



Broward County Convention Center,
Floridian Ballroom
March 18, 2015

**Broward County Convention Center,
Floridian Ballroom
March 18, 2015**

6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Exhibitor Kit Forms:

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Electrical Services (Edlen)
Audio/Visual Services (Everlast)
Telecommunications (CCLD)
Floral Services (Jeren Tropical)
UPS Freight Information
Accent Furniture

 BROWARD COUNTY CONDO & HOA EXPO		BOOTH PACKAGE & EXHIBIT TIMES
Broward County Convention Center, Floridian Ballroom March 18, 2015		

Dear Exhibitor:

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

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

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

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

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

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

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

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

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

Please Note: The exhibit floor is carpeted.

 BROWARD COUNTY CONDO & HOA EXPO	 VISTA CONVENTION SERVICES SOUTH	EXHIBIT AREA INSTALLATION & DISMANTLE
Broward County Convention Center, Floridian Ballroom March 18, 2015		

6901 NW 26TH AVE.
 MIAMI, FL 33147
 PHONE: (305) 673-1123 FAX: (305) 673-8713
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Exhibit Area Installation & Dismantle

Set-up Dates & Times

WEDNESDAY **MARCH 18, 2015** **7:00AM-10:00AM**

All prefabricated displays must be set and empty crates tagged for storage
 by **9:00AM ON WEDNESDAY, MARCH 18, 2015.**

Exhibit Dates & Times

WEDNESDAY **MARCH 18, 2015** **10:30AM-3:30PM**

Dismantle Dates & Times

WEDNESDAY **MARCH 18, 2015** **3:30PM-6:30PM**

**Please Note: Freight not picked up by 6:30PM ON WEDNESDAY, MARCH 18, 2015
 will be re-routed through the house carrier.**



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**PAYMENT
&
CREDIT CARD
AUTHORIZATION FORM**

**DEADLINE DATE:
WEDNESDAY, MARCH 4, 2015**

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

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form.....	\$	_____
*Plush Booth Carpet Order Form.....	\$	_____
*VCS Modular Rental Unit Order Form.....	\$	_____
*Special Signs Order Form	\$	_____
Booth Cleaning Order Form.....	\$	_____
Estimated Labor Order Form	\$	_____
Estimated Material Handling Order Form.....	\$	_____
Subtotal	\$	_____
*Add 6% Sales Tax	\$	_____
Net Amount due Vista	\$	_____

**Note: Services taxable in the state of FL.*

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account #

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

Expiration Date

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

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

Cardholder's Name _____

(Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

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

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

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

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

 BROWARD COUNTY CONDO & HOA EXPO	 6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	LIMITS OF LIABILITY & RESPONSIBILITY
Broward County Convention Center, Floridian Ballroom March 18, 2015		

Limits of Liability and Responsibility

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

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WEDNESDAY, MARCH 4, 2015**

Payment Options

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

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

2. Advance Payment by Company Check

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

3. Wire Transfer in U.S. Funds

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

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

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

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

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **WEDNESDAY, MARCH 4, 2015.**

Showsite Orders

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

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

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

Payment Terms

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

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

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

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

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

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

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**DEADLINE DATE:
WEDNESDAY, MARCH 4, 2015**

Rental price includes delivery to and removal from your booth.

**QTY. DISCOUNT STANDARD AMT.
RATES RATES**

SEATING

Side Chair\$45.00 \$ 61.50
Padded Stool\$84.25 \$109.00

ACCESSORIES

Round Pedestal Table (30"h x 30"d).....\$81.50 \$106.00
Round Pedestal Table (42"h x 30"d).....\$106.00 \$137.75
Wastebasket.....\$20.25 \$ 26.25
Easel.....\$28.00 \$ 34.50
Chrome Sign Frame (22" x 28").....\$71.00 \$ 82.00
Bag Holder.....\$93.00 \$120.75
8' Stanchion.....\$24.25 \$ 33.00
Crossbar.....\$24.00 \$ 33.00
Garment Rack.....\$74.50 \$ 96.75
Literature Rack.....\$93.00 \$120.75

STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

10'x 10'.....\$121.25 \$157.50
10'x 20'.....\$242.25 \$315.00
10'x 30'.....\$360.50 \$472.75
10'x 40'.....\$484.25 \$630.50
10'x 50'.....\$605.50 \$788.00

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

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

Circle color: Blue Burgundy Gray Teal Red Black Hunter Green

CARPET PADDING

INDICATE OVERALL DIMENSION:

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

**QTY. DISCOUNT STANDARD AMT.
RATES RATES**

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 30".....\$83.00 \$107.25
2' x 6' x 30".....\$98.50 \$128.00
2' x 8' x 30".....\$111.00 \$143.75
4th Side Drape 6' & 8' Only.....\$37.50 \$ 82.00

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal
White Hunter Green

2' x 4' x 42".....\$112.00 \$146.00
2' x 6' x 42".....\$126.00 \$110.50
2' x 8' x 42".....\$147.00 \$193.75
4th Side Drape 6' & 8' Only.....\$37.50 \$ 82.00

UNDRAPE DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....\$46.00 \$ 60.25
2' x 6' x 30".....\$55.00 \$ 71.75
2' x 8' x 30".....\$66.50 \$ 86.75

UNDRAPE DISPLAY TABLES - 42" HIGH

2' x 4' x 42".....\$60.75 \$ 78.50
2' x 6' x 42".....\$68.75 \$ 89.50
2' x 8' x 42".....\$80.75 \$105.25

DRAPED RISERS

White Vinyl

4' One Step.....\$42.25 \$55.00
6' One Step.....\$63.50 \$70.25

Raise & Drape Package

Table to 42" high.....\$65.75 \$82.00

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

ALL CHARGES SUBJECT TO SALES TAX (6%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

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DEADLINE DATE:
WEDNESDAY, MARCH 4, 2015

INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.

PLUSH BOOTH CARPET - 28 OZ.

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

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

QTY

TOTAL

_____ Square feet (200 square feet minimum)

\$3.75 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE NAVY
COLONY BLUE BLACK
CHARCOAL GRAY CREAM
WHITE

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

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

SUBJECT TO SALES TAX (6%)

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

ENTER TOTALS

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

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

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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BOOTH CLEANING & PORTER SERVICES ORDER FORM

DEADLINE DATE:
WEDNESDAY, MARCH 4, 2015

BOOTH CLEANING RATES

Please indicate your requirements:

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

Calculate total:

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

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

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

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

PORTER SERVICE

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

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.00** x Number Of Days: _____ = \$ _____
(Minimum charge: 100 Sq. Ft. Per Day - \$100)

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

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DEADLINE DATE:
WEDNESDAY, MARCH 4, 2015

☐ VCS TableTop

Unit contains

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

Price \$520.00



☐ VCS 10G

Unit contains

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

Price \$1,040.00



Optional Rental Accessories

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

Extra Shelves

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

☐ VCS 20G

Unit contains

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

Price \$1,976.00



☐ Lockable Counters (White only)



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$260.00	\$___
___	80"L x 42"H x 22"W	\$325.00	\$___

Custom units available.
Please call for pricing.

- All graphics must be sent per the graphic guidelines.
- Sizes for graphics will be given upon request.

Header Copy:

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

ALL CHARGES SUBJECT TO SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

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

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DEADLINE DATE:
MONDAY, MARCH 9, 2015

Qty	Size	Digital Prints Advance Prices	Digital Prints after Deadline Price	Amount
_____	7" x 44"	\$36.50	\$45.50	\$_____
_____	14" x 22"	\$52.00	\$65.00	\$_____
_____	22" x 28"	\$78.00	\$97.50	\$_____
_____	28" x 44"	\$109.25	\$136.50	\$_____
_____	1 Meter x 8'	\$182.00	\$227.50	\$_____

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

Vertical ☐ Horizontal ☐ Color of Background Color of Lettering

Please type desired copy below or attach a separate sheet

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

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ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

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

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 BROWARD COUNTY CONDO & HOA EXPO		GRAPHIC GUIDELINES
Broward County Convention Center, Floridian Ballroom March 18, 2015		DEADLINE DATE: MONDAY, MARCH 9, 2015

6901 NW 26TH AVE.
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 PHONE: (305) 673-1123 FAX: (305) 673-8713
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GUIDELINES FOR SUBMITTING GRAPHICS

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

Vista Convention Services

6901 NW 26th Ave.
 Miami, FL 33147
 Tel: (305) 836-3698
 Fax: (786) 621-3536
 E- Mail: Vistasigns2012@gmail.com

We can accept graphic files created with the following programs:

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

We prefer to work with **Adobe Acrobat high resolution PDF files**.

If possible, we prefer artwork saved as **vector files**, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves.

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Such resolution should be no less than 300 dpi. If uncertain as to requirements please consult us before sending files (*No bleeds needed on printable files)

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

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

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the

Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we will accept files sent on a CD. **When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only).** If you have questions, please contact us before sending your files.

		INTENT TO USE NON- OFFICIAL CONTRACTORS
Broward County Convention Center, Floridian Ballroom March 18, 2015	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 WWW.VISTACS.COM	DEADLINE DATE: WEDNESDAY, MARCH 4, 2015

Intent to Use Non-Official Contractors

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

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

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Certificate of Insurance Included: ☐ Yes ☐ No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.

 BROWARD COUNTY CONDO & HOA EXPO		LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR
Broward County Convention Center, Floridian Ballroom March 18, 2015		

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 WWW.VISTACS.COM

Limits of Liability and Responsibility for Labor

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



Broward County Convention Center,
Floridian Ballroom
March 18, 2015



6901 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

LABOR ORDER FORM

DEADLINE DATE:
WEDNESDAY, MARCH 4, 2015

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time	Overtime
\$66.50 per hour	\$99.75 per hour
One hour minimum per worker	One hour minimum per worker
Thereafter 1/2 hr. increments	Thereafter 1/2 hr. increments
ST: 8:00AM to 3:30PM	OT: Before 8:00AM and after 3:30PM
Monday through Friday	Monday through Friday and all hours on Saturday and Sunday

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

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

Please indicate the type of labor requested:

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

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

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

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

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

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

After Dismantle Return Display To (Shipping Address): _____

VIA: _____

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

 BROWARD COUNTY CONDO & HOA EXPO		UNION JURISDICTIONS
Broward County Convention Center, Floridian Ballroom March 18, 2015		

6901 NW 26TH AVE.
 MIAMI, FL 33147
 PHONE: (305) 673-1123 FAX: (305) 673-8713
 WWW.VISTACS.COM

Union Jurisdictions

Exhibit Labor Jurisdictions

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

Freight Handling Jurisdiction

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

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

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

Gratuities

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

In General

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

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March 18, 2015

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DEADLINE DATE:
WEDNESDAY, MARCH 11, 2015

Material Handling Services & Rates

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

<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i></p> <p>Warehouse Rate <u>\$59.50</u></p> <p>Showsite Rate <u>\$64.75</u></p>	<p><u>Crated and/or Skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i></p> <p>Warehouse Rate <u>\$88.25</u></p> <p>Showsite Rate <u>\$93.50</u></p>	<p><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p>
<p>Per CWT (100 lbs.)</p> <p>A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>
<p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i></p> <p>A 25% surcharge for each occurrence will apply in addition to the above rates.</p>	<p><u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of <u>WEDNESDAY, MARCH 11, 2015</u> will be charged in addition to the above rates.</p>
<p>*First Package</p> <p><u>\$40.00</u></p> <p>***Each additional package \$30.00</p>	<p><u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p>



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March 18, 2015**



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**SHIPPING
&
MATERIAL
HANDLING RECAP**

**DEADLINE DATE:
WEDNESDAY, MARCH 11, 2015**

Shipping and Material Handling Recap

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

Computation of Order: When recording weight, round up to the next 100 pounds.

Crated and/or Skidded Floor Load Shipments

Warehouse

We will ship _____ lbs. @ \$59.50 per 100 lbs. (200 lb. minimum/\$119.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$64.75 per 100 lbs. (200 lb. minimum/\$129.50)

\$ _____

Uncrated, Unskidded. Wrapped Shipments and Crated Shipments requiring Special Handling

Warehouse

We will ship _____ lbs. @ \$88.25 per 100 lbs. (200 lb. minimum/\$176.50)

\$ _____

Showsite

We will ship _____ lbs. @ \$93.50 per 100 lbs. (200 lb. minimum/\$186.00)

\$ _____

Overtime Rates

All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **in or out** of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.

Deliveries to Warehouse AFTER Deadline Date

Shipments received at the warehouse after 3:30PM or after the deadline date of **WEDNESDAY, MARCH 11, 2015** will be charged 25% surcharge, for each occurrence, in addition to the above rates.

Payment Enclosed

\$ _____

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

COMPANY NAME:

BOOTH #

Mail, Fax or Email to Vista Convention Services South at VistaSouth@vistacs.com

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March 18, 2015**

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PHONE: (305) 673-1123 FAX: (305) 673-8713
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Shipping Information

What you should know:

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

Material Handling includes:

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

Material Handling does not include:

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

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March 18, 2015

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Inbound Shipping Instructions

Freight Handling Services:

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

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

Shipping in Advance to the Warehouse:

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

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

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning **MONDAY, FEBRUARY 16, 2015.**
- Shipments received after the deadline of **WEDNESDAY, MARCH 11, 2015** will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an **overtime rate**.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

Shipping Directly to Showsite:

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

TO: Broward County Condo & HOA Expo
(Exhibiting Company's Name & Booth Number)
Broward County Convention Center, Floridian Ballroom
C/O VISTA CONVENTION SERVICES SOUTH
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

Show site shipments will be received beginning **8:00AM-10:00AM ON WEDNESDAY, MARCH 18, 2015.**
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.

**Broward County Convention Center,
Floridian Ballroom
March 18, 2015**

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WWW.VISTACS.COM

Outbound Shipping Instructions

Shipping Outbound from Showsite

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

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: Broward County Condo & HOA Expo
LOCATION: Broward County Convention Center,
Floridian Ballroom
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **4:30PM ON WEDNESDAY, MARCH 18, 2015.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtime charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than **5:00PM ON WEDNESDAY, MARCH 18, 2015.**

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March 18, 2015**

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Limits of Liability for Material Handling

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

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March 18, 2015

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Important Freight Information

Definition of Special Handling:

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

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

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

 BROWARD COUNTY CONDO & HOA EXPO		MATERIAL HANDLING SPECIAL SERVICES
Broward County Convention Center, Floridian Ballroom March 18, 2015		

Material Handling Special Services

Empty Storage

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

Mobile Unit Spotting

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

Shipments Returned to Warehouse

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

Special Rates and Services

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

UPS & FEDEX Shipments

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

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN WEDNESDAY, MARCH 11, 2015
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
Broward County Convention Center, Floridian Ballroom
C/O VISTA CONVENTION SERVICES SOUTH
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
Broward County Convention Center, Floridian Ballroom
C/O VISTA CONVENTION SERVICES SOUTH
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning [8:00AM-10:00AM ON WEDNESDAY, MARCH 18, 2015.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
Broward County Convention Center, Floridian Ballroom
C/O VISTA CONVENTION SERVICES SOUTH
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

ON-SITE DIRECT SHIPMENTS ONLY

FROM:

TO:

(EXHIBITOR NAME)

(BOOTH #)

Broward County Condo & HOA Expo
Broward County Convention Center, Floridian Ballroom
C/O VISTA CONVENTION SERVICES SOUTH
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316



GREATER FORT LAUDERDALE • BROWARD COUNTY
CONVENTION CENTER

METHOD OF PAYMENT FORM



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

Advance Payment Deadline Date: 03/04/15

COMPANY:		BTH #	
EVENT:	Broward County & HOA Expo		
FACILITY:	Broward County Convention Center		
DATES:	March 18, 2015	EVENT#	035216MI

EXHIBITOR INFORMATION

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

METHOD OF PAYMENT

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

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

ACH Direct Deposit

ABA# 125000024 Acct: 33855214

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

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing.

A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA**

☐ **MASTERCARD**

☐ **AMX**

☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

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

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUBTOTAL	
6% SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA DR-13 OR DR-14 TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER	
TOTAL DUE	

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

**PLEASE
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE



ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 03/04/15



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

COMPANY:		BTH #	
EVENT:	Broward County & HOA Expo		
FACILITY:	Broward County Convention Center		
DATES:	March 18, 2015	EVENT#	035216MI

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

<p>ORDER INSTRUCTIONS</p> <p>120 VOLT POWER DELIVERY</p> <p>The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.</p> <p>ISLAND BOOTHS</p> <p>Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.</p> <p>208/480VOLT SERVICES</p> <p>If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.</p> <p>24 HOUR SERVICES</p> <p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p> <p>LIGHTING</p> <p>Overhead lights are installed on time and material basis. Call for quote. Arm lights can only be installed on a hard wall structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.</p> <p>Form 120V-042012TAX</p>
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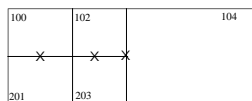
ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	80.00	120.00	_____
1000 WATTS (10 AMPS)	_____	_____	104.00	156.00	_____
2000 WATTS (20 AMPS)	_____	_____	135.00	203.00	_____
MISC. REQUIREMENTS					
_____	_____	_____	.00	.00	_____
_____	_____	_____	.00	.00	_____
_____	_____	_____	.00	.00	_____
LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
1000 WATT OVERHEAD LIGHT (Call for quote)	_____	_____	247.00	372.00	_____
ARM LIGHT (Only mounts to hard wall structures)	_____	_____	103.00	155.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	_____	93.00	140.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	_____	186.00	280.00	_____
MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORDS	_____	_____		23.00	_____
POWER STRIPS	_____	_____		23.00	_____
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	_____		78.00	_____
OT (Mon-Fri, 4:30pm-8am, all day Sat. & Sun.)	_____	_____		156.00	_____
PLACE TOTAL HERE					
COMPANY:			BOOTH #:		
AUTHORIZED SIGNATURE:					
PRINT NAME:			DATE:		
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.					
The "Method of Payment" form must be completed and returned with this order form.					

TERMS & CONDITIONS

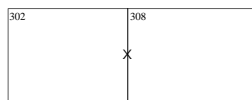
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed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

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

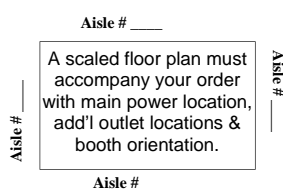
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



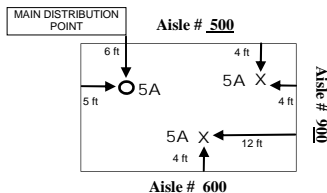
(IN-LINE BTHS) (PENINSULA)



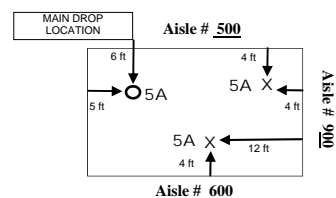
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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



AUDIO-VISUAL ORDER FORM

Event Name _____
Event Dates _____

SECTION A

Flat Panel Monitors	QTY/DAY	RATES	AUDIO	QTY/DAY	RATES
	QTY. X DAYS	X RATES =		QTY. X DAYS	X RATES =
17" FLAT PANEL DISPLAY	x	\$100.00 =	Powered Speaker with Stand	x	\$90.00 =
21" FLAT PANEL DISPLAY	x	\$125.00 =	SMALL SOUND SYSTEM *	x	\$250.00 =
42" FLAT PANEL DISPLAY	x	\$250.00 =	* 2 POWERED SPEAKERS W/STANDS,MIXER,MIC		
50" FLAT PANEL DISPLAY	x	\$300.00 =	4 Channel Mixer	x	\$45.00 =
52" FLAT PANEL DISPLAY	x	\$350.00 =	Wireless Handheld or Lavalier	x	\$150.00 =
42"/50" CHROME POST STAND	x	\$125.00 =	CD PLAYER	x	\$30.00 =
			CD Record	x	\$40.00 =
			SM 58 Microphone	x	\$30.00 =

Larger Monitors Available Upon Request

Additional Labor May Be Required For Multiple Or Larger Items.

VIDEO	QTY/DAY	RATES	PROJECTION	QTY/DAY	RATES
	QTY. X DAYS	X RATES =		QTY. X DAYS	X RATES =
DVD PLAYER (BluRay)	x	\$35.00 =	FLIPCHART W/PAD & MARKERS	x	\$35.00 =
Apple Ipad	x	\$70.00 =	TRIPOD SCREENS (6' - 7' - 8')	x	\$40.00 =
PC Laptop	x	\$175.00 =	7 1/2' x 10' Fast Fold Screen	x	\$150.00 =
Panasonic HD Camera	x	\$400.00 =	LCD PROJECTOR (3000L)	x	\$300.00 =
DVD Record	x	\$200.00 =	LCD PROJECTOR (6000L)	x	\$450.00 =
VGA Cable 50'	x	\$15.00 =	LCD PROJECTOR (12000L)	x	\$1,000.00 =
RGB Cable 50'	x	\$20.00 =	48" PROJ./ MONITOR CART W/SKIRT	x	\$20.00 =
VGA/RGB Distribution Amp.	x	\$60.00 =			

Larger Monitors Available Upon Request

Specialty Equipment Available Upon Request.

BOOTH LIGHTING PACKAGES UPON REQUEST

ORDERING INSTRUCTIONS

1. After choosing quantity of equipment and days needed
2. Enter dollar amounts from section A in section B
3. Calculate your order in section B
4. Fill in billing information in section C
5. Fax to Strong Audiovisual @ (954) 765-5957

SECTION B

CALCULATE YOUR ORDER

Equipment Total.....	
Add Basic Delivery/ Setup/ Pick up.....+	\$100.00
Sub-Total.....=	
Add Tax @ 6%.....+	
Total Charge.....\$	
If Using Credit Card add 2.75% Admin.Fee to Total.....=	

Delivery Information

Delivery Date _____ Time _____
Location _____

Pickup Information

Pickup Date _____ Time _____
Location _____

SECTION C

Billing Information

Please Print Clearly

Company Name: _____ On Site Contact: _____
Address: _____
STREET CITY STATE ZIP
Phone Number _____ Fax Number _____
Print Name _____ Signature _____ Date _____

Payment Information

Circle One

CREDIT CARD

AMX MC VISA

CARD NUMBER

EXPIRATION DATE

CARDHOLDER'S NAME

C.O.D.

COMPANY CHECK

CHECK #

CASH

NOTES: FAX BACK FORM TO 954-765-5957

If you didn't find what you need, call us at 954-765-5952
All payments, or arrangements must be made in advance.

You will be faxed a confirmation!
Electrical services are not included.

Event Name: _____ Booth #/Location: _____
Company Name: _____ Event Date(s): _____
Street Address: _____ City: _____ State: _____ Postal Code: _____
Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____ Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO ADDITIONAL INSTALLATION CHARGES.**

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 235	\$ 270			
Multi-Line Handset Rental	\$ 30	\$ 40			
Polycom Conference Phone	\$ 180	\$ 230			
Plain Paper Fax Machine Rental	\$ 195	\$ 225			
Dry Pair	\$ 195	\$ 225			

Please total services
at the bottom of this
order form.

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

- ☐ LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls
☐ LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls
☐ INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing

A credit card must be supplied with this order for long distance service to be provided. A \$0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

**Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO ADDITIONAL INSTALLATION CHARGES.**

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
High-Speed Internet Lite Private IP Address, up to 128kbps per computer	\$ 420	\$ 510		
High-Speed Internet Standard Private IP Address, up to 256kbps per computer	\$ 750	\$ 870		
High-Speed Internet Premium (Recommended for VPN Users) Includes 2 public IP Address (static or DHCP), up to 5 mbps, additional devices may be added; each computer utilizing connection must have a CCLD-approved IP address.	\$ 1,100	\$ 1,250		
Additional Network Devices (Utilizing Premium Service)	\$ 145	\$ 190		
16-Port Hub Rental	\$ 145	\$ 190		
50-Foot CAT-5 Patch Cable	\$ 50	\$ 75		
100-Foot CAT-5 Patch Cable	\$ 75	\$ 100		

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. **Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection.**

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

Subtotal :

10% Sales Tax / Surcharge :

Total :

To ensure proper placement in your booth, please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$150.00 Relocation Charge.

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** CCLD will collect telephone sets, hubs and other equipment after the event. Please leave equipment at the location it was installed or please call our office when you are ready to return it.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the BCCC. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

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

Show Name: _____

Location: _____

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

Sales Tax 6% _____

**PLEASE CALL OUR DESIGNER FOR ADDITIONAL
BOOTH DÉCOR.**

Total _____

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

Exhibitor Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Contact Name _____ Phone _____ Fax _____

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

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

Card Number _____ Expiration Date _____

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

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



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

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

Outbound from the show

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

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



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

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

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

Full range of services

Urgent

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

Standard

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

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

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

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

Online resources

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

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

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Multimodal capabilities



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CUSTOM FURNITURE

Uptown



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



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



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



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



A-5 Cocktail Table, Nickel & Glass
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass
26" Diameter x 22"H



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



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



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



A-10 Cocktail Table, Black & Glass
48"L x 24"D x 17"H



A-11 End Table, Black & Glass
21"L x 21"D x 21"H



A-12 Floor Lamp
Black, 72"H

Newport



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



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



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



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



B-5 End Table, Natural
24"Diameter x 21"H



B-6 Ottoman, Green Suede
32"L x 19"D x 17"H



B-7 Chair, Green Suede
32"L x 34"D x 32"H

Laredo



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



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



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



C-6 Table Lamp,
Black & Chrome
22"H



D-4 Cocktail Table
Black Cube
30"L x 30"D x 16"H



D-5 Cocktail Table
Black Cylinder
30"Diameter x 15"H



D-6 End Table
Black Cube
24"L x 24"D x 20"H

South Beach



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



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



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



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



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



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



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



E-9 End Table
White & Chrome
20"L x 20"D x 19"H



E-10 Cube End Table
White / Charging Station
20"L x 20"D x 20"H

Barcelona



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

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



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

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



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

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

Melrose



G-1 Sofa, Red Swirl
78"L x 41"D x 30"H



G-2 Chair, Red Swirl
40"L x 36"D x 30"H



G-3 Bench, Red Swirl
61"L x 21"D x 17"H

Monte Carlo



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



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



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



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



H-5 White & Chrome Modern Sofa
72"L x 31"D x 26"H



H-6 White & Chrome Modern Chair
35"L x 32"D x 27"H



LOUNGE

Contempo



I-1 Curved Sofa, White Leather
71"L x 34"D x 30"H



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



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



I-4 Curved Sofa, Black Leather
71"L x 34"D x 30"H



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



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



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



I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass
25"Diameter x 21"H



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



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



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



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



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



K-13 Black Tub Chair
25"L x 25"D x 33"H



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



K-15 Black Tulip Chair
22"L x 19"D x 36"H

SEATING

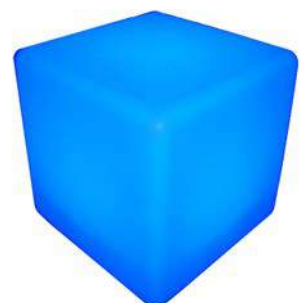
Additional GLOW Products
Available at www.GetAccent.com



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



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



J-12 LED Glow Cube
Adjustable Colors
20"L x 20"D x 20"H



L-7W Table, White & Chrome
30"Diameter Top x 29"H



L-9WL Anaheim Chair
White Leather
18"L x 20"D x 36"H



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



M-5 Tall Bar Table
White & Chrome
30" Diameter x 42"H



M-6 Curve Bar Stool
White & Chrome
17"L x 18"D x 35"H
Seat Height
25" - 31" (Swivel)



M-14 White Moon Stool
White & Chrome
22"L x 19"D x 40"H
Seat Height
24" - 31" (Swivel)



L-12W White & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black

K-1 24"Diameter Top x 29"H

K-2 30"Diameter Top x 29"H

K-3 36"Diameter Top x 29"H

K-4 42"Diameter Top x 29"H



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



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



Tall Bar Table, Black

K-7 24"Diameter Top x 42"H

K-8 30"Diameter Top x 42"H

K-9 36"Diameter Top x 42"H



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



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



Table, Maple & Chrome
L-1 30"Diameter Top x 29"H
L-2 36"Diameter Top x 29"H



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



Tall Bar Table
Maple & Chrome
L-4 30"Diameter Top x 42"H
L-5 36"Diameter Top x 42"H



L-6 Maple & Chrome
Bar Stool
16"L x 18"D x 42"H



Table, Black & Chrome
L-7 30"Diameter Top x 29"H
L-8 36"Diameter Top x 29"H



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



Tall Bar Table
Black & Chrome
L-10 30"Diameter Top x 42"H
L-11 36"Diameter Top x 42"H



L-12 Black & Chrome
Bar Stool
16"L x 18"D x 42"H



L-20 Table, Chrome
30"Diameter Top x 29"H



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



L-22 Tall Bar Table, Chrome
28"Diameter x 42"H



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

TABLES & SEATING



L-14 Table, Black & Glass
42" Square Top
Rounded Corners
x 29"H



L-15 Table, Chrome & Glass
36"Diameter Top x 29"H



L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H



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



L-18B White Chrome Swivel
Stool (With Back)
23"L x 17"D x 42"H
Seat Height
34" - 42"



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



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



M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel



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



M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel



Gelato Table
24"Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black



Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White



Pedestal, Black

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

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

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



Pedestal, Grey

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

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

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



Pedestal, Black

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

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



Pedestal, Grey

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

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



N-11 Pedestal, Black

24"L x 24"D x 42"H



N-12 Pedestal, Grey

24"L x 24"D x 42"H



N-13 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24"L x 24"D x 42"H



E-10 White Cube
Charging Station
20"L x 20"D x 20"H



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



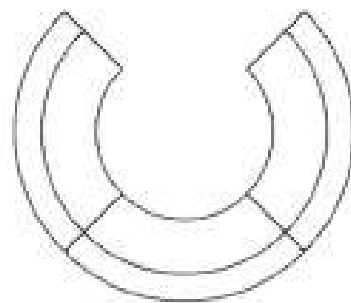
N-16 Pedestal, White
18"L x 18"D x 42"H



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



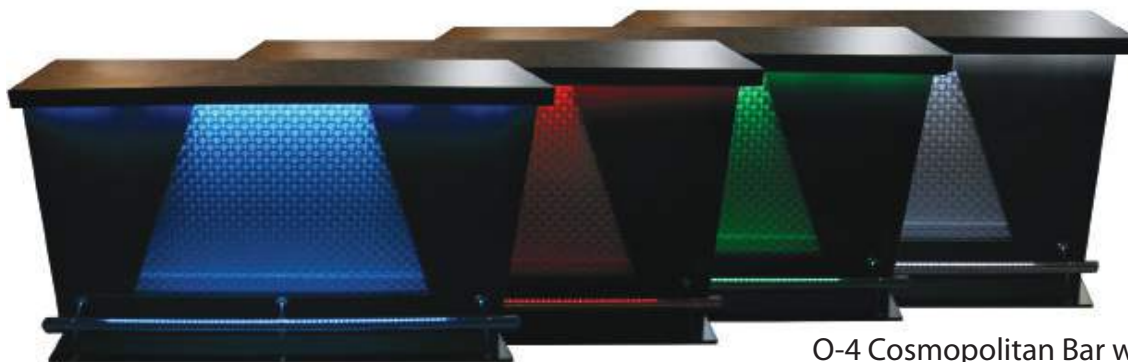
O-2 Martini Bar with colored
lighting option.
No Electric Required



Suggested Layout 3 Bars



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



O-4 Cosmopolitan Bar with colored
lighting option. Electric Required



O-5 Reception Counter
48"L x 16"D x 42.5"H



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



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



O-8 Tall Computer Table
36"L x 30"D x 42"H



O-9 Computer Table
48"L x 30"D x 30"H



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



O-11 Refrigerator
20"L x 20"D x 34"H



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



O-13 Free Standing Mirror, Black
15"L x 71"H



O-14 Literature Stand,
6 Pocket
10"L x 9"D x 64"H



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



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



iPad Stand
41"H x 14"Dia. Base
O-18 White
O-19 Black



Conference Table, Maple
P-1 6 Ft.- 72"L x 36"D x 29"H
P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany
P-3 6 Ft.- 72"L x 36"D x 29"H
P-4 8 Ft.- 96"L x 48"D x 29"H
P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak
P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval
P-7 6 Ft.- 72"L x 36"D x 29"H
P-8 8 Ft.- 96"L x 48"D x 29"H
P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval
P-10 6 Ft.- 72"L x 36"D x 29"H
P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass
P-12 5 Ft.- 60"L x 36"D x 29"H



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



P-14 Table, Honey Oak Round
42"Diameter Top x 29"H



P-15 Table, Mahogany Round
42"Diameter Top x 29"H



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



Montego

T-20 6.5' Cabana Table
78"L x 35"D x 30"H

T-21 Cabana Chair
20"L x 21"D x 34"H



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



Q-2 Mesh Executive
28"L x 23"D x 38"H



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



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



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



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



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



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



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



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



Drafting Stool
20"L x 23"D x 51"H Seat Height: 23"-33"
Q-11 Black
Q-12 Grey



Secretarial Chair
20"L x 23"D x 36"H Seat Height: 16"-21"
Q-13 Black
Q-14 Grey





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



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



Bookcase, 48"
36"L x 12"D x 48"H
R-3 Grey
R-4 Black



Bookcase, 72"
36"L x 12"D x 72"H
R-5 Grey
R-6 Black



Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H
R-7 Grey
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer
15"L x 25"D x 52"H



Storage Cabinet, 42"
36"L x 18"D x 42"H
R-10 Grey
R-11 Black



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



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



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



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



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



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



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



S-7 Desk, Grey
60"L x 30"D x 29"H



S-8 Credenza, Grey
60"L x 20"D x 29"H



Catalina



T-1 Corner Lounge
35"L x 35"D x 27"H



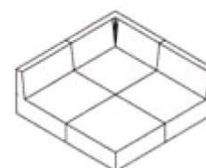
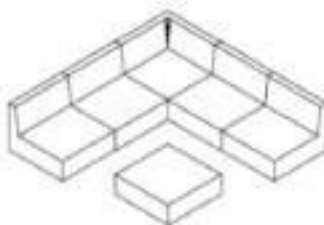
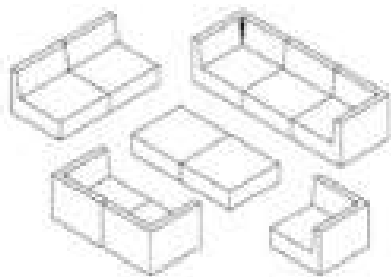
T-2 Center Lounge
35"L x 35"D x 27"H



T-3 Cocktail Table
35"L x 35"D x 11"H
T-3C Cocktail Table w/ Cushion
T-3G Cocktail Table w/ Glass



T-4 End Table
19"L x 19"D x 19"H





Barbados



T-6 Small Backrest Section
50"L x 33"D x 28"H



T-7 Large Backrest Section
50"L x 33"D x 28"H



T-8 Curve Section
50"L x 33"D x 11"H



T-9 End Section
31"L x 18"D x 11"H

T-9C End Section w/ Cushion

T-9G End Section w/ Glass



Antigua



T-11 Corner Lounge
30"L x 30"D x 28"H



T-12 Center Lounge
23"L x 32"D x 28"H



T-13 Right Arm Lounge
52"L x 32"D x 28"H



T-14 Left Arm Lounge
52"L x 32"D x 28"H



T-15 Lounge Chair
33"L x 32"D x 28"H



T-16 Cocktail Table, White
25"L x 51"D x 15"H



T-17 End Table , White
17"L x 17"D x 15"H

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A-1 Black Suede Sofa	\$425	J-1B Dynamic Black Chair	\$144	M-14 Wht/Chrome Moon Stool	\$184	Q-9 Blk Chrome Breuer Chair	\$144
A-2 Black Suede Loveseat	\$385	J-2G Dynamic Green Chair	\$144	N-1 12x12x30 Black Ped	\$172	Q-10 Gry Chrome Breuer Chair	\$144
A-3 Black Suede Chair	\$270	J-3O Dynamic Orange Chair	\$144	N-2 12x12x36 Black Ped	\$184	Q-11 Black Drafting Stool	\$172
A-4 Black Suede Bench	\$241	J-4W Dynamic White Chair	\$144	N-3 12x12x42 Black Ped	\$195	Q-12 Grey Drafting Stool	\$172
A-5 Nickel/Glass Ckt Table	\$178	J-10 White Cube Ottoman	\$109	N-4 12x12x30 Grey Ped	\$172	Q-13 Black Secretarial Chair	\$144
A-6 Nickel/Glass End Table	\$161	J-11 Black Leather Cube	\$109	N-5 12x12x36 Grey Ped	\$184	Q-14 Grey Secretarial Chair	\$144
A-7 Black Suede Corner	\$270	J-12 LED Glow Cube	\$109	N-6 12x12x42 Grey Ped	\$195	R-1 Black Etagere	\$184
A-8 Black Suede Armless	\$270	K-1 24" Black Table	\$132	N-7 18x18x36 Black Ped	\$207	R-2 Chrome Etagere	\$184
A-9 Blk/Half Round Ottoman	\$339	K-2 30" Black Table	\$132	N-8 18x18x42 Black Ped	\$218	R-3 48" Grey Bookcase	\$150
A-10 Black/Glass Ckt Table	\$178	K-3 36" Black Table	\$150	N-9 18x18x36 Grey Ped	\$207	R-4 48" Black Bookcase	\$150
A-11 Black/Glass End Table	\$161	K-4 42" Black Table	\$178	N-10 18x18x42 Grey Ped	\$218	R-5 72" Grey Bookcase	\$172
A-12 Black Floor Lamp	\$86	K-5 Black Euro Chair	\$120	N-11 24x24x42 Black Ped	\$230	R-6 72" Black Bookcase	\$172
B-1 Tan Suede Sofa	\$425	K-6 Jet Black Chair	\$120	N-12 24x24x42 Grey Ped	\$230	R-7 2-Dr Grey File Cabinet	\$126
B-2 Tan Suede Loveseat	\$385	K-7 24" Black Tall Bar Table	\$172	N-13 24x24x42 Black w/ Tray	\$316	R-8 2-Dr Black File Cabinet	\$126
B-3 Tan Suede Chair	\$270	K-8 30" Black Tall Bar Table	\$172	N-14 24x24x42 White w/ Tray	\$316	R-9 4-Dr Black File Cabinet	\$150
B-4 Natural Ckt Table	\$178	K-9 36" Black Tall Bar Table	\$184	N-15 18x18x36 White Ped	\$207	R-10 42" Grey Storage Cabinet	\$150
B-5 Natural End Table	\$161	K-10 Black Barstool	\$150	N-16 18x18x42 White Ped	\$218	R-11 42" Black Storage Cabinet	\$150
B-6 Green Suede Ottoman	\$150	K-11 Jet Black Bar Stool	\$172	O-1 Martini Bar	\$937	R-12 72" Black Storage Cabinet	\$184
B-7 Green Suede Chair	\$270	K-12 Mocha Stage Chair	\$161	O-2 Martini Bar (w/ Light Kit)	\$1,109	S-1 Natural/Black Desk	\$356
C-1 Black Leather Sofa	\$425	K-13 Black Tub Chair	\$241	O-3 Cosmopolitan Bar	\$857	S-2 Natural/Black Credenza	\$328
C-2 Black Leather Loveseat	\$385	K-15 Black Tulip Chair	\$172	O-4 Cosmo Bar (w/ Light Kit)	\$995	S-3 Honey Executive Desk	\$356
C-3 Black Leather Chair	\$270	L-1 30" Maple Table	\$150	O-5 Reception Counter	\$236	S-4 Honey Credenza	\$328
C-6 Black/Chrome Lamp	\$86	L-2 36" Maple Table	\$161	O-6 Black Contour Reception	\$385	S-5 Mahogany Desk	\$356
D-4 Black Cube Ckt Table	\$184	L-3 Maple/Chrome Chair	\$144	O-7 Grey Contour Reception	\$385	S-6 Mahogany Credenza	\$328
D-5 Black Round Ckt Table	\$184	L-4 30" Maple Tall Bar Table	\$178	O-8 42"h Computer Table	\$225	S-7 Grey Executive Desk	\$356
D-6 Black Cube End Table	\$167	L-5 36" Maple Tall Bar Table	\$184	O-9 30"h Computer Table	\$201	S-8 Grey Credenza	\$328
E-1 White Southbeach Sofa	\$512	L-6 Maple/Chrome Bar Stool	\$172	O-10 Parson Desk	\$225	T-1 Corner Lounge	\$305
E-2 White Southbeach Chair	\$328	L-7 30" Black/Chrome Table	\$138	O-11 Refrigerator	\$201	T-2 Center Lounge	\$259
E-3 White Southbeach Bench	\$241	L-7W 30"White/Chrome Table	\$138	O-12 Coat Rack	\$115	T-3 Cocktail Table	\$259
E-4 Red Southbeach Sofa	\$512	L-8 36" Black/Chrome Table	\$155	O-13 Black Mirror	\$150	T-3C Cocktail Table w/ Cushion	\$259
E-5 Red Southbeach Chair	\$328	L-9 Black/Chrome Chair	\$144	O-14 Literature Stand	\$126	T-3G Cocktail Table w/ Glass	\$259
E-6 Red Southbeach Bench	\$241	L-9W White / Chrome Chair	\$144	O-15 Silver Folding Lit. Stand	\$167	T-4 End Table	\$190
E-7 White Square Ckt Table	\$172	L-9WL White Anaheim Chair	\$144	O-16 Black Folding Lit. Stand	\$167	T-6 Small Backrest Section	\$305
E-9 White End Table	\$161	L-10 30" Blk/Chrome Tall Bar Ti	\$178	O-18 Ipad Stand - White	\$126	T-7 Large Backrest Section	\$305
E-10 White Cube End / Charger	\$225	L-11 36" Blk/Chrome Tall Bar Ti	\$184	O-19 Ipad Stand - Black	\$126	T-8 Curve Section	\$259
F-1 Barcelona Chair Red	\$362	L-12 Black/Chrome Bar Stool	\$172	P-1 6' Maple Conf. Table	\$351	T-9 End Section	\$230
F-2 Barcelona Ottoman Red	\$184	L-12W White / Chrome Bar Stool	\$172	P-2 8' Maple Conf. Table	\$397	T-9C End Section w/ Cushion	\$230
F-3 Barcelona Chair White	\$362	L-14 Black/Glass Table	\$155	P-3 6' Mahogany Conf. Tbl	\$351	T-9G End Section w/ Glass	\$230
F-4 Barcelona Ottoman White	\$184	L-15 Chrome/Glass Table	\$150	P-4 8' Mahogany Conf. Tbl	\$397	T-11 Corner Lounge	\$305
F-5 Barcelona Chair Black	\$362	L-17 Chrome/Glass Tall Bar Tbl	\$195	P-5 10' Mahogany Conf. Tbl	\$569	T-12 Center Lounge	\$259
F-6 Barcelona Ottoman Black	\$184	L-18 Wht/Chrome Swivel Stool	\$150	P-6 6' Honey Oak Conf. Tbl	\$351	T-13 Right Arm Lounge	\$512
G-1 Red Swirl Melrose Sofa	\$512	L-18B Wht Swivel Stool w/ Back	\$184	P-6C 8' Honey Oak Conf. Tbl	\$475	T-14 Left Arm Lounge	\$512
G-2 Red Swirl Melrose Chair	\$328	L-19 Blk/Chrome Swivel Stool	\$184	P-7 6' Black Conf. Table	\$333	T-15 Lounge Chair	\$328
G-3 Red Swirl Melrose Bench	\$241	L-20 30" Chrome Table	\$155	P-8 8' Black Conf. Table	\$397	T-16 Cocktail Table	\$259
H-1 Black Sectional Loveseat	\$448	L-21 Chrome/Chrome Chair	\$144	P-9 10' Black Conf. Table	\$569	T-17 End Table	\$190
H-2 Black Sectional Corner	\$328	L-22 30" Chrome Tall Bar Tbl	\$184	P-10 6' Grey Conf. Table	\$333	T-20 Cabana / Glass Table	\$632
H-3 White Sectional Loveseat	\$448	L-23 Chrome/Chrome Bar Stool	\$172	P-11 8' Grey Conf. Table	\$374	T-21 Cabana Chair	\$178
H-4 White Sectional Corner	\$328	M-1 Blue/Black Chair	\$144	P-12 36x60 Glass Table	\$316		
H-5 Wht/Chrm Modern Sofa	\$475	M-2 Blue/Black Bar Stool	\$172	P-13 Frosted Glass Table	\$443		
H-6 Wht/Chrm Modern Chair	\$275	M-3 Red/Black Chair	\$144	P-14 42"Dia. Honey Table	\$241		
I-1 White Curve Sofa	\$489	M-4 Red/Black Bar Stool	\$172	P-15 42" Dia. Mahogany Table	\$241		
I-2 White Curve Bench	\$316	M-5 30" Wht/Chrome Tall Bar	\$178	P-16 6.5' White Conf. Table	\$545		
I-3 White Round Ottoman	\$241	M-6 White Curve Bar Stool	\$184	Q-1 Leather Executive Chair	\$225		
I-4 Black Curve Sofa	\$489	M-7 White Gelato Table	\$225	Q-2 Mesh Executive Chair	\$225		
I-5 Black Curve Bench	\$316	M-8 Grey Gelato Table	\$225	Q-3 Wht/Leather Exec Chair	\$276		
I-6 Black Round Ottoman	\$241	M-9 Black Gelato Table	\$225	Q-4 Blk/Leather Exec Chair	\$276		
I-7 Chrome/Glass Ckt Table	\$201	M-10 Red Scoop Chair	\$172	Q-5 Blk Jr. Executive Chair	\$190		
I-8 Chrome/Glass End Table	\$178	M-11 Grey Scoop Chair	\$172	Q-6 Grey Jr. Executive Chair	\$190		
I-9 Wht/Chrome Glove Chair	\$282	M-12 Back Scoop Chair	\$172	Q-7 Black Sled Chair	\$161		
I-10 Da Vinci White Sofa	\$475	M-13 White Scoop Chair	\$172	Q-8 Grey Sled Chair	\$161		

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Tradeshow & Event Furnishings



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Company Name: _____	

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

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

Item #	Description	Qty	Price	Total

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

TOTAL ORDER _____

MISCELLANEOUS _____

SUBTOTAL _____

TAX _____

TOTAL DUE _____

- Orders received within 14 days of event are subject to a 20% Late Fee.
- 25% cancellation will be applied if canceled 7 days prior to event opening.
- Check or Credit Card must accompany order.
- 100% cancellation will be applied if canceled on day of deliver.
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