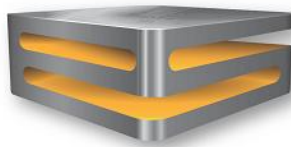




2014

EXHIBIT MANUAL



E V E N T S T A R
S T R U C T U R E S



Dear Exhibitor,

We take great pleasure in notifying you that **Eventstar Structures Corp.** has been selected as the “Official Service Contractor” for the **21st Annual FCCA Cruise Conference and Tradeshow.**

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as order forms for services you may require. Questions regarding furniture, electrical, material handling, graphics, and labor should be directed to:

Eventstar Structures Corp.

8150-B NW 90th ST
Medley, FL 33166

Efren@eventstar.com

786-423-8485 Cell
305-969-0191 Office
305-969-2761 Fax

Frequently Asked Questions:

WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

Please see the Event Information, which will specifically list what items, if any, will be included in the booth space.

WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

Unfortunately, items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth equipment, you must order that item separately.

HOW DO I PLACE MY ORDER?

Contact Exhibitor Services:

Efren@eventstar.com
EVENTSTAR STRUCTURES
8150-B NW 90st.
Miami, FL 33166

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records.

DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed.

WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

- Material handling includes receiving, unloading your exhibit materials, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- Shipping is the means by which shipments are transported via carriers to and from the event location.

WHAT IS A BILL OF LADING?

A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for **EVENTSTAR** to release your materials to your specified carrier at the close of the event.

WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE CLOSE OF THE SHOW?

You may use any carrier of your choice. It is your responsibility to contact and make all arrangements for any carrier to pick up your items from the **EVENTSTAR** shipping area.

WHAT ARE THE MOVE OUT PROCEDURES?

An **EVENTSTAR** Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. You must call your designated carrier with pick up information. An **EVENTSTAR** representative will be available at show site for further questions.

Event Information

21st Annual FCCA Cruise Conference and Tradeshow

Date: October 6-10, 2014 | St. Maarten

BOOTH INFORMATION:

Substitutions are not permitted. If you require alterations or additions please contact Exhibitor Services at Efren@eventstar.com. No credit or refund will be given for items not used.

Each **3m x 3m** booth will be provided with:

8' High Back Wall Panels

3' High Sidewall Panels

3m of Fascia with Company Name and Booth Number

(Qty 1) 6' Skirted table

(Qty 2) Folding chairs

(Qty 1) Waste Basket

(Qty 1) Arm Light

(Qty 1) 5amp outlet



EVENT SCHEDULE (subject to change)

Exhibitor Move In:

Saturday, October 4, 2014	8:00 am
Sunday, October 5, 2014	8:00am - 12:00pm
Monday, October 6, 2014	8:00am - 12:00pm 1:00pm- 9:00pm
Tuesday, October 7, 2014	8:00am - 12:00pm

Event Hours:

Tuesday, October 7, 2014	2:45pm - 4:30pm
Wednesday, October 8, 2014	9:00am - 4:00pm
Thursday, October 9, 2014	8:30am - 2:30pm

Exhibitor Move Out:

Thursday, October 9, 2014	2:30pm- 7:00pm
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MATERIAL HANDLING:

EVENTSTAR will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.

EVENTSTAR will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.

EVENTSTAR will not be responsible for shipments left in the booth by exhibitor. We will count pieces as found when we remove them from the exhibit hall.

Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to/from your booth and for the duration of the exhibition.

ASSISTANCE:

- If you have any questions or do not find what you are looking for in this manual, please feel free to call our Exhibitor Service Department at 305-969-0191 or email at Efren@eventstar.com
- EVENTSTAR** will have a service desk in a convenient location at show site if you require any further assistance.

Limits & Liability

RESPONSIBILITY FOR LABOR

- **EVENTSTAR**, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **EVENTSTAR**, and its subcontractors, shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **EVENTSTAR** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **EVENTSTAR** or its subcontractors.
- **EVENTSTAR**, and its subcontractors, shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **EVENTSTAR** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **EVENTSTAR** or its subcontractors more than one year after the accrual of the action.
- **EVENTSTAR** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **EVENTSTAR** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.
- **EVENTSTAR** and its subcontractors will not be responsible for any damages caused while handling the Exhibitors display and its components during set up, storage, and dismantling. Exhibitor should inform in writing any special handling conditions prior to shipping to and from.

MATERIAL HANDLING

- **EVENTSTAR** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **EVENTSTAR** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.
- **EVENTSTAR** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **EVENTSTAR** recommends all valuable items be covered by **YOUR** insurance company to protect against theft.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge.
- A **EVENTSTAR** Bill of Lading must be filled out at close of show. The Bill of Lading is available at the service desk during your event. Without a Bill of Lading the shipment may be brought back to the **EVENTSTAR** warehouse and surcharges will apply.

PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have full payment in advance.
- All payments must be made via wire transfer.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS, & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is best to place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **EVENTSTAR** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **EVENTSTAR** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. There will be no refunds for any services reserved and paid for in advance.

Payment Policies

- **Full payment must be received for services requested before the order will be processed.**
- All prices include delivery, installation, and rental charge for the duration of the event and removal at completion.

PAYMENT OPTIONS

Payment by Wire Transfer

Beneficiary Bank: Compass Bank

Beneficiary Bank Address: 15 South 20th St Birmingham, AL 35233

Beneficiary Bank ABA: 062001186

Beneficiary Bank SWIFT: CPASUS44

Beneficiary Name: Stonegate Bank

Beneficiary Address: 121 Alhambra Plaza Suite 1515 Coral Gables, FL 33134

Beneficiary Account Number: 067015724

Reference (MUST INCLUDE, IF NOT WIRE WILL BE REJECTED): EVENTSTAR STRUCTURES xxx6358

Orders will **NOT** be processed without full payment.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of **EVENTSTAR**, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

Exhibitors must pay for all services in US funds and must be drawn from a US bank.

Please email efren@eventstar.com with any additional rental items or service requests not mentioned above for availability and pricing.

Please return all Order Forms to efren@eventstar.com





October 6-10 2014

St Maarten

Custom Carpet Order Form

General Tradeshow Carpet is Jade.

Company:		Contact name:				
Address:		City:				
Phone:		Fax #:				
Email:		Booth #:				
Custom Carpet Prices include installation and taping front edges.						
Item Description	Qty	Color		Price		Total
10' x 10' Carpet				\$450.00		
Additional Carpet per Sq. ft.		Black or Grey		\$4.50		
		Please choose carpet of choice				
		Black		Grey		
						

Order Policy

All prices include delivery, installation, rental charge for the duration of the event and removal.

All carpet orders must be reserved and paid in advance.

4. All material and equipment furnished by Eventstar shall remain our property.
5. All exhibitor's cords must be 3-wired ground type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized shall be grounded.
6. Rates quoted for all connections cover only the extension of service to rear of booth in the most convenient manner.
7. Wall, tent leg, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.



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Labor Order form

Company:		Contact name:			
Address:		City:			
Phone:		Fax #:			
Email:		Booth #:			
Rates					
Rates are based on one (1) man, per one (1) hour.					
Display Labor	Straight Time	\$62.50	Monday-Sunday	8:00 am to 4:30 pm	Total
	Overtime	\$93.75	Monday-Sunday	4:31 pm to 12 am	
			Monday-Sunday	Prior to 8:00 am & after 4:30 pm	
Electrician					
	Straight Time	\$99.00			
	Overtime	\$123.50			
Please fill in the below information					
Invoice will be calculated according to actual hours worked.					
	# of Men	Date	Start Time	# of Hours	Total
Install					
Dismantle					

All orders must be paid and reserved in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments per worker. Labor cancelled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker(s) at the time specified, a one (1) hour "Not Ready" charged per worker will apply.

On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.

- 1) This advance labor request will be considered as only a reservation for labor.
- 2) On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
- 3) The labor crew will not be sent to your booth without being signed out.
- 4) Upon completion of their work, you **MUST** return the laborers to the Labor Service Desk and sign them in.
- 5) All labor is billed at one-half hour minimum for each man.



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Material Handling Order Form

Company:	Contact name:		
Address:	City:		
Phone:	Fax #:		
Email:	Booth #:		
Rate Classification	Price per CWT	Weight	Total
Show Site Shipment (100 lbs minimum)			
Crated or Skidded Shipment	\$85.00		
Special Handling Shipment	\$110.00		
How do I Calculate My Material Handling?			
Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs is considered one cwt (hundred weight) . There is a 100 lbs minimum charge for each shipment.			
Calculate Total CWT			
Enter in increments of 100 only; make sure to round up to the next 100. Example Below is based on the published rate: 350 lbs (rounded to the next 100) divided by 100 = 4 Total CWT 4 CWT x \$85.00 = Material Handling Charge \$340.00			

Material Handling Charges Include:

Receiving and unloading your freight at the docks.
 Delivery to your booth.
 Storage and return of empties at the close of the event.
 Removal of your freight from your booth.
 Reloading onto your outbound carrier.
 Shipments will be received during the move in periods and throughout the events.



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Signs and Graphics Order Form

Company:		Contact name:				
Address:		City:				
Phone:		Fax #:				
Email:		Booth #:				
Standard Sizes Materials: Foam board, Sintra 1mm, Sintra 3mm , Corrugated Plastic.						
Size	Qty	Color	Orientation	Material	Price	Total
11" x 14"					\$67.50	
14" x 22"					\$75.00	
22" x 28"					\$106.00	
22" x 44"					\$150.00	
Custom Graphics						
				Standard	Total	
Customer Supplied Graphics (Must be sized, if graphic is not print ready there will be a 1 hour graphic design charge)				\$ 16.00 per sq. ft.		
Custom Graphic Design				\$ 90.00 per hour		
Banners (Solvent printed promo banner, reinforced on all sides and grommets).						
	Qty	Price				
2ft x 4 ft		\$112.00				
2ft x 6 ft		\$168.00				
3ft x 6ft		\$252.00				
3ft x 8ft		\$336.00				
4ft x 10ft		\$560.00				
X-Frame stand and Banner 24 inch (w) x 63 inch (h)		\$447.00				
Posters (Solvent printed photo paper).						
11" x 17"		\$36.00				
18" x 24"		\$84.00				
24" x 36"		\$168.00				

Order Policy

All orders must be paid and reserved in advance.

High- quality signs and graphics can enhance the overall image of your booth.

Artwork supplied by client:

"Print ready" artwork submitted by the client will be printed as is. Client must ensure prior to submitting that size, content, and designs have been carefully reviewed.

The quality of the imprint depends upon the quality of the artwork supplied to us.

Acceptable print file formats include: .jpeg, .eps, .ai, or .psd-- please no .pub files.

Resolution should be 300 dpi and all images should be CMYK.

The preferred logo format is an outlined illustrtor file: .esp or .ai.



E V E N T S T A R
S T R U C T U R E S

21st FCCA Cruise Conference and Tradeshow

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Custom Furniture Rental Order Form

Company:		Contact name:			
Address:		City:			
Phone:		Fax #:			
Email:		Booth #:			
	Item #	Quantity		Price	Total
White 76" Padded Couch	1			\$1,080.00	
White 78" Padded Couch	2			\$1,080.00	
Black 78" Padded Couch	3			\$1,080.00	
White 55" Padded Loveseat	4			\$840.00	
Black 55" Padded Loveseat	5			\$840.00	
White 37" Padded Chair	6			\$480.00	
Black 24" Ottoman	7			\$240.00	
Black 18" Metal/Leather Ottoman	8			\$96.00	
White 18" Metal/Leather Ottoman	9			\$96.00	
White 18" Cube Ottoman	10			\$60.00	
Wooden Ottoman	11			\$144.00	
Rattan 42" Padded Chair	12			\$420.00	
Rattan 34" Corner Chair	13			\$360.00	
Rattan 24" Chair	14			\$240.00	
Rattan 43" Table	15			\$240.00	
Rattan 28" Table	16			\$240.00	
White High Chair	17			\$180.00	
White Glass Table	18			\$180.00	
Glass table 45"	19			\$240.00	
White table 22"	20			\$216.00	
Black Table	21			\$60.00	
White 72" Bench	22			\$60.00	
Black 70" Bench	23			\$60.00	
White 56" Bench	24			\$240.00	
Oval Wire Chair	25			\$156.00	
Clear Acrylic Chair	26			\$120.00	
Clear Armrest Acrylic Chair	27			\$120.00	
Black Round Stool	28			\$180.00	
White Round Stool	29			\$180.00	
White Wave Chair	30			\$156.00	
Black Wave Chair	31			\$156.00	
22" Metal Display	32			\$216.00	
56" Metal Display	33			\$240.00	
69" Metal Display	34			\$240.00	
47" Metal Display	35			\$240.00	
63" Mirror	36			\$120.00	
69" Display	37			\$168.00	

All orders must be paid and reserved in advance to guarantee availability.

01	02	03	04	05	06	07	08	09	10	11			
													
W:76"	W:78"	W:78"	W:55"	W:55"	W:37"	W:24"	W:18"	W:18"	W:18"				
12	13	14	15	16	17	18	19	20	21	22	23		
													
W:42"	W:34"	W:24"	W:43"	W:28"			W: 45"	H:22"		W:72"	W: 70"		
24	25	26	27	28	29	30	31	32	33	34	35	36	37
													
W:56"								W:22"	W:56	H:69" W:41"	W:47" H:42"	H:63"	H:69" W:47"

Please email efren@eventstar.com with any additional rental items or service requests not mentioned above for availability and pricing.

Please return all Order Forms to efren@eventstar.com