



UNITED NETWORK FOR ORGAN SHARING

EXHIBITOR SERVICE KIT

EXPO  **DISPLAYS**
CARIBBEAN INC.

The logo for Expo Displays Caribbean Inc. features a red circle with a white grid pattern, positioned between the words "EXPO" and "DISPLAYS".



UNITED NETWORK FOR ORGAN SHARING

Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

WELCOME EXHIBITORS

Dear Exhibitor:

ExpoDisplays Caribbean Inc. is pleased that we've been chosen as *Official Service Contractor* for this event. In this capacity, we will assist you in every way possible to ensure a successful and pleasant marketing presentation. The **Exhibitors Service Kit** contains information and forms for you, to complete and return to us as soon as possible, print and send via fax to (787) 786-8649, attention Customer Service.

Please review this information carefully. Following the enclosed instructions will save you time and money, and contribute to a successful event. Most services include a discount rate for Advance Order. To take advantage of these discount rates your order must be fully paid and received in the Expo Displays Caribbean office on or before the deadline.

Orders not paid by this cut-off date are subject to Floor Order pricing. Shipping Information: If you require material handling services, please follow the instructions on the enclosed service order form. Expo Displays Caribbean does not maintain insurance coverage on exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance. For additional information, please contact our Customer Service Department at (787) 288-3734, or visit our Service Center at the show site during exhibitor move in and move out. We look forward to working with you!

Thanks for let us serve you.

Luis De Alba
General Manager



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FAST FACT SHEET

Expo Displays Caribbean Inc. is proud to be your Exposition Management team for this event.

The following is important information and dates to keep at hand:

Official General Contractor:

EXPO DISPLAYS CARIBBEAN INC.
Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959
Phone: 787-288-3734
Fax: 787-786-8649
E-Mail: jdealba@expocaribbean.com

General Show Information:

Aisle Carpet: **8'**
Show Colors: **Back Drape - Blue**
Side Rails - Blue
Ceiling Height: **N/A**
Booth Size: **8'x 10'**

IMPORTANT DATES

Shipments	March 26, 2012	Shipments may begin to arrive at warehouse
Discount Deadline	April 3, 2012	Discount Deadline for orders received with payment
Non-Official Contractor	March 21, 2012	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Please fax these forms to: 787-288-3734
Advance Shipments	April 17, 2012	Last day for Advance Shipments to arrive at the warehouse without surcharges.
Show Site Shipments	April 24, 2012	Shipments may begin arriving at Show Site at 8:00 am - 4:30 pm

EVENT SCHEDULE

Tuesday, April 24 - General Move In

Service Desk Hours 3:00 pm - 7:00 pm
Exhibit Set Up 3:00 am - 6:00 pm

Wednesday, April 25

Service Desk Hours 6:30 am - 3:00 pm
Exhibit Hours 7:00 am - 12:00 pm
1:00 pm - 9:00 pm

Thursday, April 26

Service Desk Hours 9:00 am - 3:00 pm
Exhibit Hours 7:00 am - 3:00 pm
Exhibitor Move-Out 3:00 pm - 6:00 pm

Friday, April 27

Service Desk Hours 9:00 am - 9:00 pm
Exhibitor Move-Out 1:00 am - 9:00 pm

PLEASE NOTE:

All booth materials must be packed and ready for shipment by **9:00 pm** on **Friday, April 27, 2012**.

Exhibitor is responsible for contacting their carrier.

ALL CARRIERS MUST CHECK IN BY 12:00 PM ON Friday, April 27, 2012.

Expo Displays Caribbean, Inc. reserves the right to force and/or re-route any freight not removed from the floor by **11:00 PM ON Friday, April 27, 2012**.



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DEADLINE CHECKLIST

Order your services in advance - save time and money! By ordering your services prior to arriving on site, contractors will be better prepared to serve you and meet your needs.

Discount Price Deadline	Tuesday, April 3
Booth Design Submissions	Friday, March 23
Exhibitor Appointed Contractor Form with Certificate of Insurance of EAC	Wednesday, March 21
Advance Shipping to Warehouse Begins	Monday, March 26
Electrical Order Discount	Tuesday, April 3
Rigging/Hanging Sign Order Discount	Tuesday, April 3
Booth Package Order Deadline	Tuesday, April 3
Furnishings & Accessories Order Discount	Tuesday, April 3
Carpet Order Discount	Tuesday, April 3
Cleaning & Porter Services Order Discount	Tuesday, April 3
Method of Payment Due	Tuesday, April 3
Graphics & Signs Order Discount	Tuesday, April 3
Labor Discount	Tuesday, April 3
Audio-Visual Services Discount	Tuesday, April 3
Floral & Plant Rental	Tuesday, April 3
Advance Shipping to Warehouse Deadline	Tuesday, April 17
Direct Shipments to Wyndham Rio Mar Begins	Tuesday, April 24, 8:00am
Photography Services Order Deadline	Tuesday, April 10
Booth Set-up Completed	Tuesday, April 24, 12:00am
Trade Show Floor Opens	Wednesday, April 25, 8:00am
Trade Show Floor Closes	Friday, April 27, 12:00pm
Exhibit Move-Out Completes	Friday, April 27, 11:00pm



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PAYMENT POLICY AUTHORIZATION

Credit Card Authorization

☐ MasterCard ☐ VISA
☐ Corporate ☐ Personal

All orders are regulated by EDC Payment Terms & Conditions. as well as
Material Handling Terms & Conditions.

☐ **COMPANY CHECK** (Must be certified or guaranteed by valid credit card)
INTERNATIONAL EXHIBITORS - We required pre-payment with a valid credit card.

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature - *Required for Processing*

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

EMail Address

EMail Address to send Invoice

**RETURN ORDERS TO ADDRESS OR
FAX NUMBER BELOW:**

EXPO DISPLAYS CARIBBEAN INC.
Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959

Phone: 787-288-3734 Fax: 787-786-8649

Payments made for additional show services incurred for this
event will be applied to the above card provided for services.

*** Your order will not be processed without
a credit card on file.**

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

IMPORTANT: On items where a color choice is offered, if one is
not chosen we reserve the right to choose one for you.

* Remember to order in Advance to save time and money. You may place
the order by phone, fax or e-mail.

* Orders received without payment or after discount price deadline date
will be charged at the standard price.

* If you have questions or need assistance with any items not listed,
please call and ask for your Exhibitor Sales Representative

FAX to 787-786-8649 along with completed payment policy

PAYMENT POLICY AUTHORIZATION

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THIRD PARTY BILLING FORM

The exhibiting firm is responsible for the payment of charges. If the event you have arranged for an exhibit house or other party to handle your display and billed for all services, we will agree to this party billing if they have a satisfactory credit rating with EXPO DISPLAYS CARIBBEAN, INC. Both firms must sign the following statement:

The exhibiting firm is responsible for the payment of charges. If the event you have arranged for an exhibit house or other party to handle your display and billed for all services, we will agree to this party billing if they have a satisfactory credit rating with EXPO DISPLAYS CARIBBEAN, INC. Both firms must sign the following statement:

SIGNATURE:

DISPLAY HOUSE AND PARTY

Credit Card Authorization

☐ MasterCard ☐ VISA
☐ Corporate ☐ Personal

All orders are regulated by EDC Payment Terms & Conditions. as well as
Material Handling Terms & Conditions.

☐ **COMPANY CHECK** (Must be certified or guaranteed by valid credit card)
INTERNATIONAL EXHIBITORS - We required pre-payment with a valid credit card.

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature - *Required for Processing*

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

EMail Address

EMail Address to send Invoice

**RETURN ORDERS TO ADDRESS OR
FAX NUMBER BELOW:**

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Phone: 787-288-3734 Fax: 787-786-8649

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All orders are governed by the EDC Payment Policy and EDC Terms & Conditions of Contract as specified in this Exhibitor Service Manual.

PLEASE READ CAREFULLY:

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services: EDC requires payment in full at the time services are ordered. Further, EDC also requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment: EDC accepts MasterCard & VISA, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Exhibitors may be subject to a \$35.00 service fee for all returned checks and/or charge backs.

Wire Transfer: Please contact our office for wire transfer information 787-288-3734 ext. 225.

***Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. EDC reserves the right to institute collection action against the

exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations: Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

If you have any questions regarding our payment policy, please call exhibitor services at 787-288-3734 ext 234 or visit our Service Desk at the show. **Please complete the information 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 credit card charge authorization to be on file with EDC.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

Initials of authorized signature from Payment Policy Authorization Form _____
Initials

IMPORTANT: any unauthorized representatives wishing to place an order at show site must provide a personal credit card. Will your representative be authorized to order additional equipment and comply with above payment policy?

☐ NO ☐ YES

_____ if yes state the name of the representative

Exhibitor Name: _____

Booth #: _____

FAX to 787-786-8649 along with completed payment policy

PAYMENT POLICY TERMS AND CONDITIONS **REQUIRED**

EXPO DISPLAYS
CARIBBEAN INC.

EDC Terms & Conditions of Contract are subject to change at EDC sole discretion without notice to any parties.

I. Definitions

EDC: ExpoDisplays Caribbean Inc. is hereinafter referred to as EDC. EDC as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging material handling, installation and dismantle, and logistics provided by EDC personnel to exhibitor pursuant to any purchase of Services. Agent: EDC agents, sub-contractors, carriers, and the agents of each. Customer: Exhibitor or other party requesting Services from EDC. Goods: Exhibits, property, and commodities of any type for which EDC is requested to perform Services. Carrier: Motor carrier, van line, air earner, or air of surface freight forwarder. Shipper: Party who tenders Goods to Carrier for transportation. Cold Storage: Holding of Goods in a climate controlled area. Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows. Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services. Show Site: The venue or place where an exposition or event takes place. Supervised Labor (OK TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and is supervised and/or directed by EDC. Un-Supervised Labor (DO NOT PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by EDC. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, EDC, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

A. Payment for services Customer shall be liable for all unpaid charges for services performed by EDC or Agents. Customer authorizes EDC to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax phone or through a work order on site.

B. Credit Terms All charges are due before Services are performed unless other arrangements have been made in advance. EDC has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. EDC retains its right to hold Customers' Goods for non-payment. If a credit card is provided to EDC, EDC is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

A. Customer to EDC: Customer shall defend, hold harmless and indemnify EDC from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold EDC harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through EDC, Customer's obligations under this provision shall not apply to EDC's own negligence and/or willful misconduct. CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.

B. EDC to Customer: To the extent of EDC's own negligence and/or willful misconduct, and subject to the limitations of liability below, EDC shall defend hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. EDC's obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Good*

A. Condition of Goods EDC shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage EDC shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

B. Receipt of Goods EDC shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills or for bulk shipments (i.e. UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

C. Force Majeure: EDC shall not be liable for loss or damage that results from Acts of God, weather conditions, and default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods public enemy, public authority, labor disputes, and acts of terrorism or war.

D. Cold Storage Goods requiring cold storage are stored at Customer's own risk. EDC assumes no liability or responsibility for Cold Storage.

E. Accessible Storage: EDC assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

F. Unattended Booths: EDC assumes no liability for loss or damage to unattended Goods received at Show site any time from the point of receipt of inbound Goods until the loading of the outbound Goods including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

G. Empty Storage EDC assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the EDC Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

H. Forced Freight: EDC is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, EDC has the right to remove the Customer Goods. EDC is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of EDC and at Customer's expense. EDC shall incur no liability for such shipment. EDC retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

I. Concealed Damage EDC shall not be liable for concealed loss or damage including but not limited to, glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

J. Unattended Booth: EDC shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time. Including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All material Handling Forms and/of Straight Bills of Lading covering outgoing Goods submitted to EDC will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

K. Hanging items from. Booth Customer shall not hang any articles, merchandise, product advertisements, or other similar items from EDC supplied booth materials, (this includes but is not limited to EDC panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages costs actions or injuries resulting from the hanging of such item(s). EDC shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measures of Damage

A. Sole Relief: If found liable for any loss, EDC sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.

b. Labor: EDC assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of EDC provided union labor if EDC supervises labor for a fee, EDC shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss damage or bodily injury and shall provide EDC and show management with an indemnity, including defense costs, for any claims that result from Customer's supervision or failure to supervise assigned labor.

VIII. Miscellaneous

A. Insurance: EDC IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. EDC recommends Customer arrange for all Risk Coverage.

B. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to EDC or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by EDC) or delivery of outbound Goods.

C. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinate amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by EDC within thirty (30) days after the date of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. EDC Logistics subcontractors the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with EDC, Customer will not withhold payment or any amount due EDC for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay EDC prior to the date of the show for all such charges and further agrees that any claim Customer may have against EDC shall be pursued independently by Customer as a separate action to be resolved on its own merits. EDC retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

D. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or alternatively, and depending on jurisdiction, the laws of the Government of Puerto Rico. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Puerto Rico, or as applicable depending upon jurisdiction, the County Circuit Court in San Juan/ Puerto Rico.

X. Advanced Warehousing / Temporary Storage / Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement" in the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to EDC liability for Customer's Goods. The responsibility of EDC with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. EDC shall be liable only for loss or damage to Goods caused by EDC sole negligence. EDC liability is limited to \$ 60 (USD) per pound with a maximum liability of \$1,000 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. EDC is not responsible for any loss or damage to Goods caused by but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond EDC immediate control. EDC is not responsible for the marring, scratching or breakage of glass or other fragile items.

EDC is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by EDC. In no event shall EDC be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by EDC as to appropriateness of the conditions for Customer's Goods. The risk for loss remains Customer's alone and EDC recommends the Customer carry and maintain Insurance in amounts sufficient to cover its risk.

I have read and agree to this Limits of Liability:

Signature of authorized personnel

Title

Date



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Discount Price Deadline:
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WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Expo Displays Caribbean Inc. Orders with payment received after the Deadline Date will be charged showsite prices.

ALL FORMS MUST BE SUBMITTED TO: Expo Displays Caribbean Inc.

- A. Complete the necessary Expo Displays Caribbean Inc. forms and calculate the cost of each order.
- B. Review and fill out the PAYMENT POLICY carefully. ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.
- C. Complete the COST CALCULATION WORKSHEET.
- D. For your files, make a photocopy of all the Expo Displays Caribbean Inc. order forms prior to submitting completed forms to EDC.

Fax or mail this set of documents to:

EXPO DISPLAYS CARIBBEAN INC.
Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959

Phone: 787-288-3734
Fax: 787-786-8649

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS

(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS

Simply order from Expo Displays Caribbean Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (*EAC*) is defined as any service contractor that is not an official service provider for the Trade Show. Examples include: set-up/tear-down, I&D contractors, audio-visual, floral, etc. Refer to the CONTRACTOR CONTRACTS.

The Puerto Rico Convention Center (PRCC) does not allow outside rigging contractors on the show floor as exhibitor appointed contractors.

Exhibitors intending to utilize an EAC to assist them during the Show must submit the INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR form in by March 21, 2012 as well as a copy of their General Liability Insurance Certificate, with minimum coverage limits. Expo Displays Caribbean, Inc. must also be named as an additional insured on this insurance certificate.

No EAC will be allowed to work on the show floor without providing **Expo Displays Caribbean Inc. with their Certificate of Insurance.**

EAC's must check in with security on-site to obtain a wrist-band to have access to the Trade Show floor during move-in and move-out.

EAC's should be familiar with the Puerto Rico Convention Center Exhibitor Appointed Contractor Responsibilities located on the PRCC EXHIBITOR GUIDELINES.



Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

UNITED NETWORK FOR ORGAN SHARING

NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm other than the official service contractors as designated by UNOS, please complete this form and return with contractor's insurance certificate by **March 21, 2012** to;

EXPO DISPLAYS CARIBBEAN, INC.

Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959

FAX: 787-786-8649

jdealba@expocaribbean.com

PLEASE PRINT

Exhibiting Company Name: _____

Booth No. _____ Exhibitor Contact at Show: _____

Phone: _____ Fax: _____

Contact's E-Mail Address: _____

Exhibitor Appointed Contractor _____

Exhibitor Appointed Contractor Contact: _____

Address of EAC: _____

Phone: _____ Fax: _____

Type of Services to be performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to Expo Displays caribbean, Inc. no later than **March 21, 2012, or they will not be permitted to service your exhibit. Limits of required coverage are the same as for exhibitors, and are detailed In the Contract Terms and Insurance page of the Exhibitor Services Guide. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.**

This form must be received no later than **March 21, 2012.**

FAX to 787-786-8649 along with completed payment policy

NOTIFICATION OF INTENT TO USE EAC

EXPO DISPLAYS
CARIBBEAN INC.

STANDARD FURNITURE

SEATING



BISTRO STOOL 1

A modern flair is available with the Ashley Adjustable Bar/Counter Stool in White - Euro Style. Ergonomic molded ABS plastic seat in white color features a gas lift to make the height of this bar/counter stool adjustable. It has chromed steel construction for years to come and full swivel action as well!

Features:

- * White/Chrome
- * Molded ABS plastic seat
- * Chromed steel footrest and base
- * Swivel and gas lift

Dimensions:

- * Stool: 16"L x 17.25"W x 26.5-34"H
- * Seat Height: 22.5-30"H



BISTRO STOOL 2

Dimensions:

- * Stool: 16"L x 17.25"W x 26.5-34"H
- * Seat Height: 22.5-30"H

BISTRO STOOL 3

Dimensions:

- * Stool: 16"L x 17.25"W x 26.5-34"H
- * Seat Height: 22.5-30"H



BISTRO STOOL 4

Dimensions:

- * Stool: 16"L x 17.25"W x 26.5-34"H
- * Seat Height: 22.5-30"H





TASK CHAIR 1

The Eurotech Apollo series is a modern line of breathable mesh and fabric chairs with state of the art control. This particular Apollo is all mesh unlike its mesh/fabric counterparts. Features include tilt tension lock, tilt lock, back angle adjustment, seat height adjustment, seat angle adjustment, and forward seat tilt to name a few!

Features:

- * Synchro Tilt
- * Tilt Tension and Lock Control
- * Adjustable Seat Height Control
- * Adjustable Back Height Control
- * Height and Width Adjustable Arms

Dimensions:

Weight Capacity: 250
Sit Duration: 8 hours
Overall: 26.00"W x 36.00"H x 40.50"D
Seat: 20.5"W x 19.3"D
Back: 19.5"W x 20"H

TASK CHAIR 2

This armless chair features include tilt tension lock, tilt lock, back angle adjustment, seat height adjustment and seat angle adjustment.

Features:

- * Tilt Tension and Lock Control
- * Adjustable Seat Height Control

Dimensions:

Weight Capacity: 250
Sit Duration: 8 hours
Overall: 26.00"W x 36.00"H x 40.50"D
Seat: 20.5"W x 19.3"D
Back: 19.5"W x 20"H





SEATING

Banquet Chairs

Our range of stackable Banquet Chairs are ideal for restaurants, hotels, conference centres and function rooms. Banquet Stack Chair Thickly padded, vinyl upholstered seat and back. 2.5" thick polyurethane foam seat cushion. 16-gauge steel frame. Side stacking/support bars. Plastic bumper guards to prevent scratching when stacked.

Non-marring plastic floor glides.

Weight Capacity: 500 lbs.
Dimensions: Seat Size: 15.5"W x 15.75"L.
Back Size: 15.5"W x 14.5"H.
Seat height: 19.25"H.



**BANQUET CHAIR
SPANDEX COVER**



PLASTIC CHAIR 1

TABLES



BISTRO TABLE 1

The Ashley Adjustable Bar Table/in White - Euro Style. Ergonomic molded ABS plastic seat in white color features a gas lift to make the height of this table completely adjustable.

Features:

- * White/Chrome
- * Molded ABS plastic seat
- * Chromed steel footrest and base
- * Swivel and gas lift

Dimensions:

* Table: 30"L x 30"W x 34-40"H



BISTRO TABLE 2



COFFEE TABLE 1



COFFEE TABLE 2

COFFE TABLES

Heavy Duty Coffe tables. Aluminum legs with Wood countertop.

FDimensions:

* Table: 30"L x 30"W x 19"H

STANDARD FURNITURE



TABLES



DRAPED DISPLAY TABLES

Drapes are sewn from BANJO material. Drapes and Table Skirts are inherently flame proof. BANJO - modacrylic polyester - has a sheen - color can vary slightly from dye lot to dye lot.

Available in Red, Navy Blue, White, Black, Burgundy, Grey nad Forest Green.



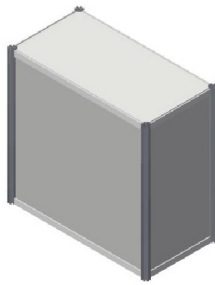
CONTOUR SPANDEX TABLE COVERS

Discover the sleek styling of Contour Table Covers. Contemporary design fits over tables with no pinning or clips. Polyester/ Spandex fabric provides snug form fit & eliminates wrinkles. Great for outdoor events; will not blow off. Reinforced rubber cup sewn in for table leg holds cover firmly in place.

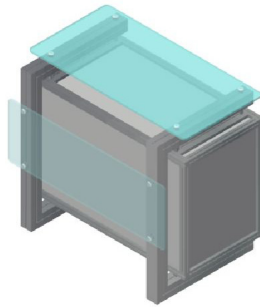
Available in Red, Blue, White and Black.

DISPLAY FURNITURES

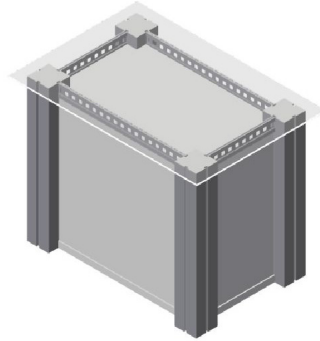
DISPLAY COUNTERS



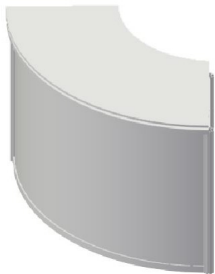
**COUNTER 1
ALUMINUM
EXTRUSION**



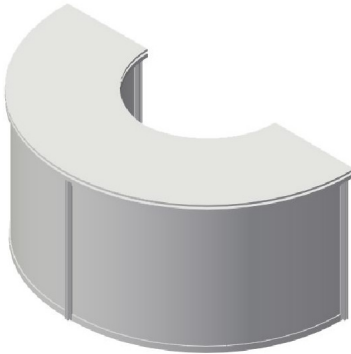
**COUNTER 2
ALUMINUM
EXTRUSION**



**COUNTER 3
ALUMINUM
EXTRUSION**



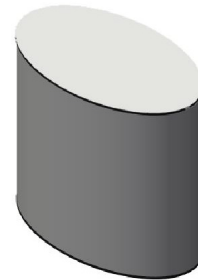
**COUNTER 4
ALUMINUM
EXTRUSION**



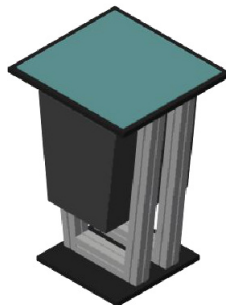
**COUNTER 5
ALUMINUM
EXTRUSION**



**COUNTER 6
ALUMINUM
EXTRUSION**



**COUNTER 7
OVAL COUNTER
VELCRO COMPATIBLE
FABRIC**



**COUNTER 8
VECTOR
COUNTER**



**COUNTER 9
OAK
COUNTER**

DISPLAY FURNITURE

SHOWCASES



SHOWCASE 1
89"H SQUARE



SHOWCASE 2
89"H ROUND



SHOWCASE 3
ALUMINUM EXTRUSION
COUNTER 3 /WITH SHOWCASE



SHOWCASE 4
42"H RECTANGLE
SHOWCASE

ACCESSORIES



**LITERATURE
STAND SINGLE**



**LITERATURE
STAND DOUBLE**



RAFFLE TUMBLER



EASEL



BANNERSTAND



COOLER



WASTEBASKET

STANDARD FURNITURE

LOUNGE



OFF WHITE LOVESEAT

Cozy seating for two takes on a sophisticated look on the loveseat. Its sleek styling is highlighted by off white leather for a supple feel while sloped open arms offer elegant form. Boxed seat cushions and attached bolster backs add both comfort and style.

dimensions: 68L x 41W x 35H



OFF WHITE SINGLE CHAIR

Sophistication and comfort live together beautifully on this chair. Its stylish contemporary silhouette is enhanced by smooth off white leather and sloped open arms with baseball stitch details. The boxed seat cushion and attached bolster back lets you relax in style.

dimensions: 42L x 41W x 35H



3 PC TABLE SET

For contemporary tables with stylish lines, take a look of this set. These designer tables combine glass tops with shiny metal for an ultra-modern look. With its curved, flared legs and dual cross-stretchers, this table set is loaded with pizzazz.

dimensions: Cocktail 52L x 34W x 18H
End Tbl. 26 in. round x 21H



OFF WHITE OTTOMAN

The ottoman is perfect for tired feet or an on-the-spot seat. It boasts a thick cushion top and smooth supple off white leather.

dimensions: 30L x 22W

STANDARD FURNITURE

FURNITURE ITEMS

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	Banquet Chairs	\$45.44	\$59.20	
	Banquet Chair w Spandex Cover Black or White	\$55.44	\$69.20	
	Plastic Chair	\$30.00	\$40.50	
	Task Chair 1	\$89.80	\$116.76	
	Task Chair 2	\$81.00	\$105.40	
	Bistro Stool-1	\$86.00	\$86.00	
	Bistro Stool-2	\$86.00	\$86.00	
	Bistro Stool-3	\$86.00	\$86.00	
	Bistro Stool-4	\$86.00	\$86.00	
	Bistro Table-1	\$101.00	\$131.40	
	Bistro Table-2	\$92.40	\$120.20	
	Directors Chair	\$60.00	\$77.80	
	Coffee Table 1	\$67.40	\$87.60	
	Coffee Table 2	\$67.40	\$87.60	
	Loveseat	\$500.00	\$650.00	
	Single Chair	\$304.00	\$395.20	
	3 Piece Table Set	\$400.00	\$520.00	
	Ottoman	\$200.00	\$260.00	

DISPLAY FURNITURE

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	Counter 1	\$232.00	\$300.00	
	Counter 2	\$350.00	\$455.00	
	Counter 3	\$350.00	\$455.00	
	Counter 4	\$180.00	\$234.00	
	Counter 5	\$475.00	\$617.50	
	Counter 6	\$180.00	\$234.00	
	Counter 7	\$150.00	\$195.00	
	Counter 8	\$150.00	\$195.00	
	Counter 9	\$210.00	\$273.00	
	Showcase 1	\$260.00	\$316.00	
	Showcase 2	\$260.00	\$316.00	
	Showcase 3	\$240.00	\$312.00	
	Showcase 4	\$240.00	\$312.00	

ACCESSORIES

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	Literature Stand 1	\$78.60	\$102.20	
	Literature Stand 2	\$88.60	\$115.18	
	Easel	\$40.20	\$52.20	
	Stand Banner	\$35.00	\$45.50	
	Wastebasket	\$14.20	\$18.36	
	Cooler	\$56.00	\$72.80	
	Raffle Tumbler	\$140.00	\$182.00	

DRAPED TABLES

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	4' Long 30" High	\$78.36	\$101.80	
	4' Long 40" High	\$86.20	\$111.98	
	6' Long 30" High	\$88.00	\$114.40	
	6' Long 40" High	\$96.80	\$125.84	
	8' Long 30" High	\$107.40	\$139.60	
	8' Long 40" High	\$118.14	\$153.56	

Check color choice:

☐ Blue ☐ Green ☐ Burgundy ☐ Red ☐ Black
☐ White ☐ Silver

SPANDEX COVERED TABLES

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	6' Long 30" High	\$110.00	\$143.00	

Check color choice:

☐ Blue ☐ Silver ☐ Black ☐ Red

UNDRAPE TABLES

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	4' Long 30" High	\$66.00	\$85.80	
	4' Long 40" High	\$79.20	\$103.00	
	6' Long 30" High	\$74.80	\$97.20	
	6' Long 40" High	\$88.00	\$114.40	
	8' Long 30" High	\$88.00	\$114.40	
	8' Long 40" High	\$101.20	\$131.60	

TOTAL \$ _____

Exhibitor Name: _____

Booth #: _____

FAX to 787-786-8649 along with completed payment policy



Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

UNITED NETWORK FOR ORGAN SHARING

FLOOR COVERINGS ORDER FORM

CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	9 ft. x 10 ft.	\$98.60	\$113.40	
	9 ft. x 20 ft.	\$173.40	\$199.40	
	9 ft. x 30 ft.	\$257.56	\$296.20	
	9 ft. x 40 ft.	\$288.32	\$331.56	
Check color choice: <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Black				

SPECIAL CUT CARPET - Minimum Order is 100 Square Feet

Choose from this colors: ☐ Blue ☐ Gray ☐ Green ☐ Red ☐ Black

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	per sq. ft. _____ x _____	\$3.00 sq. ft.	\$3.00 sq. ft.	

CUSTOM CARPETING

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeftron Nylon. Other colors may be available; please call 787-288-3734 for additional colors and prices.

- ☐ Tuxedo ☐ Baby Blue ☐ Misty Gray ☐ Ebony Black ☐ Bay Water ☐ Navy
☐ Cherry Red ☐ Sky Blue ☐ Burgundy ☐ Dusty Rose ☐ Light Teal ☐ White

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

CUSTOM CARPET COLOR (Check color above and put square footage here)

BOOTH SIZE: _____ ft. x _____ ft. = _____ sq. ft. @ \$3.75 / per sq. ft. \$ _____
After discount deadline: @ \$4.75 / per sq. ft.

CUSTOM CARPET RENTAL PRICE order includes installation, poly covering and removal.

CARPET PADDING order includes installation and disposing of padding.

BOOTH SIZE: _____ ft. x _____ ft. = _____ sq. ft. @ \$3.75 / per sq. ft. \$ _____

CARPET VISQUEEN ORDER includes installation of Visqueen.

BOOTH SIZE: _____ ft. x _____ ft. = _____ sq. ft. @ \$3.75 / per sq. ft. \$ _____

Dont forget to order foam padding for added comfort and that enticing, luxurious feel.

TOTAL \$ _____

Exhibitor Name: _____

Booth #: _____

IMPORTANT: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

FAX to 787-786-8649 along with completed payment policy

FLOOR COVERINGS ORDER FORM

EXPO  DISPLAYS
CARIBBEAN INC.

STANDARD CARPET

BLUE



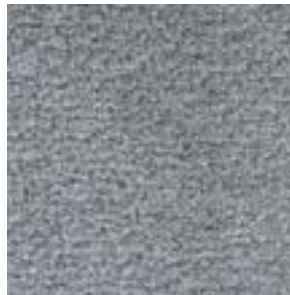
GREEN



RED



GREY



BLACK





A

Package A: Sellpoint

This package includes a three-shelf exhibit with extra display room and an open inviting look and feel.

10' x 10'

Graphics Included: a. (1) Graphic Header 116"w x 12.5"h



B

EVOLUTION pop-up display available to rent. A powerful combination of flexibility, durability and simplicity, is the industry's premier pop-up display. The lightweight frame expands into shape without any tools, then the panels are attached with magnets with ease. Truly a one person setup process in minutes. Made in USA.

Package B: EVOLUTION 8'h x 8'w Floor Standing Unit (shown)

Graphics Included: a. (1) Photomural 83 5/8"w x 88 7/8h (in 3 panels)
b. (1) Podium Wrap 75"w x 32"h



C

Package C: Vector

This Package includes even more display space with a curves back wall, as well as space for digital graphics.

10' x 10'

Graphics Included: a. (3) Back Graphics 22.75"w x 90"h each
b. (1) Counter Front Graphic 14"w x 19"h
c. (1) Counter Top Graphic 23"w x 19"h



D

Package D: ExpoSpace

This package includes an angled exhibit with built-in display counters, space for graphics and impressive room for presentation.

10' x 20'

Graphics Included: a. (1) Photomural 71"w x 76" h (in 2 panels)
b. (2) Wings Aprox 16"w x 72"h
c. (1) Graphic Header 52"w x 13"h



E

Package E: ION

This Package includes a back wall counter exhibit with plenty o display space and room for digital graphics.

10' x 10'

Graphics Included: a. (3) Back Graphics 27"w x 27"h each
b. (4) Wings Aprox 14"w x 21.5"h
c. (1) Graphic Header 84"w x 12"h



F

Package F: MultiQuad

Our basic, professional free-standing counter exhibit allows you to display all your show materials in a convenient fashion.

10' x 10'

Graphics Included: a. (1) Mural of (16) 23"w x 23"h quads
b. (1) Column of (4) 23"w x 23"h quads
c. (1) Podium of (2) 23"w x 23"h quads

CUSTOM DISPLAY ORDER FORM

DISPLAY RENTAL PACKAGES

MODEL NUMBER	DISCOUNT	STANDARD
Model A Sellpoint	\$1,990.00	\$2,587.00
Model B Evolution	\$2,090.00	\$2,717.00
Model C Vector	\$2,295.00	\$2,983.50
Model D ExpoSpace	\$2,440.00	\$3,172.00
Model E Ion	\$2,895.00	\$3,763.50
Model F Multiquad	\$3,090.00	\$4,017.00

HEADER IDENTIFICATION SIGN

FONT STYLE

Check the font style for your header identification sign, and then indicate your color preference.

- ☐ CLARENDON MEDIUM ☐ ENVO
☐ EUROSTILE BOLD ☐ HELVETICA BOLD
☐ TIMES NEW ROMAN

Sign background will be white. Check color choice of font:

- ☐ Red ☐ Green ☐ Blue ☐ Black
☐ Teal ☐ Burgundy

Indicate exactly how you want your company name to appear:

Package Includes: Installation & Dismantling
Choice of Carpet Color
Company ID Sign
2 Stem Lights per 10' unit

Package Does Not Include:

Exhibitor is responsible for ordering electrical outlet. This is not included in the package. Any furnishings; tables, chairs, etc. on the Options Pages.

CHOOSE YOUR PANELS

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC
ADDITIONAL COST PER PANEL

- DEFAULT: ☐ Red ☐ Green ☐ Blue
☐ White ☐ Black ☐ Teal ☐ Burgundy

CARPET

Our Classic Carpet and nightly vacuuming are included in the in the price of your Rental Exhibit. Please choose from the following available colors:

- ☐ Black ☐ Gray ☐ Red
☐ Blue ☐ Green ☐ Teal
☐ Burgundy

LIGHTING

Each Rental Exhibit includes 2 arm lights (per 10' unit).

Note: Electrical power and labor install ligts must be ordered using the electrical order form included in your service manual.

QUICK TIPS: Please see the Exhibit Accessories order from, or contact our Exhibitors Sale Specialist to assist in selecting custom accessories for your exhibit. A Exhibitors Sale Specialist may also help you upgrade your carpet, need a custom logo header or a customized exhibit. Consider ordering floral accessories to enhance your exhibit on the Floral Services order form. If you are shipping literature or products, material handling rates will apply. Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will cost an additional 30% over prices indicated. Orders cancelled after production begins are subject to a 100% cancellation charge.

Terms and Conditions *Must be signed for order to process*

- Payment may be made by check up to two weeks prior to the show opening.
- All orders received after the Deadline Date will be processed at the After Deadline Price.
- Exhibitor is responsible for all items for the duration of the show.
- Charges are for rental of equipment only. All items remain the property of EDC.
- No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- EDC is not responsible for exhibit materials left in EDC rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with EDC.

Signature

Date

Exhibitor Name: _____

Booth #: _____

For Assistance, please call (787) 288-3734 to speak with one of our experts.

MODEL NUMBER _____

TOTAL \$ _____

IMPORTANT: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

FAX to 787-786-8649 along with completed payment policy

HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and DO NOT SEND ANYTHING VIA U.S. MAIL.
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an EDC Bill of Lading. Bills of Lading will be made available at the EDC service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
 - A. Not advising your carrier about your target date and time.
 - B. Not including an accurate description or piece count.
 - C. Not reading the exhibitor manual and shipping instructions; and
 - D. Not filling out the forms properly.

INBOUND FREIGHT RULES

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES (WOODEN BOXES)
2. CARTONS (CARDBOARD BOXES)
3. CARPETS (RUGS AND PADS)
4. SKIDS (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS (LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE A COPY OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED
INFORMATION, PLEASE CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK



UNITED NETWORK FOR ORGAN SHARING

Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Company Name: _____ Booth # _____
Origin of Shipment: _____ Carrier: _____
Shipping Date: _____ Approximate Arrival Date: _____
Total Number of Containers: _____ Total Weight of Shipment: _____
Pro #: _____

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____ PREPAID COLLECT
Total Numbers of Containers: _____ Total Weight of Shipment: _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____ PREPAID COLLECT
Total Numbers of Containers: _____ Total Weight of Shipment: _____

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Attention: _____

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate **Bills of Lading** to 787-786-8649 along with a completed payment policy.
COLLECT SHIPMENTS WILL NOT BE RECEIVED

FAX to 787-786-8649 along with completed payment policy

FREIGHT ROUTING FORM

EXPO DISPLAYS
CARIBBEAN INC.

FREIGHT QUESTIONNAIRE

ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM

1. Estimate total number of pieces being shipped

_____ Crated
_____ Uncrated
_____ Machinery
_____ TOTAL

2. Are you shipping to:

- ☐ Direct to Site
☐ Mainland Warehouse
☐ PR Warehouse

3. Estimate total total weight of shipments:

_____ Lbs.

5. List carrier name (s):

6. If using a Customs Broker, please print name:

4. Indicate total number of trucks in each category that you will use::

_____ Overseas Container
_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck

7. Print name of person in charge of your move-in:

Move-in: _____

Their phone: _____

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display.

_____ days

9. What date and time are you scheduling your shipment(s) to arrive on-site?

Unloading Time Schedule - Direct Shipment Only

On the following sheet, please list the following: length, height and weight of each piece so that. The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted:

_____ Lbs.

11. Is there any special handling equipment required to unload your exhibit materials. i.e. extended Forklift blades, special slings, lifting bars, etc?

MATERIAL HANDLING SERVICE RATES

DIRECT/CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.

UNCRATED: Material that is shipped loose or pad wrapped.

NOTE: Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the next 100 lbs. **All late shipments will incur an additional 30% surcharge in addition to the rates listed below.** Does not include air charges for late freight received at the mainland.

OVERTIME: An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: March, 24 - April, 17

DESCRIPTION	Price Per CWT	Minimum
Warehouse Shipment 8:00 a.m. -4:00 p.m. Weekdays		
Direct to Warehouse	\$85.50	\$171.00
Late to Warehouse	\$111.25	\$222.50
Direct to Warehouse Inbound OT Surcharge.....	\$21.50	\$43.00
Special Handling to Warehouse.....	\$109.75	\$219.50
Late Special Handling to Warehouse	\$142.75	\$285.50
Special Handling to Warehouse Inbound OT Surcharge.....	\$27.50	\$55.00

DESCRIPTION	Price Per CWT	Minimum
Show Site Shipment May Begin Arriving April 26, 2012		
Direct to Convention Facility.....	\$73.75	\$147.50
Direct to Convention Facility Inbound/Outbound OT Surcharge	\$18.50	\$37.00
Uncrated to Convention Facility	\$99.75	\$199.50
Special Handling to Convention Facility.....	\$95.75	\$191.50
Special Handling Inbound/Outbound OT Surcharge.....	\$24.00	\$48.00

Small Package - Maximum Weight 50 Lbs.....	\$40.00 each
Only applicable on SHOW DAYS	

Items will be weighed when received at the convention facility dock for accurate billing rates.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. EDC assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor. Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to EDC for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. EDC accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. EDC will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with EDC, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. EDC reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by EDC as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$69.00 per cwt. On straight time, \$138.00 per cwt., with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by EDC are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, EDC and its subcontractors are not insurers. The amounts paid to EDC are based on the value of the material handling services and are unrelated to the value of the property being handled.

EDC and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. EDC and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

EDC shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to EDC by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of EDC. EDC and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to EDC within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against EDC or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, EDC shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to EDC or its subcontractors by and exhibitor, or by any shipper 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 in the above section.

SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

Ground Loading/Unloading	Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.
Space Loading/Unloading	Trailer loaded "high and tight" shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.
Designated Piece Loading/Unloading	Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.
Stacked Shipments	Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.
Alternate Delivery Location	Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.
Mixed Shipments	Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. EDC defines special handling for mixed loads as having less than 50% of the volume as uncrated.
No Documentation	Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.
Carpet Only Shipments	Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.
Crated and Uncrated Shipments	Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.

MATERIAL HANDLING SUMMARY

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES".

COMPUTATION OF ORDERS

When recording weight, round up the next one hundred (100) pounds

SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ Lbs.

@ \$85.50 per 100 Lbs. (200 Lb. minimum)

\$ _____

LATE CRATED SHIPMENTS TO THE WAREHOUSE \$111.25 per lbs. (200 lb. minimum)

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ Lbs.

@ \$109.75 per 100 Lbs. (200 Lb. minimum)

\$ _____

See Special Handling Rates LATE SHIPMENTS TO THE WAREHOUSE \$142.75 per 100 lbs. (200 lb. minimum) \$ _____

DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ Lbs.

@ \$73.75 per 100 Lbs. (200 Lb. minimum)

\$ _____

UNCRATED SHIPMENTS @ \$ 99.75 per 100 lbs. (200 lb. minimum))

\$ _____

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ Lbs.

@ \$95.75 per 100 Lbs. (200 Lb. minimum)

\$ _____

Exhibitor Name: _____

Booth #: _____

Estimated

Material Handling \$ _____

If you are shipping any materials either directly to the convention center or to the advance warehouse, EDC requires a completed **Payment Policy Form** to be faxed to the number provided on the Payment Policy Form no later than **Month, Date, 2012** in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

HEAVY MACHINES INFO

Unloading & Delivery To Exhibitor's Space

Rates quoted below include labor and equipment to unload trucks at the hall and to bring items to exhibitor's booth, one time spotting, return of containers to the dock and loading on outbound carriers. Machinery will be spotted with 6" tolerance, one time, after removal from the truck, provided the following conditions are met:

- The Exhibitor, or his representative, is present to supervise the spotting.
- The area within the booth is clearly marked to indicate the machine's position.
- No rigging, bolting or unbolting, unskidding or attaching to other equipment may be done.
- Shipment is received at the designated time on the target date.

Direct Shipments To The Exhibit Hall

These must arrive between 8:00 a.m. and 2:00 p.m. to be unloaded on straight time. Shipments arriving after 2:00 p.m. and before 4:00 p.m. cannot be guaranteed unloading on straight time.

Direct To Site Roundtrip Rates—200 lb. minimum

Machinery Shipment Rate For Direct Shipments To The Convention Facility

1 - 1,750# - Standard Material Handling Rates Apply

1,751 # - 10,000 # - 52.25/cwt

10,001 # - 20,000 # - 46.35/cwt

20,001 # - 30,000 # - 42.65/cwt

Over 30,000 # - 38.25/cwt

Unskidded and/or uncrated machinery is an additional 25% each way. Additional Overtime 50%

Removal & Loading For Return Shipping

At the conclusion of the show, machines and displays packed and ready for shipping will be moved from booth and loaded on trucks for return shipments.

UNCRATED SHIPMENTS

The handling of uncrated shipments will be the rates above. Uncrated machines are defined as: those that are not crated, cased or skidded.

Uncrated & Machinery Shipments Loaded/Unloaded From Van Line Carriers

The handling of these shipments will be at the rates quoted above.

Warehouse Shipments

These rates **DO NOT** apply to Warehouse shipments.



Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

UNITED NETWORK FOR ORGAN SHARING

HEAVY MACHINES SUMMARY

MACHINE	LxWxH	WEIGHT	UNLOADING (check only one)	
			FORKLIFT	CRANE
1. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS:

Total Estimated Weight _____ Total Estimated Cost _____

Company Name: _____

Booth: _____

Street Address: _____

Phone: _____

State: _____

City: _____ Zip: _____

E-Mail: _____

FAX to 787-786-8649 along with completed payment policy

HEAVY MACHINES SUMMARY

EXPO  DISPLAYS
CARIBBEAN INC.

WAREHOUSE SHIPMENTS**It Is Highly Recommended To Ship Your Items To The Warehouse**

- All shipments must be sent **Pre-Paid**. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on **Month. Date, 2012**, last date for warehouse shipments being **Month. Date, 2012**. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@expocaribbean.com. Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: **Show Name**
To: **Your Company Name & Booth**
EXPO DISPLAYS CARIBBEAN INC.
Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCED SHIPMENTS TO WAREHOUSE

COMPANY: _____

BOOTH #: _____

TO: **EXPO DISPLAYS CARIBBEAN INC.**
Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959

SHIPMENTS SHOULD ARRIVE BETWEEN

MARCH 26 -APRIL 17, 2012

EVENT: _____

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCED SHIPMENTS TO WAREHOUSE

COMPANY: _____

BOOTH #: _____

TO: **EXPO DISPLAYS CARIBBEAN INC.**
Industrial Minillas 304 Calle D STE 6
Bayamon PR 00959

SHIPMENTS SHOULD ARRIVE BETWEEN

MARCH 26 -APRIL 17, 2012

EVENT: _____

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

COMPANY:

BOOTH #:

TO: EXPO DISPLAYS CARIBBEAN INC.

WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

SHIPMENTS MAY BEGIN TO ARRIVE

APRIL 24, 2012

EVENT:

CARRIER:

NUMBER OF PIECES:

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

COMPANY:

BOOTH #:

TO: EXPO DISPLAYS CARIBBEAN INC.

WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

SHIPMENTS MAY BEGIN TO ARRIVE

APRIL 24, 2012

EVENT:

CARRIER:

NUMBER OF PIECES:



Platinum Expo and Trade Show Service

"Synchronizing the Many Facets of Trade Show and Event Planning"

Platinum Cargo Logistics is a specialist in providing a specialized services in transport and logistics. Platinum is your partner when it comes to synchronizing the many components and demands of getting your trade show booth and equipment to and from show.On time Every time!

Platinum Cargo is the official carrier for UNOS Management Fourm, 2012

Platinum provides:

Ground Service - from your dock to the consolidation point

Ocean Service - from Mainland USA to San Juan including delivery.

Air Service - from anywhere in the USA to San Juan including delivery.

On-Time delivery - to the show site.

Return Services — Everything above in reverse order.

Special Discounts have been negotiated on your behalf with Platinum Cargo

For more information call 787-288-3734

Platinum Cargo Logistics

Available 24/7 - Weekends, Holidays, and After Hours

Office: 787-757-5590 /Email: SJU@platinumcargo.com





Platinum Expo and Trade Show Service

"Synchronizing the Many Facets of Trade Show and Event Planning"

Platinum Cargo Logistics is a specialist in providing a specialized services in transport and logistics. Platinum is your partner when it comes to synchronizing the many components and demands of getting your trade show booth and equipment to and from show.On time Every time!

Through our partnership with EXPO Displays, we are committed to providing superior customer service and competitive pricing to the San Juan trade show market. Our coordination of consolidation services from mainland USA to tradeshow site provides seamless operation and excellent visibility to our customers.

Platinum Provides:

- Centralized customer service in SJU
- SJU Team and USA Team working together seamlessly
- On-Site show supervision by Platinum Staffer at show move in date and move out date
- Quick and accurate invoicing

For domestic moves we provide an online login which allows the customer to instantly request pricing for their domestic move from their dock to our consolidation point or vice versa.

Once the cargo arrives the consolidation point, we are able to take control and ensure on-time delivery for the price that's agreed upon beforehand.

Platinum Cargo Logistics
Available 24/7 - Weekends, Holidays, and After Hours

Office: 787-757-5590 /Email: SJU@platinumcargo.com



REQUEST OF INFORMATION



Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-Mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an Platinum Cargo Logistics coordinator to call you with a quote information? ☐ Yes ☐ No

Please send me a detailed information packet on Platinum Cargo Logistics services. ☐ Yes ☐ No

Please fax completed form back to 787-786-8649

Platinum Cargo Logistics
Available 24/7 - Weekends, Holidays, and After Hours

Office: 787-757-5590 /Email: SJU@platinumcargo.com



SHIPPER PLEASE NOTE**FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT****STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE****PLACE PRO LABEL HERE**

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On "Collect On Delivery" shipments, the letters "COD" must appear before consignee's name or as otherwise provided in item 430. Sec. 1.

CONSIGNEE

TO:

Name Plus

Street

City / St / Zip

☐ Check box if consignee contact required prior to delivery.

Consignee Tel. _____

TRAILER NUMBER

B/L DATE

ROUTE

SPECIAL INSTRUCTIONS

SHIPPER

FROM:

Name Plus

Street

City / St / Zip

FOR PAYMENT, SEND BILL TO:

Name

Street

City / St / Zip

Collect on Delivery \$ _____ and remit to _____
Street _____ City _____ State _____

Carrier must collect cash, money order, bank cashier's, or bank certified check unless shipper signs here to accept company check.

C.O.D. charge Shipper ☐
to be paid by Consignee ☐

Signed: _____

Hdlg Units No. Type	Packages No. Type	* HM	Kind of Package. Description of Articles, Special marks and Exeptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Optional) (CuFT)

* Mark "X" to designate Hazardous Materials as defined by DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation fo loss or damage on this shipment may be applicable. See 49 U.S.C. 14706 (c) (1)(A)(B)

NOTE (3) Commodities requiring spacial or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)e of NMFC item 360.

Notify of problem enroute or at delivery _____
Name _____ Tel No. _____ Fax No. _____ (for informational purposes only)

RECEIVED: subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. Every service to be performed hereunder shall be subject to all terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classifications. The shipper hereby certifies that he is familiar with all the terms and conditions of the bill of lading and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.. See rules for general liability limitations and for additional coverage available at additional expense.

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, shipper authorizes consent to the Transportation Security Administration (TSA) to screen the shipment when transportation of the shipment requires movement via an air carrier.

SHIPPER

PER (SIGNATURE)

CARRIER **Platinum Cargo Logistics**

PER

DATE

Driver signature only acknowledges receipt of freight

Freight charges are PREPAID
unless marked collect
CHECK BOX IF COLLECT**FOR FREIGHT COLLECT SHIPMENTS:**If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the follow statement:
The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges_____
(Signature of Consignor)

Commercial Invoice

Date			Invoice #		PO #		
Shipper Name			Consignee Name				
Street Address			Street Address				
Contact (Shipper)		Email Address	Contact (Consignee)		Email Address		
Telephone/Fax Number			Telephone/Fax Number				
Tax ID Number (EIN)		Exporting Carrier	Tax ID Number (i.e. EIN, VAT)		Incoterms		
Other Information (i.e. ITN #)			AWB #				
Complete Commodity Description		HM	Schedule B	Country of Manufacture	Quantity UOM	Unit Price USD \$	Total Price USD \$
I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.				Subtotal (USD \$)			
				Total Freight Charge			
				Total Insurance Cost			
				Total Invoice Value (USD \$)			
Signature and Title of Authorized Person				Date			
				These commodities, technology, or software were exported from the United States of America for ultimate destination _____ in accordance with export administration regulations. Diversion contrary to U.S. law is prohibited. 10/2/2012			



General

- For greatest protection, All Risk Insurance is calculated on a CIF+10% basis.
- Rates are in U.S. Dollars, unless otherwise specified. We reserve the right to revise the prices contained herein for currency fluctuations.
- Rates are exclusive of detention, demurrage, fumigation, insurance, storage after free time, customs bond, customs clearance, duties, VAT, taxes, user fees, Courier and any other governments fees, etc.
- Unless otherwise indicated, rates are valid for service level indicated and apply to general cargo, excluding dangerous goods, perishables, valuables, or oversized cargo.
- Rates apply only for cargo of legal weight and dimensions. Legal weights and dimensions can vary by country and US State to State.
- Rates not specified on this quotation are as mutually agreed.
- Platinum Cargo Logistics (PCL) Terms and Conditions of Service and the terms and conditions of transportation documents issued in conjunction with the services provided pursuant to this agreement shall apply to such services. <http://www.platinumcargo.com>
- It is understood and agreed that the prices and rates set forth in this proposal presume and are premised upon the regulations, procedures and requirements as of the effective beginning date stated herein.
- This offer is valid for 30 or until indicated on "Rates" page.

Ocean Freight

- Terms of Sale: FOB;
- Upon the effective shipping season date of each lane, all rates, unless otherwise specified, will be subject to any General Rate Increase (GRI), Peak Season Surcharge (PSS), Bunker/Fuel
- Ocean freight rates are subject to any increases and surcharges imposed by steamship lines with 30 days notice.
- Carrier(s) will be chosen from our portfolio of carriers that offer the best combination of transit time, local customer service, ideal cutoff, space availability, etc. Carrier selection and transit time are subject to change without notice.
- Rates are valid only for in-gauge shipments.
- 45 High Cube equipment is subject to availability by origin, destination, and carrier.
- Ocean freight rates are valid once filed with the FMC.
- Transit times, as provided by the carriers, are approximate and are subject to change without notice. Please be advised that transits provided are "optimal" transit times.

Drayage / Trucking

- All rates involving drayage and/or trucking are subject to current fuel surcharge.
- Pickups/deliveries will be made within normal business hours within city limits or zip code provided.
- Rates do not include special services (i.e. after hours, weekend/holiday, waiting time, etc.)
- Pickups/deliveries rates are based on live loads/unloads – free time may vary.
- A Tri-Axle Surcharge (Heavyweight Freight) will apply if cargo exceeds 38,000 lbs/20'; 44,000lbs/40'/40HC

U.S. Customs Brokerage

- Although not presented in this offering, it is understood and agreed that Platinum Cargo Logistics (PCL) must be in a cash neutral position regarding outlays or an advanced disbursement fee will apply.

Export Freight Forwarding (Ocean)

- Freight Forwarding rates are dependent on the customer providing all required documents.
- Freight Forwarding rates are dependent on the customer loading all containers.
- Freight Forwarding rates do not include processing of Bank/Sight Drafts, L/C's, Certificates of Origin, Courier, legalization/consularization, Fumigation or other special services.

INSTALLATION & DISMANTLING LABOR ORDER FORM

INSTALLATION AND DISMANTLING LABOR RATES

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday
Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

*Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.
One hour minimum charge on all labor. Cancellations must be in writing.*



OPTION A

Installation and Dismantling of display under the supervision of EXHIBITOR

My representative will be at the show site to supervise the Set-Up and Dismantling of my display exhibit. My representative will check in at the center to pick-up the installers.

Straight Time - \$50.00 per personnel hour Overtime - \$75.00 per personnel hour

	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Dismantling				

Please note the following:

- 1 - Labor personnel must be picked up at EDC Exhibit Service Center when under exhibitor supervision.
- 2 - A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.



OPTION B

Installation and Dismantling of display under the supervision of EDC

My selection authorizes Expo Displays Caribbean Inc. to Set-Up & Dismatle my display exhibit prior to my arrival and/or without my supervision. I understand that all work will be performed on straight time basis as schedule permits. I further understand that I will be charged 25% of my total labor bill as a supervision fee (\$75.00 minimum).

Straight Time - \$75.00 per personnel hour Overtime - \$112.50 per personnel hour

	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Dismantling				

Please note the following:

- 1 - Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- 2 - Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

Estimated Cost
Installation & Dismantling \$ _____

Exhibitor Name: _____

Booth #: _____

FAX to 787-786-8649 along with completed payment policy

LIMITS OF LIABILITY & RESPONSABILITY FOR LABOR

1. Expo Displays Carribbean Inc. (*EDC*) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Expo Displays Carribbean Inc. (*EDC*) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Expo Displays Carribbean Inc. (*EDC*) or its subcontractor.
3. Expo Displays Carribbean Inc. (*EDC*) and its subcontractors 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, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Expo Displays Carribbean Inc. (*EDC*) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Expo Displays Carribbean Inc. (*EDC*) or its subcontractor more than one year after the accrual of the cause of action.
5. Expo Displays Carribbean Inc. (*EDC*) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Expo Displays Carribbean Inc. (*EDC*) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.



Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

UNITED NETWORK FOR ORGAN SHARING

SUPERVISED LABOR

Company Name: _____

Booth: _____

Contact Name: _____

Booth Size: _____ x _____

E-Mail: _____

EDC SUPERVISED LABOR

In order to better serve you—please complete the following information if your display is to be set up and/or dismantled by EDC and you will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING AND SET-UP INSTRUCTIONS

Freight will be shipped to: ☐ Warehouse ☐ Showsite Date: _____

Total No. of Crates: _____ Cartons: _____ Fiber Cases: _____ Other (Specify): _____

Setup Plan/Photo: ☐ Attached To Be Sent With Exhibit: _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From _____ Color _____ Size _____

Electrical Placement: ☐ Drawing Attached ☐ Drawing With Exhibit ☐ Electrical Under Carpet

Comments: _____

Graphics: ☐ With Exhibit ☐ Shipped Separately

Special Tools/ Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship to: _____

Telephone: _____

Street Address: _____

City: _____

State: _____

Zip: _____

METHOD OF SHIPMENT

- ☐ Exhibit Transportation
 ☐ Common Carrier
 ☐ Air Freight
 ☐ Next Day
☐ 2nd Day
 ☐ Deferred

☐ Other Carrier: Please indicate the carrier's name: _____

☐ Other Common Carrier: Please indicate the carrier's name: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES ☐ Prepaid Bill To _____

☐ Collect _____

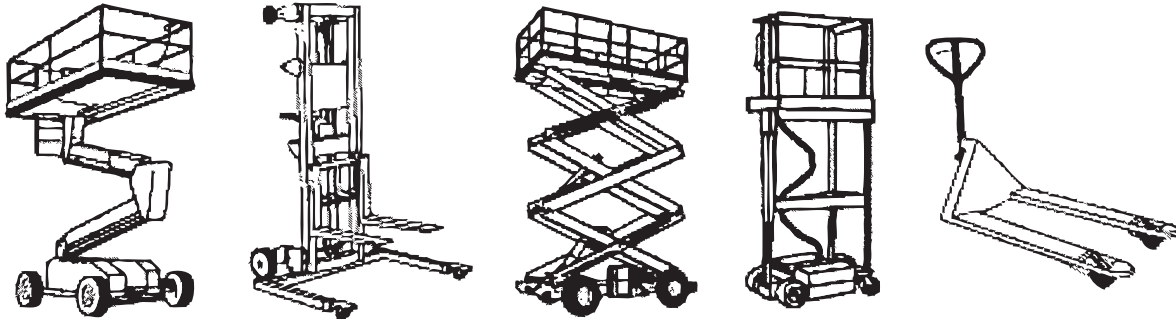
In the event your selected carrier fails to show on final moveout day the show carrier will be utilized. EDC will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

FAX to 787-786-8649 along with completed payment policy

EDC SUPERVISED LABOR

EXPO DISPLAYS
CARIBBEAN INC.

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. EDC equipment is for use by EDC employees only. Please do not take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

CLEANING ORDER FORM

CARPET SERVICE

VACUUM BOOTH CARPET - ONE TIME (BEFORE SHOW OPENS)	Sq. Ft.	DISCOUNT	STANDARD	TOTAL
Total Booth Square Feet		x\$0.38	x\$0.42	

VACUUM BOOTH CARPET - DAILY (BEFORE SHOW OPENS) - DAYS	Calculate 2 times the square footage of booth space for daily			
Total Booth Square Feet and multiply by 2		x\$0.32	x\$0.35	

SHAMPOO CARPET - DAILY	Sq. Ft.	DISCOUNT	STANDARD	TOTAL
Total Booth Square Feet		x\$0.46	x\$0.50	

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

PORTER SERVICE Empty wastebasket, police floor at two-hour intervals

PORTER SERVICE	Sq. Ft.	Days	DISCOUNT	STANDARD	TOTAL
Total Booth Square Feet from 1-400 Sq. Ft.			x\$65.00	x\$75.00	
Total Booth Square Feet 401 and up Sq. Ft.			x\$95.00	x \$110.00	

EXHIBIT CLEANING SERVICE (Choose One) Includes display background and furnishings

CLEANING AND DUSTING - ONCE (BEFORE SHOW OPENS)	Days	DISCOUNT	STANDARD	TOTAL
Per 10' booth space		x\$65.00	x\$75.00	

CLEANING AND DUSTING - DAILY (DURING SHOW)				
Per 10' booth space		x\$55.00	x\$65.00	

Exhibitor Name: _____
Booth #: _____

TOTAL \$ _____



Exhibitors Service Kit

Discount Price Deadline:
April 3, 2012

April 24 - 27, 2012
WYNHAM RIO MAR BEACH RESORT & SPA
6000 Rio Mar Boulevard
Rio Grande, Puerto Rico 00745

UNITED NETWORK FOR ORGAN SHARING

FLORAL ORDER FORM

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	Ficus	\$60.00	\$70.00	
	Ficus Tree - 7' height	\$80.00	\$90.00	
	Ficus Topiaries - 6' and up	\$80.00	\$90.00	
	Ferns	\$39.95	\$49.95	
	Flower Arrangements	\$75.00 and up	\$95.00 and up	
	Palm (4'- 5' height)	\$60.00	\$70.00	
	Palm (6'- 7' 6" height)	\$75.00	\$85.00	
	Spatiphilum Sensatione	\$55.00	\$65.00	
	Schefflera up to 3' 6"	\$35.00	\$45.00	
	Bromelia	\$15.00	\$25.00	

Container Style

- ☐ Black Plastic
☐ Terra Cotta Plastic

Floral Arrangements

Please specify what you would like and the size
and we will email you a quote.

Flower(s) _____

Greenery ☐ yes ☐ no

Height _____ Width _____

Container Type/Color _____

Exhibitor Name: _____

Booth #: _____

TOTAL \$ _____

FAX to 787-786-8649 along with completed payment policy

FLORAL ORDER FORM

EXPO DISPLAYS
CARIBBEAN INC.

SIGNS & BANNERS

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files. Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

ExpoDisplays has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ W x _____ H = _____ sq.ft.

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____
Application _____
PMS Colors _____

Backing Material:

- ☐ Foamcore ☐ Masonite
☐ PVC ☐ Plexi
☐ Gatorfoam ☐ Other

Use Your Judgment For Sign Layout

Vertical Horizontal

Special Instructions _____

STANDARD SIZES CHOOSE YOUR SIZE:

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
	7" x 11"	46.70	70.05	
	7" x 22"	49.00	73.50	
	7" x 44"	52.80	79.20	
	9" x 44"	58.90	88.35	
	11" x 14"	61.10	91.65	
	14" x 22"	67.20	100.80	
	14" x 44"	87.40	131.10	
	22" x 28"	95.20	142.80	
	28" x 44"	134.95	202.45	
	20" x 60"	197.60	296.40	

NOTE:

File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page

Use Your Judgment For Sign Layout

Vertical Horizontal

Background Color:

Lettering Color:

TOTAL \$ _____

Exhibitor Name: _____

Booth #: _____

FAX to 787-786-8649 along with completed payment policy

ARTWORK GUIDELINES & ACCEPTABLE FORMATS

DEADLINE FOR YOUR ARTWORK IS:

APRIL 10, 2012

Please comply with the following instructions to avoid rush charges

Graphics Formats

- Send a color proof (printed proof or JPG/PDF) of your artwork along with the digital file.
- Enclose full **contact info** with your media: job name, job number, company name, contact name, account rep, phone numbers, email, etc.
- Our graphics department is **Mac-based**. We can accept PC-generated files, but special preparation may be required.
- Bitmap graphics (photos) must be **100 dpi** at full size, 200 dpi at half size, or scaled as needed to make the final image meet the 100 dpi criteria. Save in **RGB mode**. You can review image quality by zooming in to 100% on-screen at print size. See the Photoshop section for more information.

Color Matching

- ExpoGraphics strives to achieve accurate, pleasing colors. However, due to the type of equipment we use (large format inkjet printers) we cannot guarantee perfect matches even with Pantone (PMS) colors. We request graphics in RGB mode because we are able to achieve greater color predictability upon output.
- We will be happy to provide a printed proof (strike-off) at the client's request – please call for pricing. If we are matching graphics from a past show, we require the original printed graphic(s) for color matching purposes.

Acceptable Media Formats (Mac or PC):

- CD-ROM; DVD
- e-mail graphics to to: artwork@expocaribbean.com (e-mailed compressed files can be no more than 10MB.) For larger files you can use a free large format web service (like wetransfer.com) and send us the download link by e-mail.

Acceptable File Formats: (listed in order of preference) Vinyl, CNC and fabric jobs (Serigraphy printing)

Adobe Photoshop cs Adobe Illustrator cs

DEADLINES: Deadline for delivering your ready-to-print artwork is usually (10) working days before the installation date of the show. This is required to prevent bottlenecks in production and guarantee the best print possible. Any graphic after this deadline will be charged with a rush fee of 20%.

RUSH FEES: 20% after deadline. 40% next day.

• **Adobe Illustrator CS or earlier (Mac/PC).** Illustrator is ideal for creating vector files - required for all vinyl, CNC and fabric jobs. All fonts must be converted to outlines. Document Color Mode should be set to RGB. Any placed bitmap files (i.e. photos) should be placed (not embedded) and should follow the Photoshop guidelines above. Mac fonts should be sent with the file. If your job is a standard inkjet graphic your Illustrator file will be converted to a TIFF file before printing. Checklist: RGB Mode/Fonts converted to outline/ Placed images are linked, not embedded/ Send linked image files (100dpi files please) Full Color Graphics

• **Adobe Photoshop CS or earlier (Mac/PC).** Saved as TIFF formats in RGB mode. We can also accept **high resolution JPEGs**, making sure that image quality is set to high/maximum. Resolution should be equal or greater than 100dpi at the final output size for best results (higher resolutions do not result in significantly better output quality).

Checklist:

RGB Mode/ flattened/ 100 dpi at full size/ compressed TIFF or Hi-Res JPG.

Unacceptable File Formats:

- **Microsoft Office products** (*Word, Excel, PowerPoint, Publisher, etc.*). These programs do not readily support large-format output and do not offer compatible export formats. Please call us for advice with Microsoft formatted artwork.
- **Low-resolution JPEG, GIF, PICT, or BMP images (typical email/website images).** These images are usually of such low resolution and small size that they are unable to be output cleanly at larger sizes. Most corporate logos, etc, found on websites must be recreated for use in large-format artwork. Call for logo recreation charges.
- **DXF files.** While we use CAD-based program for our exhibit design, it is very difficult to get AutoCAD type files to convert over cleanly to our preferred graphics programs.
- **Any other software not listed as acceptable.** If your graphic was created in a software program not listed above, please call to discuss with our graphics departments.

PHOTOMURALS: You should receive the specifications for your exhibit. The divisions of the panels will be specified, for designing purposes (such as not clipping a logo between two panels, but this is only an example and not a rule). Photomurals should be delivered in one complete file and the actual divisions will be done in our software. Please build as one single image (even if graphic is 4 or more panels). Do not use any bleed. **Do not send separate files for each panel of your photomural.**



Rhonda Milford
787-653-8493

Doris Casselton
787-961-8017

info@FabulousPhotoPR.com

Place your order with our most popular items listed below. Please call for any additional services such as video, oversized prints, and any extra requests. Our goal is to provide the most personalized service for our clients.

TRADESHOW/MARKET/EXHIBIT PHOTOGRAPHY ORDER FORM

To order photography of your exhibit, please fill out this form as completely as possible & e- mail to info@FabulousPhotoPR.com no later than 14 days prior to your event.

Convention/Event Name: _____

Company Name: _____

Your Name: _____

Mailing/Shipping Address: _____

City, State, Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Authorized By/(Signature): _____

Tradeshow/Market/Exhibit

Exhibitor: _____ Space #: _____

Onsite Contact Person _____ Contact Cell # _____

Appointment Time Desired: _____

Special Instructions: _____

QTY

8x10 Print per View _____ x\$ 99.00= _____

8x10 Print and Digital Image on CD per View _____ x\$125.00= _____

Deluxe Package – 6 Views including an
8x10 print of each view, Digital Images
on CD with 16x20 Photo Montage _____ x\$499.00= _____

Duplicate CD of entire order _____ x\$ 15.00= _____

Shipping/Handling: \$10

Total: _____

Payment Terms: Prepaid in US Funds By Check

ELECTRICAL ORDER FORM

DESCRIPTION	QTY	DISCOUNT	STANDARD	TOTAL
ELECTRICAL OUTLETS - Approximately 120V A.C. 60 Cycle				
120 VOLTS				
501-1000 WATTS (10 AMPS)		94.60	123.90	
1001-1500 WATTS (15 AMPS)		117.00	153.00	
1501-2000 WATTS (20 AMPS)		126.00	170.80	
ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 Cycle				
208 VOLTS SINGLE PHASE				
20 AMPS		168.00	218.40	
30 AMPS		208.00	270.40	
60 AMPS		283.60	368.60	
100 AMPS		323.40	420.40	
208 VOLTS THREE PHASE				
20 AMPS		208.00	270.40	
30 AMPS		236.40	307.20	
60 AMPS		359.20	466.80	
100 AMPS		418.00	543.40	
480 VOLTS SINGLE PHASE				
30 AMPS		519.80	613.80	
50 AMPS		656.40	853.20	
60 AMPS		729.80	948.80	
480 VOLTS THREE PHASE				
30 AMPS		540.80	703.75	
50 AMPS		735.00	955.60	
60 AMPS		782.40	1017.00	
EXTENSION CORDS - (Electricity not including)				
SINGLE OUTLET any length		25.20	32.80	
QUAD OUTLET/POWER STRIP		33.60	43.80	
LABOR				
ST Mon - Fri 8:00 am - 4:30 pm		63.00 Except Holidays		
OT Mon - Fri 4:30 pm - 8:00 am		105.00 (Sat. /Sun./Holidays)		

For 24 hour power Double electrical rate for this service

There is a minimum labor charge of 1 hour for hook up and 1/2 hour to dismantle for special events, island booths and all services in excess of 2000 watts or 20 amps of 110 volt power. Any labor in excess of the minimum charge and any materials will be charged at a time and material basis. I understand that services may need to be completed at a time that I am not in the booth to provide a signature. By my signature on this form I approve the labor/items charges to my invoice that are required to complete the installation of electrical requirements for my booth.

TOTAL \$ _____

Company Name: _____

Booth: _____

Street Address: _____

Phone: _____

City: _____ Zip: _____

State: _____

E-Mail: _____

FAX to 787-786-8649 along with completed payment policy

ELECTRICAL ORDER FORM

EXPO DISPLAYS
CARIBBEAN INC.

ELECTRICAL CIRCUIT PLACEMENT DIAGRAM AND PLUG CONFIGURATION

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below to the following instructions, exhibitors who are requesting electrical wiring in the booth can be installed.
2. If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.
3. Mark each circuit location with correct corresponding order on the application form, Important: The foregoing services connection charges include the cost of bringing the power to one to one location on the floor as per our standard method or installation. Should it be necessary to run lines into a booth or hook up such work, this work will be performed on time and materials basis.
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit to floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # _____

Adjance Booth # _____

Adjance Booth # _____

Adjance Booth # _____

FAX to 787-786-8649 along with completed payment policy

Exhibitor Name: _____

Booth #: _____

ELECTRICAL TERMS & CONDITIONS

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

V120 PH1
Hz60
W1000

120V Single
Phase=60
cycles 1000
watts

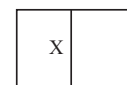
V230
A30
PH3

230 Volts=
30 Amp
3 Phases

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted as shown **unless**
POWER LOCATIONS: X indicates locations of outlet floor plan plan received
indicates otherwise.

Power Locations



Back to back
Peninsula Booths

1. Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.
2. The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer (s). All electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and / or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by other than a show electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bribing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets information is provided and this charge is on a time and materials basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and a local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. the show electrical contractor is required to refuse connections where the exhibitors wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by as to the type or current required for operation, voltage, phase, cycle, horsepower, etc
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horse power, etc.

10. All exhibitos's cords must be a minimum of 14/3 with group. ALL exposed non- current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

11. A \$25.00 service charge will be assessed for all returned checks and credit cards.

12. Material and equipment furnished by the electrical contractor for this service order is furnished on rental basiss and remains the property of the electrical contractor and shall be removed ONLY by the show elecetrician. Price also includes all necessary disposable supplies.

13. The electrical contractors are authorized to cut floor coverings when eessential for installation of service otherwise indicated.

14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claims must be verified by the show electrical contractor of event.

15. Credit will not be given for service installed and not used.

16. 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, foreclosure, or otherwise , exhibitor will pay the electrical contractor's attorney fees or applicable agency fees.

17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.

18. Exhibitor holds the electrical contractor harmless for any and all loses of power beyond their 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.

19. The official Electrical Contractor shall be responsible for:

- All under carpet distribution of electrical wiring
- All motor and equipment hook-ups requiring hardwire connections
- The above items require electrical labor, which may be pre-ordered.

20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the violation corrected, electrical service to the viloated booth will not be connected. If an exhibitor is not informed or does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitors is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements

- All wiring must have 3 wire gounded cord with a minimum #14 gauge wir.
- The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire calmp on fixtures, is prohibited by order to fire prevention bueaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

AUDIO/VISUAL RENTAL ORDER FORM

COMPUTER SIGNAL DISPLAY EQUIPMENT	QTY	DISCOUNT	STANDARD	TOTAL
20" Flat Monitor with Table Stand (no speakers)		\$295.00	\$398.25	
32" Flat Monitor with Table Stand (no speakers)		\$470.00	\$634.50	
42" Flat Monitor with Table Stand (no speakers)		\$595.00	\$803.25	
50" Flat Monitor with Table Stand (no speakers)		\$845.00	\$1,140.75	
Set of Speakers		\$75.00	\$101.25	

VIDEO SIGNAL DISPLAY EQUIPMENT	QTY	DISCOUNT	STANDARD	TOTAL
32" Flat Monitor with Table Stand w/ DVD and Set of Speakers		\$585.00	\$789.75	
42" Flat Monitor with Table Stand w/ DVD and Set of Speakers		\$785.00	\$1,059.75	
50" Flat Monitor with Table Stand w/ DVD and Set of Speakers		\$970.00	\$1,309.50	

COMPUTERS	QTY	DISCOUNT	STANDARD	TOTAL
Desktop Computer with 17" Flat Monitor		\$225.00	\$303.75	
Laptop Computer		\$325.00	\$438.75	
Laser Printer (B/W)		\$275.00	\$371.25	
Multi-Function Printer/Fax/Scanner		\$150.00	\$202.50	
Copier (price for 5 days, only weekly rental)		\$1,700.00	\$2,295.00	

SOUND SYSTEMS	QTY	DISCOUNT	STANDARD	TOTAL
Small Sound System with 1 Speaker and 1 wired microphone		\$200.00	\$270.00	
Small Sound System with 1 Speaker and 1 wireless microphone		\$325.00	\$438.75	
Small Sound System with 1 Speaker and 1 wireless microphone		\$325.00	\$438.75	
Additional Speakers		\$125.00	\$168.75	
CD Player		\$95.00	\$128.25	

- Items selected will be charged for the show days of the exhibition.
- To guarantee equipment availability please be sure to submit your order 30 days prior to delivery date.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- NO equipment charges for set-up day is required.
- CANCELLATIONS:
 - A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a 1 day minimum charge.
 - B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

TOTAL \$ _____

DELIVERY INFORMATION

Meeting Rm # _____

Delivery Date _____

Time: _____

Pickup Date _____

Company Name: _____

Street Address: _____

City: _____ Zip: _____

Booth: _____

Phone: _____

State: _____

E-Mail: _____

FAX to 787-786-8649 along with completed payment policy

ACCESSORIES



52" & 42" PLASMA DISPLAY



32" PLASMA DISPLAY



23" LCD DISPLAY



DVD PLAYER



WIRELESS MICROPHONE



WIRELESS MICROPHONE



WINDOW PC



PROYECTOR



COMPUTER PODIUM



LAPTOP PC



RCA CABLE



HDMI CABLE



VGA CABLE