site Cell Phone		Set Up Time	
Company Address				Strike Date	
City	ST:		Zip:	Strike Time	
Show Name				Show Dates	

High Speed Ethernet Access (Per Booth) Exhibitor HSIA Services are Billed per Event	QTY		Discount Rate (1) (Must be ordered at least 30 days before the event)	Standard Rate	Total
1 Wired Connection		X	\$500.00	\$900.00	
Up to 2 Wireless Internet Connections(s)		x	\$250.00	\$350.00	
Additional Services (Billed as One Time Fee)	QTY		Discount Rate(1)	Standard Rate	
Additional Wired Connection(s) – Each		x	\$100.00	\$150.00	
Additional Wireless Connection(s) – Each		x	\$50.00	\$75.00	
QTY					
Installation & Set Up Fee (per booth) – Service Charge (Must include towards grand total)		x	24%	24%	
				Grand Total	

- Orders received with payment 30 days prior to first show date qualify for discount
- Client must pay for each device connected to the network regardless of addressing scheme used.
- Cables and 10/100 auto sensing switches are included in Multiple device orders. *Subject to a \$150 replacement charge if switch is not returned or damaged after use.

Booth Layout Diagram

Provide orientation and mark service with an (x) for desired location



Authorized Signature: _____ Date: _____



Exhibitor Ethernet Service Order Form

James L. Knight Center



1. **Exhibitor & Payment Forms:** Please ensure all information is accurate and complete. Incomplete or missing information may delay service delivery. If you need assistance or have questions, please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
2. **Service Location:** Please ensure that you have indicated the desired drop location at the bottom of the order form. If your booth is larger than the standard 10x10 booth, please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
3. **Additional Devices:** Exhibitors are not permitted to place the following network devices on the network without prior approval. (Hubs, switches, routers, servers, routers or access points) These devices may cause issues across the entire network if not properly configured. If you are planning on using one of these devices in your booth please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
4. **Additional Services Available upon Request:** Advanced networking solutions such as wireless access, VLAN's, and dedicated bandwidth are available upon request. Please contact Santiago Maxwell by e-mail at smaxwell@singledigits.com or by phone at 305.200.7726.
5. **Placing an order:** Please place your order by e-mailing all completed documents to:

Santiago Maxwell
Phone: 305.200.7726
smaxwell@singledigits.com

6. **Required document to complete order:**
 - a. A completely filled out order form.
 - b. A completely filled out payment form.
 - c. Please make sure everything is signed.
7. **We will contact you within 48 hours to confirm your order.**



Exhibitor Ethernet Service Order Form James L. Knight Center



Payment Information		
Company Check or Money Order: Make payable to: James L. Knight Center @ MCCC Mail To: 400 S.E. Second Avenue, Miami, FL 33131 Attn: Accounting		Grand Total (from order form) _____
If paying by credit card you are authorizing the Hyatt Regency Crystal City to charge your credit card in the amount listed on your order form		
Card Type:	Acct. #:	Exp. Date & CVV#:
Billing Address:		Billing Phone #:
City:	State:	Zip Code:
Name on Card:		
Signature:		

Once Completed please e-mail to: smaxwell@singledigits.com

1. A completely filled out exhibitor form.
2. A completely filled out payment form
 - a. Please include a copy of you driver license
 - b. If paying by check, please include a copy of the check when submitting your order.

Make Checks payable to "James L. Knight Center". First, email or fax a copy of the check and the filled out order form (Email to smaxwell@singledigits.com). Then mail original documents to **James L. Knight Center, ATTN: Accounting Department, 400 SE Second Avenue, Miami, Florida 33131. ***DO NOT MAKE CHECKS OUT TO SINGLE DIGITS INC DIRECTLY*****

3. Make sure both the payment form and exhibitor form are signed.

By placing this order, the undersigned agrees to the terms and conditions, limited liability and acceptable use policy as stated on the back of this form.

Authorized Signature: _____ **Date:** _____



Exhibitor Ethernet Service Order Form

James L. Knight Center



1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (c) provide a twenty-four (24)-hour telephone support and monitoring of all network and access points from its network operations center.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.swisscom.ch/hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. Virus Protection. Virus Protection is the Customer's responsibility. In the event that the Customer introduces a device infected with a virus, or whose device contracts a virus while connected to the network, it is the Customer's responsibility to remove the infected device from the network until the virus is eliminated. Swisscom will assist the Customer in the event of a virus by using standard troubleshooting methods and consultation. Swisscom will not provide any virus-protection software. Pre-arranged fees and charges agreed upon by the Customer will still apply in the event of network complications due to Customer's virus-infected device.

6. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

7. Limitation of Liability. Neither Party nor its affiliates shall be liable to each other or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of either party relating to its obligations under this Agreement. Each Party's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

8. Indemnification. Each Party shall indemnify and hold harmless the other, the owner and manager of the property where the Services are provided, as well as each such party's officers, directors, employees, agents and assigns, from and against any claims which may result from damages caused to either Party and/or any third parties by virtue of the Parties' use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, reasonable court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by either Party. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense

or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

9. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

10. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in the venue in which the event takes place. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

11. Miscellaneous.

A. Force Majeure. Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.

JEREN TROPICALS, INC.
11400 ORANGE DRIVE, DAVIE, FL, 33330
TELEPHONE: 954-424-1114 FAX: 954-424-1994
ORDERS@JERENTROPICALS.COM

Show Name: _____

Location: _____

Quantity		Prices	Total
_____	2' - 3' GREEN PLANT	\$34.00	_____
_____	4' - 5' GREEN PLANT	\$44.00	_____
_____	6' - 7' GREEN PLANT	\$64.00	_____
_____	8' - 9' GREEN PLANT	\$94.00	_____
_____	POTTED MUMS: Choose Color White_____ Yellow_____ Bronze_____ Lavender_____	\$24.00	_____
_____	SEASONAL FLOWERING PLANT	\$24.00	_____
_____	BROMELIAD	\$34.00	_____
_____	ORCHID PLANT	\$44.00	_____
_____	BOSTON FERN	\$24.00	_____
_____	FLORAL ARRANGEMENTS: CHECK ONE \$50.00_____ \$75.00_____ \$100.00_____		_____
	TROPICAL_____		
	SEASONAL_____ HEIGHT_____ WIDTH_____		

Sales Tax 6% _____

PLEASE CALL OUR DESIGNER FOR ADDITIONAL BOOTH DÉCOR.

Total _____

Delivery Date _____ **Show Date** _____ **Removal Date** _____

Exhibitor Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Contact Name _____ Phone _____ Fax _____

Payment Method: Check _____ Visa _____ Master Card _____ American Express _____ Discover _____

Name of Card Holder (Sign) _____ (Print) _____

Card Number _____ Expiration Date _____

RENTAL POLICIES: All Material and Plants are made available on a rental basis. Items missing from booth upon pick up are the responsibility of the exhibitor and will be additionally charged. The availability of such items is subject to season and geography. Availability and color of plants are not guaranteed if not ordered seven (7) days prior to show date. Orders are not valid until confirmed via fax by Jeren Tropicals, Inc. Price includes Delivery, Plants, Containers and Removal. (ALL ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY).

PLEASE FAX OR EMAIL YOUR ORDER. THANK YOU FOR YOUR BUSINESS!



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

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- 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 hl.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

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Multimodal capabilities





Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE

Accent on Service...
Accent on Excellence!

www.GetAccent.com

A-1 Sofa - Black Suede
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede
59"L x 32"D x 32"H

A-3 Chair - Black Suede
39"L x 32"D x 32"H

A-4 Bench - Black Suede
61"L x 20"D x 17"H

A-7 Corner - Black Suede
33"L x 33"D x 28"H

A-8 Armless - Black Suede
31"L x 33"D x 28"H

A-9 Half Ottoman - Black Suede
72"L x 36"D x 18"H



A-1

UPTOWN... BLACK SUEDE



A-2



A-3



A-4



A-7



A-8



A-9



B-1

B-1 Sofa - Tan Suede
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede
54"L x 34"D x 32"H

B-3 Chair - Tan Suede
32"L x 34"D x 32"H

C-1 Sofa - Black Leather
77"L x 34"D x 32"H

C-2 Loveseat - Black Leather
54"L x 34"D x 32"H

C-3 Chair - Black Leather
32"L x 34"D x 32"H

NEWPORT... TAN SUEDE



B-2



B-3



C-1

LAREDO... BLACK LEATHER



C-2



C-3



E-1

SOUTH BEACH... WHITE/RED LEATHER

E-1 Sofa - White
77"L x 34"D x 32"H

E-2 Chair - White
53"L x 34"D x 32"H

E-3 Bench - White
53"L x 27"D x 16"H

E-4 Sofa - Red
77"L x 34"D x 32"H

E-5 Chair - Red
53"L x 34"D x 32"H

E-6 Bench - Red
53"L x 27"D x 16"H



E-2



E-3



E-4



E-5



E-6



**Electric Required for following products*



E-11

E-11 Juiced Sofa
72"L x 31"D x 32"H

E-12 Juiced Love Seat
55"L x 31"D x 32"H

E-13 Juiced Chair
33"L x 31"D x 32"H

E-10 End - White Cube
20"L x 20"D x 20"H

**E-10C Multi Device Charging
Option*

E-14 Tall Pub Table - White
60"L x 25"D x 42"H

E-14C Optional Power Grommet

E-14L Optional Under Lighting

E-15 Short Pub Table - White
60"L x 25"D x 30"H



E-12



E-13



E-10

Add Option



E-10C *Multi Device Charging
Cable for E-10*



E-14

Add Options



E-14C *Power Grommet*
E-14L *Under Lighting*



E-15

WHITE
I-1 Curved Sofa
71"L x 34"D x 30"H

I-2 Curved Bench
71"L x 34"D x 17"H

I-3 Round Ottoman
40"L x 40"D x 17"H

BLACK
I-4 Curved Sofa
71"L x 34"D x 30"H

I-5 Curved Bench
71"L x 34"D x 17"H

I-6 Round Ottoman
40"L x 40"D x 17"H



CONTEMPO... WHITE/BLACK LEATHER



I-1



I-2



I-3



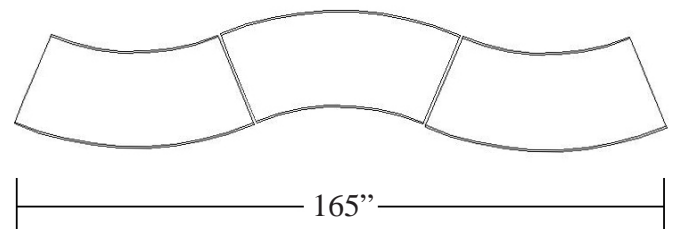
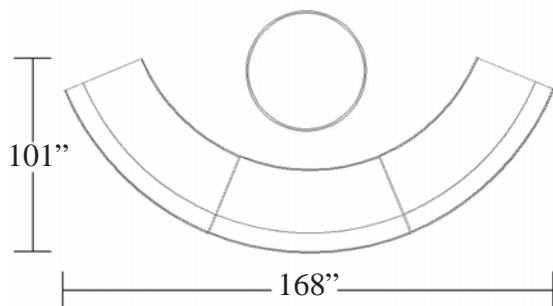
I-4



I-5



I-6





BLACK
H-1 Sectional Loveseat
50"L x 38"D x 29"H

H-2 Sectional Corner
40"L x 40"D x 29"H

WHITE
H-3 Sectional Loveseat
50"L x 38"D x 29"H

H-4 Sectional Corner
40"L x 40"D x 29"H

MONTE CARLO...WHITE/BLACK LEATHER



H-1



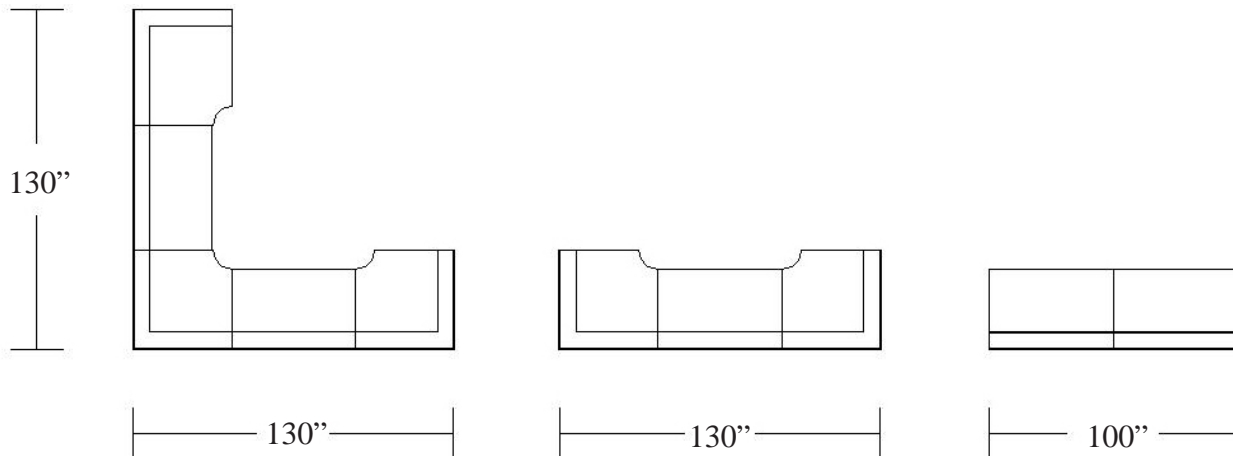
H-2



H-3



H-4



G-1 Sofa - Red
78"Lx41"Dx30"H

G-2 Chair - Red
40"Lx36"Dx30"H

G-3 Bench - Red
61"Lx21"Dx17"H

I -10 Da Vinci
Folding Sofa - White
74"L x 35"D x 36"H
Flat (74"L x 48"D x 18"H)

H-5 Modern Sofa - White
72"Lx31"Dx26"H

H-6 Modern Chair - White
35"Lx32"Dx27"H



MELROSE... RED SUEDE



MODERN... WHITE & CHROME



*Sofa Folds into Flat
Bench*

I-10



H-5



H-6



I-7



I-8

I-7 Cocktail - Chrome / Glass
45"L x 32"D x 18"H

I-8 End - Chrome / Glass
25"Dia x 21"H

A-10 Cocktail - Black / Glass
48"L x 24"D x 17"H

A-11 End - Black / Glass
21"L x 21"D x 21"H

B-4 Cocktail - Natural
48"L x 24"D x 17"H

B-5 End - Natural
24"Dia x 21"H

D-4 Cocktail - Black Square
30"L x 30"D x 16"H

D-5 Cocktail - Black Cylinder
30"Dia x 15"H

D-6 End - Black Square
24"L x 24"D x 20"H

E-7 Cocktail - White Square
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle
47"L x 23"D x 16"H

E-9 End - White Square
20"L x 20"D x 19"H

E-10 End - White Cube
20"L x 20"D x 20"H

*E-10C Multi Device Charging
Option for D-6 or E-10

OCCASIONAL TABLES...



A-10



A-11



B-4



B-5



D-4



D-5



D-6

*E-10C Charging Optional



E-7



E-8



E-9



E-10

*E-10C Charging Optional

F-7 Stage Chair - Black
27"L x 23"D x 35"H



F-7

F-8 Stage Chair - Burgundy
27"L x 23"D x 35"H



F-8

F-9 Stage Chair - White
27"L x 23"D x 35"H



F-9

F-1 Barcelona Chair - Red
31"L x 35"D x 33"H



F-1

F-2

F-2 Barcelona Ottoman - Red
24"L x 24"D x 17"H

F-3 Barcelona Chair - White
31"L x 35"D x 33"H



F-3

F-4

F-4 Barcelona Ottoman - White
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black
31"L x 35"D x 33"H



F-5

F-6

F-6 Barcelona Ottoman - Black
24"L x 24"D x 17"H

I-9 Glove Chair - White
30"L x 30"D x 32"H



I-9

K-12 Stage Chair - Mocha
28"L x 26"D x 32"H



K-12

E-6 Bench - Red
53"L x 27"D x 16"H



E-6

E-3 Bench - White
53"L x 27"D x 16"H



E-3

J-19 Bench - Rustic Wood
59"L x 16"D x 17.5"H



J-19

A-4 Bench - Black Suede
61"L x 20"D x 17"H



A-4

CHAIRS & BENCHES...



G-4

G-4 LED Cube - Glow
20"L x 20"D x 20"H

J-12 Cube - Black Leather
17"L x 17"D x 17"H

J-13 Cube - Orange Leather
17"L x 17"D x 17"H

J-14 Cube - White Leather
17"L x 17"D x 17"H

J-15 Cube - Red Leather
17"L x 17"D x 17"H

J-16 Swivel Ottoman - White
18"Dia x 17.25"H

J-17 Swivel Ottoman - Orange
18"Dia x 17.25"H

J-18 Swivel Ottoman - Black
18"Dia x 17.25"H

J-10 Storage Cube - White
18"L x 18"D x 17"H

J-11 Ottoman - Black Leather
18"L x 18"D x 18"H

J-20 Work Station - Black
57"L x 24"D x 40"H

J-21 Work Station - White
57"L x 24"D x 40"H

O-10 Parson Desk - Black
48"L x 24"D x 29"H

OTTOMANS...



J-12



J-13



J-14



J-15



J-16



J-17



J-18



J-10



J-11

WORK STATIONS...



J-20



J-21



O-10

J-1 Dynamic Chair - Black
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange
23"L x 24"D x 32"H

J-4 Dynamic Chair - White
23"L x 24"D x 32"H

L-3 Maple/Chrome Chair
16"L x 18"D x 31"H

L-9B Chair - Black/Chrome
16"L x 18"D x 31"H

L-9R Chair - Red/Chrome
16"L x 18"D x 31"H

L-9W White/Chrome
16"L x 18"D x 31"H

K-5 Euro Chair - Black
22"L x 23"D x 28"H

K-6 Jet Black Chair
16"L x 18"D x 31"H

L-24 Anaheim Chair - White
18"L x 20"D x 36"H

M-16 Gunmetal Chair
18"L x 21"D x 34"H

L-21 Chrome Chair
24"L x 18"D x 29"H

M-1 Chair - Blue/Black
20"L x 20"D x 32"H

M-3 Chair - Red/Black
20"L x 20"D x 32"H



SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



L-24



M-16



L-21



M-1



M-3



L-7W

L-1 Table - Maple / Chrome
30" Dia x 29" H

L-2 Table - Maple / Chrome
36" Dia x 29" H

L-7W Table - White / Chrome
30" Dia x 29" H

L-7S Table - White Square
30" L x 30" D x 29" H

L-7 Table - Black / Chrome
30" Dia x 29" H

L-8 Table - Black / Chrome
36" Dia x 29" H

K-1 Table - Black
24" Dia x 29" H

K-2 Table - Black
30" Dia x 29" H

K-3 Table - Black
36" Dia x 29" H

K-4 Table - Black
42" Dia x 29" H

L-7R Table - Rustic
30" L x 30" D x 30" H

L-20 Table - Chrome
30" Dia x 29" H

L-14 Glass Table - Black
(Rounded Corners)
42" Dia x 29" H

L-15 Glass Table - Chrome
36" Dia x 29" H

SHORT TABLES...



L-1 / L-2



L-7W



L-7S



L-7 / L-8



K-1 / K-2 / K-3 / K-4



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome
16"L x 18"D x 42"H

M-6 Curve Barstool
White / Chrome - Adj
17"L x 18"D x 35"H

M-14 Crescent Stool
White / Chrome - Adj
22"L x 19"D x 40"H

L-18B Swivel with Back
White / Chrome - Adj
23"L x 17"D x 42"H

L-18 Swivel Stool
White / Chrome - Adj
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black
21"L x 20"D x 41"H

K-11 Jet Black Stool
16"L x 18"D x 42"H

L-23 Stool - Chrome
20"L x 16"D x 39"H

L-19 Swivel Stool
Black / Chrome - Adj
15"L x 15"D x 25" - 33"H

M-2 Barstool - Blue / Black
20"L x 22"D x 45"H - Swivel

M-4 Barstool - Red / Black
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black
20"L x 22"D x 45"H - Swivel

M-15 Gunmetal Barstool
18"L x 18"D x 29"H

M-10 Scoop - Red
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey
17"L x 22" - 33"H - Adj

M-12 Scoop - Black
17"L x 22" - 33"H - Adj

M-13 Scoop - White
17"L x 22" - 33"H - Adj



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



M-6



M-14



L-18B



L-18



K-10



K-11



L-23



L-19



M-2



M-4



M-4B



M-15



M-10



M-11



M-12



M-13



L-10 / L-11

L-4 Bar Table - Maple / Chrome
30" Dia x 42" H

L-5 Bar Table - Maple / Chrome
36" Dia x 42" H

M-5 Bar Table - White / Chrome
30" Dia x 42" H

M-5S Bar Table - Square
White / Chrome
30" L x 30" D x 42" H

L-10 Bar Table - Black / Chrome
30" Dia x 42" H

L-11 Bar Table - Black / Chrome
36" Dia x 42" H

K-7 Bar Table - Black
24" Dia x 42" H

K-8 Bar Table - Black
30" Dia x 42" H

K-9 Bar Table - Black
36" Dia x 42" H

M-5R Bar Table - Square
Rustic
30" L x 30" D x 42" H

L-17 Bar Table - Glass / Chrome
28" Dia x 42" H

L-22 Bar Table - Chrome
30" Dia x 42" H

M-7 Gelato Table - White
24" Dia x 31" - 40" H - Adj

M-8 Gelato Table - Grey
24" Dia x 31" - 40" H - Adj

M-9 Gelato Table - Black
24" Dia x 31" - 40" H - Adj

TALL BAR TABLES...



L-4 / L-5



M-5



M-5S



L-10 / L-11



K-7 / K-8 / K-9



M-5R



L-17



L-22



M-7



M-8



M-9

N-1 Pedestal - Black
12"L x 12"D x 30"H

N-2 Pedestal - Black
12"L x 12"D x 36"H

N-3 Pedestal - Black
12"L x 12"D x 42"H

N-4 Pedestal - Grey
12"L x 12"D x 30"H

N-5 Pedestal - Grey
12"L x 12"D x 36"H

N-6 Pedestal - Grey
12"L x 12"D x 42"H

N-7 Pedestal - Black
18"L x 18"D x 36"H

N-8 Pedestal - Black
18"L x 18"D x 42"H

N-9 Pedestal - Grey
18"L x 18"D x 36"H

N-10 Pedestal - Grey
18"L x 18"D x 42"H

N-15 Pedestal - White
18"L x 18"D x 36"H

N-16 Pedestal - White
18"L x 18"D x 42"H

N-11 Pedestal - Black
24"L x 24"D x 42"H

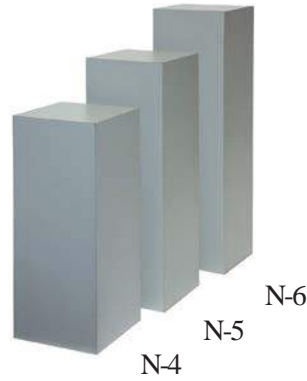
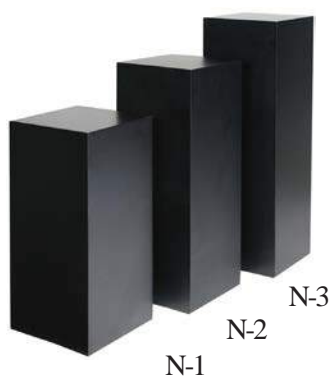
N-12 Pedestal - Grey
24"L x 24"D x 42"H

N-13 Locking Pedestal - Black
24"L x 24"D x 42"H

N-14 Locking Pedestal - White
24"L x 24"D x 42"H



DISPLAY PEDESTALS & KIOSKS...





**Electric Required for Lighting Options*

O-4

O-1 Martini Bar
50"L x 50"D x 47"H

O-2 Martini Bar with
Colored Lighting.
50"L x 50"D x 47"H

O-3 Cosmopolitan Bar
72"L x 27"D x 42"H

O-4 Cosmopolitan Bar with
Lighting Option
72"L x 27"D x 42"H

O-5 Reception
Counter - Black
48"L x 16"D x 42"H

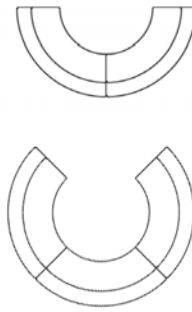
O-6 Contour
Counter with Literature
Holder - Black
45"L x 21"D x 41"H

O-7 Contour
Counter with Literature
Holder - Grey
45"L x 21"D x 41"H

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

P-16 Table - White
79"L x 36"D x 30"H

P-1 Table - Maple 6ft
72"L x 36"D x 29"H

P-2 Table - Maple 8ft
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft
72"L x 36"D x 29"H

P-6C Table - Honey Oak 8ft
96"L x 36"D x 29"H

P-7 Table - Black Oval 6ft
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft
96"L x 48"D x 29"H

P-13 Chrome Table - White
Frosted Glass
53"L x 33"D x 29"H

P-14 Table - Honey Oak
42"Dia x 29"H

P-15 Table - Mahogany
42" Dia x 29"H

P-18 Table - Rustic 8ft
96"L x 36"D x 30" H

P-19 Optional Power
Grommet



P-16

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



P-3 6ft
P-4 8ft
P-5 10ft



P-19 Power Grommet (Optional)

P-6 6ft
P-6C 8ft



P-7 6ft
P-8 8ft
P-9 10ft



P-10 6ft
P-11 8ft



P-13



P-14



P-15



P-18 8ft



Q-1 Leather Executive - Black
25"L x 28"D x 43"H

Q-3 Leather Izzo - White
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey
24"L x 25"D x 38"H

Q-7 Sled Chair - Black
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black /
Chrome
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey /
Chrome
19"L x 23"D x 31"H

Q-11 Drafting Stool - Black
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey
20"L x 23"D x 51"H
Seat Height 23"-33"H Adj

Q-13 Secretarial Chair - Black
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey
20"L x 23"D x 36"H
Seat Height 16'-21"H Adj

CONFERENCE CHAIRS...



Q-1



Q-3



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

O-18 iPad Stand - White
14"H x 41"Dia Base

O-19 iPad Stand - Black
14"H x 41"Dia Base

O-22 Stanchion Pole - Chrome
39" H

O-23 Stanchion Rope
6.5' Burgundy

O-24 Stanchion Rope
6.5' Black

O-25 Park Bench - Black
50"L x 21"D x 35"H

O-11 Refrigerator
20"L x 20"D x 34"H
115 Volts / 155.25 Watts

O-12 Coat Rack
21" x 21" Base x 68"H

A-12 Floor Lamp - Silver
72"H

O-13 Free Standing Mirror
20"W x 58"H

O-14 Literature Stand
6 pocket
10"L x 9"H x 64"H

O-15 Folding Literature Stand
Silver
11"L x 15"D x 60"H

O-16 Folding Literature Stand
Black
11"L x 15"D x 60"H

O-20 Universal Tablet Stand
Base 17.5"W x 49"H



O-18



O-19

ACCESSORIES...



O-22 Stanchion Pole
O-23 Burgundy Rope
O-24 Black Rope



O-25



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



R-1



R-2

R-1 Etagere - Black
(Glass Shelves)
30"L x 14"D x 67"H

R-2 Etagere - Chrome
(Glass Shelves)
30"L x 14"D x 67"H

R-3 Bookcase - Grey
36"L x 12"D x 48"H

R-4 Bookcase - Black
36"L x 12"D x 48"H

R-5 Bookcase - Grey
36"L x 12"D x 72"H

R-6 Bookcase - Black
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey
(2 drawer)
15"L x 25"D x 29"H

R-8 Filing Cabinet - Black
(2 drawer)
15"L x 25"D x 29"H

R-9 Filing Cabinet - Black
(4 drawer)
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black
36"L x 18"D x 72"H

SHELVING & STORAGE...



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

S-1 Desk - Natural / Black
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black
60"L x 20"D x 29"H

S-3 Desk - Honey Oak
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak
60"L x 20"D x 29"H

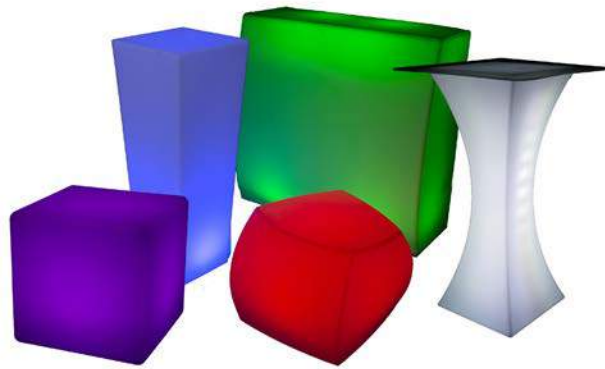
S-5 Desk - Mahogany
60"L x 30"D x 29"H

S-6 Credenza - Mahogany
60"L x 20"D x 29"H



OFFICE... DESKS





G-4 LED Cube - Glow
20"L x 20"D x 20"H

G-5 Twisted Cube - Glow
22"L x 22"D x 17"H

G-6 LED Fluted Bar Table
Glow
26"L x 26"D x 43"H

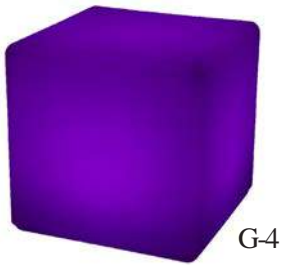
G-7 LED Pedestal - Glow
15.5"L x 15.5"D x 40"H

G-9 LED Curve Bar - Glow
64"L x 23"D x 42"H

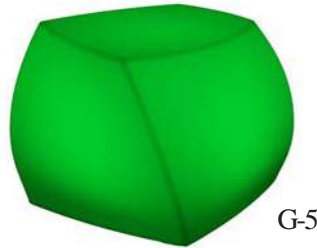
G-10 Straight Bar - Glow
48"L x 19"D x 42"H

LED Items come Fully Charged
with remote control
to adjust color options

LED GLOW... MULTI-COLORED LIGHTING



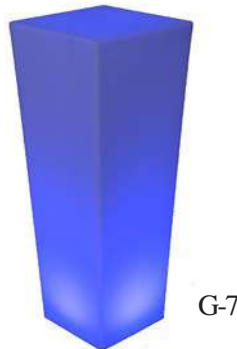
G-4



G-5



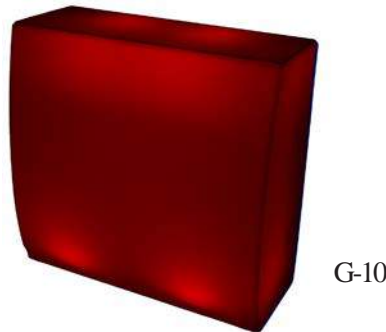
G-6



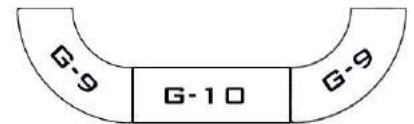
G-7



G-9



G-10



ACCENT Tradeshaw & Event Furnishings

3438 Maggie Blvd. * Orlando FL 32811 * Phone 407.648.7474 * Email: John@GetAccent.com

v017.1 425

A-1	Black Suede Sofa	\$425	H-3	White Sectional Loveseat	\$448	L-12R	Red/Chrome Barstool	\$172	O-14	Literature Stand	\$126
A-2	Black Suede Loveseat	\$385	H-4	White Sectional Corner	\$328	L-12W	White/Chrome Barstool	\$172	O-15	Silver Folding Lit. Stand	\$167
A-3	Black Suede Chair	\$270	H-5	Wht/Chrm Modern Sofa	\$475	L-14	Black/Glass Table	\$155	O-16	Black Folding Lit. Stand	\$167
A-4	Black Suede Bench	\$241	H-6	Wht/Chrm Modern Chair	\$275	L-15	Chrome/Glass Table	\$150	O-18	White iPad Stand	\$126
A-7	Black Suede Corner	\$270	I-1	White Curve Sofa	\$489	L-17	Chrm/Glass Tall Bar Tbl	\$195	O-19	Black iPad Stand	\$126
A-8	Black Suede Armless	\$270	I-2	White Curve Bench	\$316	L-18	Wht/Chrm Swivel Stool	\$150	O-20	Universal Tablet Stand	\$126
A-9	Blk/Half Round Ottoman	\$339	I-3	White Round Ottoman	\$241	L-18B	Wht Swivel Stool w/ Back	\$184	O-22	Chrome Stanchion	\$50
A-10	Black/Glass Cktl. Table	\$178	I-4	Black Curve Sofa	\$489	L-19	Blk/Chrome Swivel Stool	\$150	O-23	Burgundy Rope	\$30
A-11	Black/Glass End Table	\$161	I-5	Black Curve Bench	\$316	L-20	30" Chrome Table	\$155	O-24	Black Rope	\$30
A-12	Silver Floor Lamp	\$86	I-6	Black Round Ottoman	\$241	L-21	Chrome Chair	\$144	O-25	Black Park Bench	\$168
B-1	Tan Suede Sofa	\$425	I-7	Chrome/Glass Cktl. Table	\$201	L-22	30" Chrome Tall Bar Tbl	\$184	P-1	6' Maple Conf. Table	\$351
B-2	Tan Suede Loveseat	\$385	I-8	Chrome/Glass End Table	\$178	L-23	Chrome Barstool	\$172	P-2	8' Maple Conf. Table	\$445
B-3	Tan Suede Chair	\$270	I-9	Wht/Chrome Glove Chair	\$282	L-24	White Anaheim Chair	\$144	P-3	6' Mahogany Conf. Table	\$351
B-4	Natural Ckt Table	\$178	I-10	White Da Vinci Sofa	\$475	M-1	Blue/Black Chair	\$144	P-4	8' Mahogany Conf. Table	\$445
B-5	Natural End Table	\$161	J-1	Black Dynamic Chair	\$144	M-2	Blue/Black Barstool	\$172	P-5	10' Mahogany Conf. Table	\$569
C-1	Black Leather Sofa	\$425	J-2	Green Dynamic Chair	\$144	M-3	Red/Black Chair	\$144	P-6	6' Honey Oak Conf. Table	\$351
C-2	Black Leather Loveseat	\$385	J-3	Orange Dynamic Chair	\$144	M-4	Red/Black Barstool	\$172	P-6C	8' Honey Oak Conf. Table	\$445
C-3	Black Leather Chair	\$270	J-4	White Dynamic Chair	\$144	M-4B	Black/Black Barstool	\$172	P-7	6' Black Conf. Table	\$333
D-4	Black Cube Ckt Table	\$184	J-10	White Storage Cube	\$109	M-5	30" Wht/Chrome Tall Tbl.	\$175	P-8	8' Black Conf. Table	\$445
D-5	Black Round Ckt Table	\$184	J-11	Black Leather Ottoman	\$109	M-5R	Rustic Square Tall Table	\$175	P-9	10' Black Conf. Table	\$569
D-6	Black Cube End Table	\$167	J-12	Black Cube	\$109	M-5S	White Square Tall Table	\$175	P-10	6' Grey Conf. Table	\$333
E-1	White South Beach Sofa	\$512	J-13	Orange Cube	\$109	M-6	White Curve Barstool	\$184	P-11	8' Grey Conf. Table	\$445
E-2	White South Beach Chair	\$328	J-14	White Cube	\$109	M-7	White Gelato Table	\$225	P-13	White Frosted Glass Table	\$350
E-3	White SouthBeach Bench	\$241	J-15	Red Cube	\$109	M-8	Grey Gelato Table	\$225	P-14	42" Dia. Honey Oak Table	\$241
E-4	Red South Beach Sofa	\$512	J-16	White Swivel Ottoman	\$109	M-9	Black Gelato Table	\$225	P-15	42" Dia. Mahogany Table	\$241
E-5	Red South Beach Chair	\$328	J-17	Orange Swivel Ottoman	\$109	M-10	Red Scoop	\$172	P-16	6.5' White Conf. Table	\$545
E-6	Red SouthBeach Bench	\$241	J-18	Black Swivel Ottoman	\$109	M-11	Grey Scoop	\$172	P-18	8' Oak Rustic Table	\$545
E-7	White Square Ckt Table	\$172	J-19	Rustic Bench	\$241	M-12	Black Scoop	\$172	P-19	Black Power Grommet	\$40
E-8	White Rec. Ckt. Table	\$172	J-20	Black Work Station	\$375	M-13	White Scoop	\$172	Q-1	Leather Executive Chair	\$225
E-9	White Square End Table	\$161	J-21	White Work Station	\$375	M-14	White Crescent Stool	\$184	Q-3	Wht/Leather Exec Chair	\$276
E-10	White Cube End Table	\$225	K-1	24" Black Table	\$132	M-15	Gunmetal Barstool	\$172	Q-4	Blk/Leather Exec Chair	\$276
E-10C	Charger Cable	\$30	K-2	30" Black Table	\$132	M-16	Gunmetal Chair	\$144	Q-5	Blk. Jr. Executive Chair	\$190
E-11	White Sofa w/Outlet	\$595	K-3	36" Black Table	\$150	N-1	12X12X30 Black Ped	\$172	Q-6	Grey Jr. Executive Chair	\$190
E-12	White Loveseat w/Outlet	\$495	K-4	42" Black Table	\$178	N-2	12x12x36 Black Ped	\$184	Q-7	Black Sled Chair	\$161
E-13	White Chair w/Outlet	\$395	K-5	Black Euro Chair	\$120	N-3	12x12x42 Black Ped	\$195	Q-8	Grey Sled Chair	\$161
E-14	Tall White Pub Table	\$375	K-6	Jet Black Chair	\$120	N-4	12x12x30 Grey Ped	\$172	Q-9	Blk/Chrome Breuer Chair	\$144
E-14C	Power Grommet	\$75	K-7	24" Black Tall Bar Table	\$172	N-5	12x12x36 Grey Ped	\$184	Q-10	Grey/Chrome Breuer Chair	\$144
E-14L	Under Lighting	\$50	K-8	30" Black Tall Bar Table	\$172	N-6	12x12x42 Grey Ped	\$195	Q-11	Black Drafting Stool	\$172
E-15	Short White Pub Table	\$350	K-9	36" Black Tall Bar Table	\$184	N-7	18x18x36 Black Ped	\$207	Q-12	Grey Drafting Stool	\$172
F-1	Barcelona Chair Red	\$362	K-10	Black Barstool	\$150	N-8	18x18x42 Black Ped	\$218	Q-13	Black Secretarial Chair	\$144
F-2	Barcelona Ottoman Red	\$184	K-11	Jet Black Barstool	\$172	N-9	18x18x36 Grey Ped	\$207	Q-14	Grey Secretarial Chair	\$144
F-3	Barcelona Chair White	\$362	K-12	Mocha Stage Chair	\$161	N-10	18x18x42 Grey Ped	\$218	R-1	Black Etagere	\$184
F-4	Barcelona Ottoman White	\$184	L-1	30" Maple Table	\$150	N-11	24x24x42 Black Ped	\$230	R-2	Chrome Etagere	\$184
F-5	Barcelona Chair Black	\$362	L-2	36" Maple Table	\$161	N-12	24x24x42 Grey Ped	\$230	R-3	42" Grey Bookcase	\$150
F-6	Barcelona Ottoman Black	\$184	L-3	Maple/Chrome Chair	\$144	N-13	24x24x42 Black w/Door	\$316	R-4	42" Black Bookcase	\$150
F-7	Black Stage Chair	\$185	L-4	30" Maple Tall Bar Table	\$178	N-14	24x24x42 White w/Door	\$316	R-5	72" Grey Bookcase	\$172
F-8	Burgundy Stage Chair	\$185	L-5	36" Maple Tall Bar Table	\$184	N-15	18x18x36 White Ped	\$207	R-6	72" Black Bookcase	\$172
F-9	White Stage Chair	\$185	L-6	Maple/Chrome Barstool	\$172	N-16	18x18x42 White Ped	\$218	R-7	2-Dr Grey File Cabinet	\$150
G-1	Red Melrose Sofa	\$512	L-7	30" Black/Chrome Table	\$138	O-1	Martini Bar	\$875	R-8	2-Dr Black File Cabinet	\$150
G-2	Red Melrose Chair	\$328	L-7S	White Square Table	\$138	O-2	Martini Bar (w/Light Kit)	\$975	R-9	4-Dr Black File Cabinet	\$165
G-3	Red Melrose Bench	\$241	L-7R	Rustic Table	\$138	O-3	Cosmopolitan Bar	\$857	R-10	42" Grey Storage Cabinet	\$165
G-4	LED Glow Cube	\$185	L-7W	30"White/Chrome Table	\$138	O-4	Cosmo Bar (w/Light Kit)	\$975	R-11	42" Black Storage Cabinet	\$165
G-5	LED Glow Twist Cube	\$195	L-8	36" Black/Chrome Table	\$155	O-5	Reception Counter	\$236	R-12	72" Black Storage Cabinet	\$195
G-6	LED Fluted Bar Table	\$245	L-9B	Black/Chrome Chair	\$144	O-6	Black Rec. Counter	\$385	S-1	Natural/Black Desk	\$405
G-7	LED Glow Pedestal	\$235	L-9R	Red/Chrome Chair	\$144	O-7	Grey Rec. Counter	\$385	S-2	Natural/Black Credenza	\$360
G-9	LED Glow Curve Bar	\$975	L-9W	White/Chrome Chair	\$144	O-10	Parson Desk	\$225	S-3	Honey Executive Desk	\$405
G-10	LED Glow Straight Bar	\$875	L-10	30" Blk/Chrome Tall Tbl	\$178	O-11	Refrigerator	\$201	S-4	Honey Credenza	\$360
H-1	Black Sectional Loveseat	\$448	L-11	36" Blk/Chrome Tall Tbl	\$184	O-12	Coat Rack	\$115	S-5	Mahogany Desk	\$405
H-2	Black Sectional Corner	\$328	L-12B	Black/Chrome Barstool	\$172	O-13	Free Standing Mirror	\$150	S-6	Mahogany Credenza	\$360

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Company Name:	_____

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Delivery Information
Event: _____
Location: _____
Booth #: _____
Open Date: _____
Close Date: _____
Event Contact: _____

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

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Exp. Date:	_____
Mastercard Visa AMEX Discover	
Cardholders Name:	_____
	(Please Print)
Cardholders Signature:	_____

TOTAL ORDER _____

MISCELLANEOUS _____

SUBTOTAL _____

TAX _____

TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
 - 25% cancellation will be applied if canceled 7 days prior to event opening.
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