



AUTO SHOW

Ft. Lauderdale International **2015**

March 19th – 22nd



GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER



Auto Show Exhibitor Manual



GREATER FT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
MARCH 19 - 22, 2015

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Dear Exhibitor:

It is my pleasure on behalf of the South Florida Automobile Dealers Association and Boys and Girls Clubs of Broward County to thank you for participating in our 24th annual Fort Lauderdale International Auto Show.

During the years, our auto show has raised more than \$4 million to support the valuable efforts of the Boys & Girls Clubs of Broward County, making it one of the organization's leading fundraising events. This charity continues to positively impact the lives of so many children in our community and we are proud to offer our support.

The 2015 edition of the Fort Lauderdale show will open its doors to the public on March 19th and run through March 22nd at the Fort Lauderdale/Broward County Convention Center.

We expect more than 500 cars, trucks, SUVs and motorcycles will be displayed in the 200,000 square feet of exhibit space. South Floridians will be treated to a first look at some of the newly introduced 2016 models. Visitors will again have the opportunity to speak with product specialists and gather information on a variety of vehicles.

We request that your exhibits be completed no later than Wednesday, March 18th since the show will open at 1 p.m. on Thursday.

If you should have any questions, please call me at (305) 981-1448 or send an email to cray@sfada.net.

Once again, we thank you for participating in the Fort Lauderdale show and supporting the worthy efforts of the Boys & Girls Clubs of Broward County.

Sincerely,

Clifford S. Ray
Auto Show Coordinator



Dear Exhibitor:

Regal Show Services would like to welcome your participation in this year's **Ft. Lauderdale International Auto Show**. We will be working hand in hand with the entire staff, as well as the various official show contractors and suppliers, who have been designated by them, to schedule the move-in and move-out of your exhibit properties for the upcoming auto show.

Precise scheduling is necessary throughout the move-in and move-out. Please contact us as soon as your display kits have been decided upon, and forward your floor plan layout to us before March 6, 2015. Your floor plan may be e-mailed to us at ewachman@regalshowservices.com.

Please refer to the move-in and move-out schedules in this exhibitor service manual so that you may arrange for the services you will require for your display area.

Should you have any questions or need additional information relating to your display or display area, all of these inquiries should be directed to our office.

Regal Show Services is here to assist you with all aspects of your participation in the Ft. Lauderdale International Auto Show. Please feel free to call upon us at any time.



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Directory of Suppliers

The following are suppliers that are recommended for services that may be required by each manufacturer. Please refer to each vendor's specific policies regarding services and payment policies.

ADVERTISING PROGRAM BOOK

South Florida Auto Dealers Association

Contact: Marissa Osborn

Telephone: 305-981-1448

Fax: 305-981-1077

Email: mosborn@sfada.net

AUTO SHOW LIAISON

Regal Show Services

Contact: Elliot Wachman or Mary Ann Kaminski

Telephone: 954-581-0581

Email: ewachman@regalshowservices.com or mkaminski@regalshowservices.com

AUTO SHOW DECORATOR

Brede Exposition Services/Allied Convention Services Division

Contact: Customer Service Rep. or Email: Info@bredeallied.com

Telephone: 407-851-0261

Fax: 407-859-3904

AUDIO VISUAL SERVICES

Everlast Productions

Contact: Customer Service Rep. or Email: rrodriguez@everlastproductions.com

Telephone: 954-765-5952

Fax: 954-765-5957

DATA/INTERNET SERVICES

CCLD Networks

Contact: Customer Service Rep.

Telephone: (local) 954-765-5605 or (headquarters) 877-376-2253

Fax: 866-935-8819

Email: orders@cclldinc.com or www.cclld.net



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DETAILING

Cosmetic Car Care

Contact: Rick Reeves / rreeves@cosmeticcarcare.com
Telephone: 800-241-0531 or www.cosmeticcarcare.com

DISPLAY LABOR

Brede Exposition Services/Allied Convention Services Division

Contact: Customer Service Rep. or Email: Info@bredeallied.com
Telephone: 407-851-0261 Fax: 407-859-3904

ELECTRICAL SERVICES

Edlen Electrical Exhibition Services

Telephone: 954-765-5950 Fax: 954-779-6803
Email: fortlauderdale@edlen.com or www.edlen.com

FORK LIFT & RIGGING SERVICE

Brede Exposition Services/Allied Convention Services Division

Contact: Customer Service Rep. or Email: Info@bredeallied.com
Telephone: 407-851-0261 Fax: 407-859-3904

FURNITURE

Brede Exposition Services/Allied Convention Services Division

Contact: Customer Service Rep. or Email: Info@bredeallied.com
Telephone: 407-851-0261 Fax: 407-859-3904

MATERIAL HANDLING

Brede Exposition Services/Allied Convention Services Division

Contact: Customer Service Rep. or Email: Info@bredeallied.com
Telephone: 407-851-0261 Fax: 407-859-3904



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MEDIA/PUBLIC RELATIONS

Kiskinis Communications

Contact: John Kiskinis / jgk@kiskinis.com & Melissa Nobles / Melissa@kiskinis.com
Telephone: 305-447-1224

PORTER SERVICE/BOOTH CLEANING

All Convention Cleaners

Contact: Rick Kittridge
Telephone: 770-949-3441 Fax: 770-949-3358
Email: rick@allconventioncleaners.com

SECURITY/GUARD SERVICE

Allied Barton Security Services

Contact: Allied Barton Security Services
Telephone: 954-698-5888 Fax: 954-425-8275

TELEPHONE SERVICE

Greater Fort Lauderdale/Broward County Convention Center

Contact: CCLD Customer Service or Email: orders@cclldinc.com
Telephone: (local) 954-765-5605 or (headquarters) 877-376-2253
Fax: 866-935-8819



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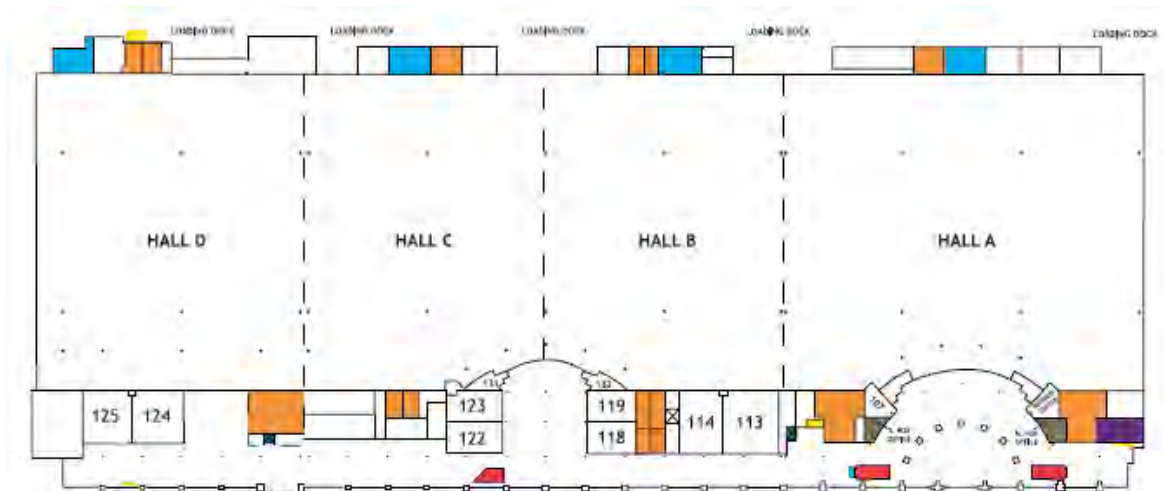
FLOOR PLANS

A detailed Auto Show Floor plan with Manufacturer locations will be forwarded to you shortly. Please provide exhibit/display placement layouts to us for review by Show management.

Your Floor Plan layout will need to be received by Regal Show Services, prior to March 6, 2015. We request that in addition to your plan view that elevation and isometric views be provided as well. Your plans may be forwarded via e-mail to:

ewachman@regalshowservices.com

Should you have any questions or need additional information relating to your display or display area, please contact Regal Show Services.





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SHOW SERVICES

As part of your space lease agreement, the Fort Lauderdale International Auto Show will provide the following services:

1. Furnish and install show supplied carpeting. It is the responsibility of the exhibitor to remove all visqueen from your display area prior to 6:00 PM, March 18, 2015 in order to guarantee pre-show vacuuming. Pre-show exhibitor vacuuming will begin at 6 PM. Visqueen may be placed at the edge of your booth line along the main aisle for pick-up.
2. Exhibitor carpeting to be vacuumed once daily during the hours immediately prior to show opening.
3. Move-in and move-out of fully crated exhibit materials shipped directly to the Fort Lauderdale / Broward County Convention Center on designated days.

Material handling will be on a straight time basis during the hours of 8:00 am - 4:30 pm, Monday through Friday.

Should it be necessary for freight to be unloaded or reloaded during over-time hours, there will be an additional charge for this service, which will be invoiced directly to the exhibitor.

Uncrated exhibits, printed matter and brochures either cartoned or on pallets, are not included in the space lease agreement.

Brede Exposition Services / Allied Convention Services Division was designated as the official contractor for all material handling, installation, show labor and dismantle labor. Brede/Allied will have the total responsibility for receiving all dock shipments for the Fort Lauderdale International Auto Show.



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INSURANCE REQUIREMENTS

Comprehensive General Liability Insurance - Exhibitor shall provide and keep in force during the period of this contract General Liability Insurance to include the scheduled move-in, show and move out days March 16, 2015 through March 24, 2015 in an amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and the exhibitor shall deliver to the Fort Lauderdale International Auto Show a valid certificate of insurance pursuant to this paragraph no later than March 2, 2015 and such Certificate of Insurance and the coverage reflected therein must be acceptable to the Fort Lauderdale International Auto Show, within its sole discretion. Fort Lauderdale International Auto Show shall be listed as an additional insured and the general liability insurance policy must provide for a 10 day notice of cancellation or material change. All insurance carriers reflected on the certificate of insurance must be rated A1 or better by A. M. Best. No exhibitor will be allowed to set-up until a valid certificate of insurance is provided pursuant to this paragraph.



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MOVE-IN SCHEDULE

Monday, March 16th

Electrical Installation

Halls A, B, C & D

Begins at 8:00am

Carpet Installation

Halls A, B, C & D

Begins at 10:00am

Tuesday, March 17th

Exhibitor freight unloading

Halls A, B, C & D

Begins at 8:00am

All trucks/deliveries must check in with the Dock Foreman prior to being unloaded.

Exhibitor Installation

Begins at 8:00am

Wednesday, March 18th

Exhibitor freight unloading

Continues at 8:00am

Exhibitor Installation

Continues at 8:00am

All vehicles enter hall

Begins at 12:30pm

It is the responsibility of each exhibitor to remove the Visqueen/Poly that is protecting the carpeting. In order to guarantee pre-show vacuuming, all Visqueen/Poly must be removed by no later than 6pm.

Final exhibit hall cleaning – Carpet Vacuuming

Begins at 6:00pm

Thursday, March 19th

Fire Marshal inspections

Begins at 8:00am

Exhibit area final clean-up

Complete by 2pm

Open to general public

3:00pm



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SHOW HOURS

Thursday	March 19 th	3:00pm	10:00pm
Friday	March 20 th	3:00pm	11:00pm
Saturday	March 21 st	10:00am	11:00pm
Sunday	March 22 nd	10:00am	8:00pm

Display electricity will be turned on one hour prior to show opening times.
Please contact Edlen Electrical directly for all other times.

Credential Pick Up will be located in the Show Office

Room #113 & 114



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MOVE-OUT SCHEDULE

Sunday, March 22nd

Vehicle removal

Begins at 8:00pm

All production vehicles must be removed from all halls.

*Display vehicle parking is available in the five story exhibitor parking garage, located adjacent to the convention center.
Please note that there will be a charge for parking in this location.
Please refer to the link below for Parking rates and information.*

<http://ftlauderdalecc.com/directions-parking.html>

Exhibitor dismantle

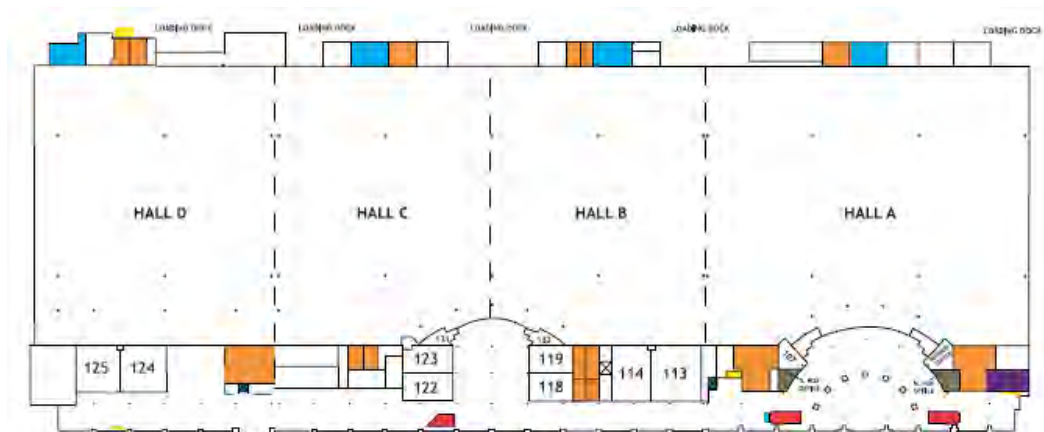
Begins at 8:00pm

Monday, March 23rd

Exhibitor freight re-loading

Begins at 8:00am

All exhibits must be totally packed and crated prior to 12:00pm on Monday, March 23, 2015





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AUTO SHOW OFFICE HOURS

Tuesday	March 17 th	10:00am	5:00pm
Wednesday	March 18 th	10:00am	5:00pm
Thursday	March 19 th	10:00am	9:00pm
Friday	March 20 th	1:00pm	10:00pm
Saturday	March 21 st	9:00am	10:00pm
Sunday	March 22 nd	9:00am	7:00pm

***Credential Pick Up will be located in the Show Office
Room #113 & 114***



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AUTO SHOW RULES & REGULATIONS

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Exhibitors must comply with all the rules and regulations prescribed by the management of the building, of the sub lessor meet the requirements of state and municipal authorities, police and fire departments of the city of Fort Lauderdale and Broward County; and obtain at their own expense any necessary licenses or equipment, should any be required for particular individual displays.

For the convenience and protection of all exhibitors, the management further reserves the right to designate certain official suppliers in order to assure uniformity of decor for the exhibition, preserve time, insure security, and to avoid disputes in the setting up, erecting, and dismantling of exhibits. A contract for exhibit space shall constitute acceptance thereof.

Exhibitors will not be permitted to dismantle their exhibits, nor do any packing prior to the official closing time of the show and then and only after all visitors have left the exhibit floor. It is further agreed that displays will remain intact and properly attended by representatives until the official closing time and that no exhibitor's merchandise, including displays and cars, shall be removed. Management has pledged to visitors that all exhibits will remain intact and attended until the close of the show.

An official "all clear" will be issued by a representative of show management when show management has been advised that the show floor has been cleared of all attendants. Then and only then, can hoods be raised, batteries be connected, or vehicles be moved. Exhibitor labor will not be permitted on the show floor prior to the "all clear."

Production vehicles must be removed Sunday, March 22nd, at 8:00 p.m. All merchandise and display materials must be removed from the Convention Center no later than Monday, March 23rd.

To insure easy passage of spectators through exhibits, and to provide an air of spaciousness in the exhibit halls, the following restrictions have been placed on the height and arrangement of displays.



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1. Exhibitors must adhere to the 3' rule specified in their floor space agreement. All exhibit properties, vehicles, and floral displays must be within 3' of your display space. All exceptions must be approved by show management.
2. The maximum height of passenger car and truck exhibits is 25 feet, and exhibits that are in excess of 5' high must be placed at least 10 feet from the outer edges of each exhibitor's space. ID signs and any other display properties that are approved by show management are not subject to the 10' setback.
3. Displays that are deemed an obstruction by show management must be placed 10 feet from the display area borders.
4. All exhibits must be capable of standing by themselves, and no supporting wires from the ceiling will be permitted unless show management gives approval.
5. Partitions between exhibitors, or displays used as such, may not exceed 4 feet in height.

PLEASE NOTE: show management must approve any exceptions to the above restrictions.

ENTERTAINMENT: Exhibitors will be permitted to stage live musical shows and narrators within their exhibit area, subject to sub-lessor's approval of the sound level.



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BARRICADES: Exhibitors will not be permitted to prevent the flow of spectators through their exhibits by the use of barricades or ropes. Individual cars may be roped off, but not entire exhibit areas.

It is the exhibitor's responsibility to adhere to the policies set forth by ASCAP, BMI and / or any other licensing organizations that may have the rights to copyright music.

Turntable and platform cars will be accepted into the Fort Lauderdale / Broward County Convention Center when the exhibitor set-up supervisor states that the exhibit is ready to place them.

No vehicles may be brought into the halls and "parked" in the aisles.

Production or floor vehicles will be allowed into the hall beginning at 12:30 p.m., Wednesday, March 18th. Show management reserves the right to change this time without advance notice.

Certificates of insurance must be forwarded to show management by every contractor, sub-contractor, and supplier. There are no exceptions to this rule.

All matters not covered by these rules are subject to the sole discretion of the sub lessor.



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SHOW SECURITY

The Fort Lauderdale International Auto Show provides 24 hour security guard service on the show floor according to the following schedule:

Tuesday, March 17, 2015 beginning at 8:00 am

24-hour security will continue through:

Monday, March 23, 2015

Since this service is for the overall safety and security of the show, we ask that you cooperate with all security personnel working at the Fort Lauderdale International Auto Show, particularly those at the entrances and exits.

All exhibitors and their personnel must gain entry through the designated employee pass gate, which is located at the main entrance.

The Fort Lauderdale International Auto Show, by employment of watchmen, and other measures, exercise due diligence in protecting the property of exhibitors from theft, damage by fire, etc., but cannot assume responsibility for loss to any exhibitor by reason of theft, transportation, perils, breakage, etc. Therefore, the Fort Lauderdale International Auto Show cannot be held responsible for the disappearance or theft of items missing from exhibitor areas.

When unattended, it is recommended that your display area and vehicles are secured as well as at the close of the show each day

We ask that keys not be left in the Auto Show Office.

Dedicated security personnel may be obtained for the exclusive security of your exhibit area. Please refer to the security form provided within this manual.



PORT SECURITY & ACCESS INFORMATION

VEHICULAR ACCESS FOR DRIVERS AND PASSENGERS

- Drivers and all adult passengers are required to present a valid, government issued, photographic identification at all port entrances.
- Access by individuals with lost or stolen identification may be denied.
- Meeting planners and promoters should encourage attendees to carry valid, government issued photo identification at all times.
- Event registration badges DO NOT meet Port Everglades access requirement.

BUSES / SHUTTLES SERVICE

- Buses/Shuttles will have access through the Port's Everglades main checkpoints or through the Convention Center's shuttle gate with sufficient prior notice.
- All drivers must present government issued photo identification.
- Some vehicles will be randomly selected for a closer examination. This will not present an unreasonable delay.
- Passengers are required to show government issued photo identification when boarding Buses/Shuttles.

PORT ACCESS TO MINORS

- A "minor" refers to anyone under the age of 18 years old.
- Domestic minors
 - It is recommended that minors carry student identification if available.
 - Minors without identification, who present no obvious threat, will be admitted on a case-by-case basis.
 - Permission to enter will not be unreasonably withheld.
- Foreign minors
 - It is recommended that visiting foreign nationals who are under the age of 18 present a passport or other valid, government issued, photo identification.
 - Minors without identification, who present no obvious threat, will be admitted on a case-by-case basis.
 - Permission to enter will not be unreasonably withheld.

PEDESTRIAN ACCESS

- The same rules apply to pedestrians and bicycle riders as for visitors in vehicles.

LOST OR STOLEN IDENTIFICATION

- Lost government issued photo identification should be reported to local authorities as soon as possible.
- Port Security will work with the Convention Center to assist individuals with lost government issued photo identification on a case-by-case basis.

WEAPONS

- The Convention Center is located within Port Everglades which is governed by Federal Regulations concerning the possession of weapons.
- NO WEAPONS are allowed through the Port Everglades checkpoints including weapons registered under "Florida Concealed Weapons Permit".
- Contact an Event Manager for details.



◆600 West Hillsboro Boulevard-Suite 350 ◆Deerfield Beach FL 33441 ◆ (954)698-5888◆ Fax (954)425-8275

Private (Service) Staffing Order Form

AlliedBarton Security provides trained, professionally uniformed officers for your particular needs. Please fill out the schedule below and if you have any questions please contact us at the above address. We will get in touch with you regarding your information, contracts, and payment options.

Company Name:			
Billing Address:			
Business Telephone:		Fax Telephone:	
Order Placed By:		Title:	Booth:
Signature:		Email:	Date:

Please fill in your anticipated schedule below:

Date	Start Time	End Time	# of Hours	Type of Personnel	# of Personnel	Total Hours
Total Number of Hours						

We will contact you with the hourly rate and amount due. Thank you for choosing AlliedBarton Security Services.



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MATERIAL HANDLING

Brede Exposition Services / Allied Convention Services Division, has been designated as the exclusive material handling contractor.

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO:

Brede Exposition Services / Allied Convention Services Division
2502 Lake Orange Dr., Orlando, Florida 32837
Telephone: 407-851-0261
Fax: 407-859-3904

Please forward copies of all bills of lading and receipts with weigh bill numbers to Brede Exposition Services / Allied Convention Services Division at the above address. This will assist Brede / Allied in tracing your shipments.

All trailer shipments arriving at the Fort Lauderdale / Broward County Convention Center must check in at the marshaling area. The location of this area will be posted.

Advance information as to your particular needs would be helpful in arranging this schedule. If your particular exhibit requires additional time during the set-up please advise Regal Show Services.

Please remove all previous storage labels from crates prior to their arrival at the Fort Lauderdale / Broward County Convention Center.

Empty cases, crates, and cartons will be taken to storage and returned to your booth at the conclusion of the Auto Show. Every case, crate, carton, part, or exhibit must have a storage label listing your company's name and booth number. These labels are available at the Brede / Allied service desk and are vital. Arrangements must be made in advance with the Brede / Allied service desk to retrieve any item placed into storage during the show dates.



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VEHICLE MOVE-IN & MOVE OUT

Prototype, turntable and platform vehicles will be allowed entry as soon as the exhibit supervisor states that their display area is ready to place these vehicles and that they can be placed directly within the exhibitor's carpeted area. Production vehicles may gain entry into the building starting, Wednesday, March 18th at 12:30 p.m. However, show management reserves the right to change this time without advance notice. Floor or production vehicles cannot be brought in earlier as forklifts and crates will still be on the exhibit floor.

All vehicles must be in place by 8:00 a.m., Thursday, March 19th with no exceptions. The Fire Marshal will begin inspecting vehicles on Thursday, March 19th at 8:00 am. Fuel tanks are permitted to have no more than 1/4 capacity.

All production vehicles must be removed from the Convention Center on Sunday, March 22nd immediately following the close of the show. All vehicles remaining on site overnight must be parked in the five story exhibitor parking garage, located adjacent to the Fort Lauderdale / Broward County Convention Center. Please note that there **will be** a charge for parking at this location.

PORT EVERGLADES - NORTHPORT PARKING GARAGE RATES

Rates are per entry, based on each 24-hour period.
Northport Parking Garage accepts cash, MasterCard, Visa, Discover, Amex and Travelers Checks, Rates are subject to change.

<http://ftlauderdalecc.com/directions-parking.html>



GENERAL FIRE CODE REGULATIONS

The Fort Lauderdale Fire Department mandates a strict adherence to the NFPA Safety Code. *The decision of the Fire Marshall of the City of Fort Lauderdale is final.*

1. Licensees, show management, exhibitors and all other parties comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

STORAGE:

1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.
2. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
3. Exit signage, fire extinguisher, fire alarms, pull stations and related fire fighting equipment may not be hidden, obstructed or blocked.
4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

FLAME TEST:

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall. **Materials that cannot be treated for flame retardancy shall not be used.**
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.

VEHICLES:

1. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel.
2. At no time during show hours are vehicles to be moved.
3. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.

OPEN FLAME DEVICES:

1. Cooking and /or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking /warming device and public.
2. Individual cooking/warming devices shall not exceed 228" surface area.
3. A minimum of two (2) feet shall be kept between cooking devices.
4. The surface which holds the cooking device shall be of non-combustible material.
5. Combustible materials shall be kept two (2) feet away from cooking device.
6. An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.



Structural Permit Application Covered or Enclosed Multilevel Exhibit Booth

Covered/Enclosed exhibit areas shall meet the Broward County Fire Department regulations. Please complete this portion and return at least 60 days prior to your event. Please submit two (2) copies of the plans to:

Broward County Convention Center
Event Services Department
1950 Eisenhower Blvd
Ft. Lauderdale, FL 33316

Phone: 954 765-5900
Fax: 954 763-9551
Website: ftlauderdalecc.com

Show/Event Name _____ Booth #: _____

Exhibitor/Company Name _____

Exhibitor Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

On-site Contact _____

An engineered drawing bearing the stamp of a certified structural engineer needs to be included with application.

THIS PORTION TO BE COMPLETED BY THE FORT LAUDERDALE FIRE DEPARTMENT

Comments _____

Approved by _____ **Date** _____
Fort Lauderdale Fire Marshall



COVERED OR MULTILEVEL EXHIBITS GUIDELINES

COVERED EXHIBITS LESS THAN 300 SQ FT

1. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS

1. Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Plans must be scaled, signed and dated by a certified structural engineer.
3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.
6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.
7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)
8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a four inch (15.24cm) sphere cannot pass.
9. Stairs should be:
 - a). Minimum of three feet (36") in width.
 - b). Equipped with handrails.
 - c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
 - d). Treads shall be minimum of eleven inches (11").
 - e). Spiral stairs are not permitted.
10. Upper level floor systems should support a live load of one hundred lbs (100lbs.) per square foot.
11. Two (2) exits are required for every 300 square feet of occupied space.
12. All booth construction shall meet local, state, & federal mandated codes and sections.



GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
7. Use of glitter and confetti is not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.
13. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
14. No soliciting is permitted in the Center or on Center premises.
15. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
16. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, Technical Services personnel, telecommunications and food and beverage services.
17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
18. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
19. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
20. Helium balloons are PROHIBITED inside the Center.
21. Exterior banners are PROHIBITED outside the facility.
22. All electrical cords should be taped down immediately after placement



GREATER FORT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
March 19 – 22, 2015

GUEST PASSES

Members belonging to the South Florida Auto / Truck Dealers Association will be receiving their allotment of guest passes. Should you desire any additional guest passes, we are making them available at this time at \$4.00 each, for advance orders received prior to March 17th, and \$5.00 if sold at the Auto Show Office.

Tickets will be sold in multiples of 50 passes per package. Kindly fill in the form below, include your payment and return to Cliff Ray.

REQUEST FOR GUEST PASSES

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

_____ 50 Passes @ \$5.00 each

_____ 100 Passes @ \$4.00 each

Payment Enclosed _____

Kindly return form to: cray@sfada.net
Ft Lauderdale International Auto Show / Cliff Ray
625 NE 124th Street, North Miami, FL 33161
Phone: 305-981-1448 Fax: 305-981-1315



GREATER FORT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
MARCH 19 – 22, 2015

CREDENTIALS

SHOW CREDENTIALS:

Employee passes and all credentials will be available in the Fort Lauderdale International Auto Show Office at the Greater Fort Lauderdale / Broward County Convention Center. Credentials and passes may be obtained beginning at 10:00 a.m. Tuesday, March 17, 2015.

For additional information, contact Cliff Ray, with the FLIAS, at the number listed below.

Ft Lauderdale International Auto Show
625 NE 124th Street North Miami, FL 33161
Phone: (305) 981-1448 Fax: (305) 981-1315
E-Mail Address: cray@sfada.net



GREATER FORT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
March 19 – 22, 2015

PARKING

The convention center is located within Port Everglades Seaport. This area is subject to security check point inspections. Should you be arriving by automobile, please allow additional time to enter this secure area. Exhibitors parking will be available in the five story parking garage, which is located adjacent to the convention center. Please note that there will be a charge for parking in this location.

<http://ftlauderdalecc.com/directions-parking.html>

Rates are per entry, based on each 24-hour period.

Northport Parking Garage accepts cash, MasterCard, Visa, Discover, Amex and Travelers Checks.

Rates are subject to change.

The Ft. Lauderdale - Broward County Convention Center is connected via 2 glass enclosed skywalks from the parking garage.

Handicap spaces are available near the elevators on each level. There is no charge to park handicap vehicles if the following apply:

1. Visitor must have a Florida toll decal
2. Or the vehicle must have a mechanical chair lift
3. Or the vehicle must have hand controls



2015 FORT LAUDERDALE AUTO SHOW
BROWARD COUNTY CONVENTION CENTER
FT LAUDERDALE, FL
MARCH 19 - 22, 2015

Payment Terms

Furniture

Column Drape

Signage

Union Regulations

Labor

Forklift

Accessible Storage

Non Official

Shipping Information

Material Handling

Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc. Phone: 407-851-0261
2502 Lake Orange Drive Fax: 407-859-3904
Orlando FL 32837

Show Management Contact

Elliot Wachman Phone: 954-581-0581
Regal Show Services Fax: 954-581-0334
4051 SW 47th Ave, #105 Email: ewachman@regalshowservices.com
Davie, FL 33314

Show Information

Included in this service kit are order forms for various items you may require for your exhibit. These forms are to be returned to our office with payment. Please analyze and submit your order forms as early as possible to avoid additional charges.

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Thursday	February 19, 2015
Brede/Allied Advanced Order Deadline:	Thursday	March 5, 2015
Advance Freight Deadline: (without surcharge)	Thursday	March 5, 2015
Exhibitor Setup:	Tuesday	March 17, 2015 8:00 AM
Show Hours:	Thursday	March 19, 2015 3:00 PM
Exhibitor Move-out:	Sunday	March 22, 2015 8:00 PM
Freight Re-Route Time:	Monday	March 23, 2015 3:00 PM

Shipping Information

Advance Warehouse: Company Name, Booth Number
Ft Lauderdale Auto Show
Brede/Allied
@ YRC/FLX
10992 NW 92 Terrace
Doors 23-27, Rear of Bldg
Miami, FL 33178

Show Site: Company Name, Booth Number
Ft Lauderdale Auto Show
Brede/Allied
@ Broward County Convention Center
1950 Eisenhower Blvd
Ft Lauderdale, FL 33316

We are pleased to have been selected as the general contractor for this event. We know your participation in this event is a vital part of your firm's marketing program and want to do everything possible to make it profitable and rewarding for you.



Find more on Bredeallied.com

Payment Authorization



TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- **To receive discount pricing, order forms and full payment must be received by the deadline date on each form.** Purchase Orders are not considered advance payment. Payment may be made by company check credit card authorization or wire transfer**. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER FEBRUARY 18, 2015.***
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: **We require 100% pre-payment of advance orders.** Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to: (check one) ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover
Account Number _____ Expiration Date _____ CVS# _____
Card Holder Name: _____ Signature: _____
Card Holder Billing Address: _____ City/State/Zip: _____
Card Holder Phone: _____ Fax: _____
Card Holder Email: _____

CHECK PAYMENT OPTION: Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check # _____ Date _____ Amount \$ _____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

Furniture (Brede/Allied Only)	\$	_____
Column Drapes	\$	_____
Graphics	\$	_____
Labor (estimate)	\$	_____
Material Handling (estimate)	\$	_____
Other Brede/Allied Services	\$	_____
Total Due	\$	_____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas



Find more on Bredeallied.com

Furniture and Accessories



Tables

Qty	Item	Advance	Standard	Subtotal
30" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 116.25	\$ 151.25	\$
___	6' x 2' draped	\$ 136.25	\$ 177.25	\$
___	8' x 2' draped	\$ 161.50	\$ 210.00	\$
___	4th side drape	\$ 26.75	\$ 35.00	\$
___	4' x 2' undraped	\$ 42.50	\$ 55.25	\$
___	6' x 2' undraped	\$ 54.00	\$ 70.25	\$
___	8' x 2' undraped	\$ 65.75	\$ 85.50	\$
42" High Display Tables (includes white vinyl top, 3 side drape)				
___	4' x 2' draped	\$ 152.75	\$ 198.75	\$
___	6' x 2' draped	\$ 172.75	\$ 224.75	\$
___	8' x 2' draped	\$ 198.00	\$ 257.50	\$
___	4th side drape	\$ 26.75	\$ 35.00	\$
___	4' x 2' undraped	\$ 79.00	\$ 102.75	\$
___	6' x 2' undraped	\$ 90.50	\$ 117.75	\$
___	8' x 2' undraped	\$ 102.25	\$ 133.00	\$
12" Tabletop Risers (includes white vinyl top)				
___	4' one step riser	\$ 47.25	\$ 61.50	\$
___	6' one step riser	\$ 65.75	\$ 85.50	\$
___	8' one step riser	\$ 86.25	\$ 112.25	\$
___	4' two step riser	\$ 62.00	\$ 80.75	\$
___	6' two step riser	\$ 97.00	\$ 126.25	\$
___	8' two step riser	\$ 126.50	\$ 164.50	\$

Select Table Drape Color

☐ Black
 ☐ Blue
 ☐ Burgundy
 ☐ Gold
 ☐ Green
 ☐ Gray
 ☐ Red
 ☐ Teal
 ☐ White

Accessories

Qty	Item	Advance	Standard	Subtotal
___	Upholstered Arm Chair	\$ 71.75	\$ 92.75	\$
___	Upholstered Side Chair	\$ 64.75	\$ 84.25	\$
___	Counter Stool with Back	\$ 82.50	\$ 107.25	\$
___	Coffee Table 20"x36"x17"	\$ 67.75	\$ 88.25	\$
___	30"x30" Pedestal Table	\$ 107.00	\$ 139.25	\$
___	Wastebasket	\$ 19.50	\$ 25.50	\$
___	Easel	\$ 39.50	\$ 51.25	\$
___	Clothing Rack	\$ 55.25	\$ 72.00	\$
___	Chrome Stanchions	\$ 63.25	\$ 82.25	\$
___	8' Velour Rope	\$ 63.50	\$ 82.75	\$
___	Tensa Stanchions	7 57.50	\$ 93.75	\$
___	Hardware/Bases	\$ 12.50	\$ 16.25	\$
___	Hardware/Poles 8' high	\$ 12.50	\$ 16.25	\$
___	Posterboard 8'x4' (horizontal only)	\$ 149.75	\$ 197.75	\$
Special Draping				
___	3' high Special Drapery	\$ 17.25	\$ 22.50	\$
___	8' high Special Drapery	\$ 19.75	\$ 25.75	\$

Select Special Drape Color

☐ Black
 ☐ Blue
 ☐ Burgundy
 ☐ Gold
 ☐ Green
 ☐ Gray
 ☐ Peach
 ☐ Red
 ☐ Teal
 ☐ White

Important Notes

- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____
 6% Sales Tax \$ _____
 Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas

IT SHOWS WHEN YOU USE BREDE / ALLIED

Find more on Bredeallied.com

Column Drape



- Column drape is charged at the rate of **\$18.00 per linear foot, plus labor.**
- LABOR RATES: Straight Time: \$75.00 per hr. Overtime: \$150.00 per hr.** Straight time rates apply 8:00am – 4:30pm, Monday – Friday. All other hours, weekdays, Saturday, Sunday & Holidays will be charged at overtime rates. Half hour increments will be charged following the first one (1) hour.
- Minimum labor charge of 3 men/1 hour per man, per column.
- To obtain the **Advance Price**, this form and a completed Payment Authorization must be received no later than **March 5, 2015**. Orders received without payment authorization, after March 5th, and orders placed at show site will be charged an additional 30%.
- All column drape colors are provided on a first-come, first-serve basis and have limited availability.

Columns	# Columns	Height/Color
		11' White
		11' Off White
		11' Blue
		12' Black
		12' White
		16' Black
		16' Blue
		16' Gray
		16' White

Important Notes

- Orders cancelled after move-in begins will be charged 100% of the original price.
- All charges must be paid prior to close of show.
- Payment Authorization must be complete to process orders. Orders received without full payment or credit card will not be processed.

Form
Total

Subtotal \$ _____
Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas

IT SHOWS WHEN YOU USE BREDE / ALLIED



Find more on Bredeallied.com

Graphics



Fabric Displays

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, single sided.



- Custom Fabric Banner created from your fully prepared digital artwork.
- 118"w x 94 1/2" h banner with 3" pole pockets top & bottom (do not place text within 2" of top or bottom edges).
- Banner is hung using standard drapery horizontal bars.
- First use includes rental of drapery metal, installation & dismantle.



- Custom Fabric Banner created from your fully prepared digital artwork stretched over an easily assembles aluminum frame.
- 120"w x 96"h banner is "pillow cased" to fit over aluminum frame.
- Purchase includes banner, aluminum frame & nylon carry bag.
- Rental includes purchase of banner only—Frame remains the property of Brede/Allied.
- First use includes installation & dismantle.



- Available for standard 6' or 8'w x 30"h tables.
- Custom image is printed on FRONT SIDE ONLY. Top, sides & back to be solid color (nearest PMS match possible).
- Graphic size = 72"w x 30"h (for 6' table) & 96"w x 30"h (for 8' table).



- 31 1/2"w x 83"h Custom Fabric Banner created from your fully prepared digital artwork.
- Simple retractable base with nylon carry bag.

Rates	Qty	Item	Advance	Standard	Subtotal	Qty	Item	Advance	Standard	Subtotal
		10'x8' Backwall Banner	\$ 1157.75	\$ 1505.25			10'x8' Freestanding Banner-Purchase	\$ 3302.00	\$ 4292.75	
		6' Table Cover	\$ 523.75	\$ 681.00			10'x8' Freestanding Banner-Rental	\$ 2199.50	\$ 2859.50	
		8' Table Cover	\$ 661.50	\$ 860.00			Banner Stand	\$ 468.75	\$ 609.50	

Custom Size Graphics (10 sq ft minimum order)

Length (feet)	Width (feet)	Square foot	Advance	Standard	Subtotal
	x	=	x \$ 20.00 per sq ft	\$ 30.00 per sq ft	
☐ Banner	☐ Foamcore	☐ Ultraboard	☐ Plexi	☐ Showcard	☐ Sintra
					☐ Other

Standard Signs

Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
	7"x44"	\$ 57.50	\$ 86.25			22"x28"	\$ 98.75	\$ 148.25	
	11"x14"	\$ 64.50	\$ 96.75			28"x44"	\$ 151.25	\$ 227.00	
	14"x22"	\$ 71.50	\$ 107.25			Easel Back	\$ 10.50	\$ 15.75	

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required, will be billed at a rate of \$150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com.
- Graphics require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form
Total

Subtotal \$
6% Sales Tax \$
Est. Total \$

See following page for Art Specifications

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas

IT SHOWS WHEN YOU USE BREDE / ALLIED

Art Specifications

As a company that specializes in **high-quality graphics** amongst other varied services, Brede/Allied's Graphics Specialists want to provide you with the best product possible on show site. When submitting artwork to our graphics team, please adhere to the following guidelines. *Your image is our top priority* and Brede/Allied is committed to meeting your expectations. Please give this information sheet to your graphic designer or art director.

High-Quality Printing

For the **best quality** prints, please send all files in vector format. Please use the following guidelines when sending vector artwork:

- Make sure your vector artwork is set up in **CMYK color mode**
- Provide all fonts used in your artwork or **convert all text to outlines**.
- When sending fonts: we only accept TrueType (.tt) and OpenType (.ot) fonts.
- **Please supply all Pantone color values** for matching purposes. We are currently using Pantone Color Bridge Coated for color matching.
- You may send us a hardcopy print of your artwork for color matching as well.
- Please specify the scale of your artwork.

If you are unable to provide vector images, please use the following guidelines when sending rasterized artwork:

- The minimum image resolution for any **large** sign or printed graphic (ex: signs larger than 22" x 28") should be no less than **100 dpi** and no higher than **150 dpi**.
- **Small signs or printed graphics**, however, should be no less than **300 dpi**. (Ex: signs sized up to 8 ½" x 11" up to 22" x 28" are a *small signs*)
- Please do not send artwork that was downloaded from the Internet.

Please do not include crops or bleeds on your artwork.

Ways to Send Us Artwork

CD-R/RW	DVD-R/RW	Thumb Drive
Email (for files no longer than 10mb)	Upload to our FTP Site	Send us a link to your FTP

Acceptable File Types

We are currently using Adobe Creative Suite 6

Adobe Illustrator (.ai, .eps, .pdf)

Adobe Photoshop (.psd, .tif, .jpg, .pdf, .eps)

Adobe InDesign (.indd, .idml, .pdf) – *please include all fonts and links folders with InDesign documents*

When submitting copy for signage, we accept the following:

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Email

Signage Review

To receive proofs of artwork from our Graphics Specialists, please visit www.bredeallied.com and sign up for an account. Signage Review allows you to comment on your show's artwork, upload revisions, and approve signage all from one place. *You must have Acrobat Reader installed.*

If you have any questions, please do not hesitate to contact our Graphics Department at 407-851-0261.

Thank you for choosing Brede/Allied!



S. Florida Labor Guidelines



To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask you to read the following:

SIGN, DISPLAY AND ALLIED CRAFTS UNION

Members of this union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise [items produced by you for sales, scheduled for display in your booth, or literature describing same]. Any installation of exhibits or displays which requires the use of hand tools, or exceeds ten feet in any direction, shall be installed by employees covered by this Agreement. This local also claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

FREIGHT HANDLING JURISDICTION

Brede/Allied has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede/Allied will not be responsible, however, for any material they do not handle.

GRATUITIES

Brede/Allied requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede/Allied supervisor. Employees of Brede/Allied are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede/Allied employees.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to Brede/Allied management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a management representative of Brede/Allied.



Labor



Labor Rates

Labor Hours						Per Laborer, Per Hour	
STRAIGHT TIME	8am-4:30pm, Monday-Friday					\$	75.00
OVERTIME	All other hours, Monday-Friday & all day Saturday, Sunday & Holidays					\$	150.00
Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours	Total Cost	
Installation						=	\$
Dismantle						=	\$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a \$75.00 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.

Installation

Shipped to ___ Warehouse ___ Show site Special Equipment Required: _____
Scheduled Delivery Date ___ / ___ / _____
Shipment : ___ Crates ___ Boxes ___ Carpet/Pad
Carpet (if not shipped): ___ from Brede/Allied ___ None
Blueprints/Instructions: ___ Attached ___ with Display (Crate # ___)
Electrical Under Carpet? ___ Yes ___ No

Dismantle

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____
Official Show Carrier: ___ Ground ___ Air Telephone Number: _____
Other Carrier: _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Show Site contact: _____

Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form
Total

Subtotal \$ _____
Est. Total \$ _____



Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas

IT SHOWS WHEN YOU USE BREDE / ALLIED

Find more on Bredeallied.com

Forklift



This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

This order must be confirmed with a signed work order from Brede/Allied Service Desk.

Labor Hours - One Hour Minimum

Straight Time	8:00am-4:30pm, Monday-Friday			
Overtime	All other hours, weekdays, Saturday, Sunday & Holidays			
LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)		Straight Time/ Per Hour		Overtime/ Per Hour
_____ Forklift - 5,000 lb. Capacity	\$	156.00	\$	231.00
RIGGING-LIFT W/DRIVER & 2 RIGGERS				
_____ Scissor Lift w/operator & 2 riggers	\$	347.00	\$	572.00

Calculate Costs

	Dates Required	Time	# of Laborers	Heaviest Piece (lbs)	Est. Hours (per Forklift)	Rate/Hour (see above)	Estimated Subtotal
Install						X	=
Dismantle						X	=

Order Details

Please indicate work to be performed: ☐ Uncrating ☐ Un-skidding ☐ Re-skidding of Machinery
☐ Installation/Dismantling of Header ☐ Other _____

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.

Form Total | Subtotal \$ _____
Est. Total \$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas



Accessible Storage



THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. **PLEASE NOTE:** This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge of:	\$125.25
STORAGE:	<u>Size of Storage Space (sq. ft.)</u>	<u>Rate (per day)</u>
	0-25	\$125.25
	26-50	\$187.50
	51-100	\$250.25
	101-150	\$312.75
	151-200	\$375.00
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm Monday-Friday	\$75.00
Overtime:	All other hours weekdays, Saturday, Sunday & Holidays	\$150.00

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.



Find more on Bredeallied.com

Request For Set-Up By Non-Official Exhibitor Appointed Contractor



The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **February 19, 2015**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Broward County Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Regal Show Services, South Florida Auto Dealers Association, Fort Lauderdale Auto Show and the Broward County Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

*Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by **February 19, 2015**, your non-official contractor will be allowed to supervise only. **There will be no exceptions after the Deadline.** All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.*



Find more on Bredeallied.com

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

EVENT	Fort Lauderdale Auto Show	
COMPANY NAME	BOOTH #	
NON-OFFICIAL CONTRACTOR		
CONTRACTOR ADDRESS		
EMAIL		
PHONE#	FAX#	
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS	
AUTHORIZED BY	TITLE	

Shipping Information



Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<u>Advance Warehouse:</u> Must arrive no later than, Thursday, March 5, 2015 to obtain advance pricing.	FLAS 2015 Company Name & Booth # Brede/Allied @ YRC/FLX, Inc. 10992 NW 92 Terrace Doors 23-27, Rear of Bldg Miami, FL 33178
<u>Direct - Show Site:</u> Must not arrive prior to, your targeted move-in time.	FLAS 2015 Company Name & Booth # Brede/Allied @ Broward County Convention Center 1950 Eisenhower Blvd Ft Lauderdale, FL 33316

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

DIRECT SHIPMENTS TO EXHIBIT SITE:

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.



Find more on Bredeallied.com

Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN MARCH 5, 2015, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FLAS 2015

BREDE/ALLIED

@ YRC/FLX, INC

10992 NW 92 TERRACE

DOORS 23-27, REAR OF BLDG

MIAMI, FL 33178

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN MARCH 5, 2015, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth # _____

FLAS 2015

BREDE/ALLIED

@ YRC/FLX, INC

10992 NW 92 TERRACE

DOORS 23-27, REAR OF BLDG

MIAMI, FL 33178

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www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the warehouse.



EXHIBITION MATERIAL
FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO YOUR TARGETED MOVE-IN DATE

COMPANY NAME: _____ Booth # _____

FLAS 2015

BREDE/ALLIED

@ BROWARD COUNTY CONVENTION CENTER

1950 EISENHOWER BLVD

FT LAUDERDALE, FL 33316

NUMBER OF PIECES: _____ NO. _____ OF _____

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com



EXHIBITION MATERIAL
FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO YOUR TARGETED MOVE-IN DATE

COMPANY NAME: _____ Booth # _____

FLAS 2015

BREDE/ALLIED

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Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Important note: Hazardous materials will not be accepted at the show site.

Material Handling



Material Handling Rate Schedule

Brede/Allied will receive all of your crated exhibit material, deliver same to designated exhibit area, handle the empty containers to and from the exhibit area, and at the conclusion of the Auto Show, load same onto outgoing common carriers or exhibitor's own trucks at the Broward County Convention Center docks. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

200 lb. minimum charge

FLOOR LEASE MATERIAL HANDLING

YOUR FLOOR LEASE AGREEMENT WITH THE SOUTH FLORIDA AUTO/TRUCK DEALERS ASSOCIATION INCLUDES MOVE-IN AND MOVE-OUT OF CRATED EXHIBITS SHIPPED DIRECT TO THE BROWARD COUNTY CONVENTION CENTER ON THE DESIGNATED DAYS DURING THE STRAIGHT TIME HOURS OF 8:00AM TO 4:30PM, MONDAY THROUGH FRIDAY.

Brede/Allied will receive all of your crated exhibit material, deliver same to designated exhibit area, handle the empty containers to and from the exhibit area, and at the conclusion of the Auto Show, load same onto outgoing common carriers or exhibitor's own trucks at the Broward County Convention Center docks.

A 35% OVERTIME SURCHARGE WILL BE ADDED TO SHIPMENTS RECEIVED BEFORE OR AFTER THE POSTED TIMES.

To insure proper handling and receiving, shipments are not to be addressed to the Broward County Convention Center at any time prior to the designated days, as they have no provisions to accept shipments.

SHIPMENTS NOT INCLUDED IN FLOOR LEASE

LOOSE, UNCRATED, CARTONED PRINTED MATTER, PLASTIC BAGS, BROCHURES, PROMOTIONAL (SKIDDED OR OTHERWISE) GIVE-A-WAY ITEMS AND PROTOTYPES ARE NOT INCLUDED IN THE FLOOR LEASE AGREEMENT. These items must be shipped directly to the Broward County Convention Center on the designated days during the straight time hours of 8:00am and 4:30pm, Monday through Friday.

Rate per cwt.

Minimum

\$64.50

\$129.00

TOTAL ESTIMATED LBS _____ TOTAL ESTIMATED COST \$ _____

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Brede/Allied freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede/Allied will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede/Allied a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede/Allied will be authorized to reconsign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede/Allied as a result of such rerouting or handling.

☐

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: _____ BOOTH# _____

flas



Find more on Bredeallied.com

IT SHOWS WHEN YOU USE BREDE / ALLIED

Material Handling Definition, Policies & Guidelines

- * Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- * Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- * Remove all outdated shipping labels prior to shipment.
- * Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these. Copies of the bills of lading should also be given to your representative attending the show.
- * Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- * All outbound shipments must be tendered with a Brede/Allied bill of lading.
- * Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- * Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- * Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- * Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- * Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.
- * The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____
 Street Address _____ City/State/Zip Code _____
 Type of Carrier ☐ Air ☐ Motor Freight ☐ Van Lines
 EVENT OR SHOW FT LAUDERDALE AUTO SHOW HALL OR HOTEL BROWARD COUNTY CONVENTION CENTER
 COMPANY NAME _____ BOOTH # _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 TELEPHONE _____ FAX _____ EMAIL _____
 AUTHORIZED BY (please print or type) _____
 SIGNATURE _____



Limits of Liability



YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms & Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms & Conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.



METHOD OF PAYMENT FORM



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

Advance Payment Deadline Date: 3/2/15

COMPANY:		BTH #	
EVENT:	Fort Lauderdale Auto Show		
FACILITY:	Broward County Convention Center		
DATES:	March 19-22, 2015	EVENT #:	035032MI

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

METHOD OF PAYMENT

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

☐ **COMPANY CHECK**

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

☐ **BANK WIRE TRANSFER INFORMATION ***

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

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

☐ **CREDIT CARD**

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

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

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

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

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

CHECK AND CREDIT CARD INFORMATION

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

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
6% SALES TAX. SALES TAX IS DUE UNLESS FL DR13 OR DR-14 TAX EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 3/2/15

E ☐ M ☐



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

COMPANY:		BTH #	
EVENT:	Fort Lauderdale Auto Show		
FACILITY:	Broward County convention Center		
DATES:	March 19-22, 2015	EVENT #:	035032MI

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

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

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 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

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.

24 HOUR SERVICES

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.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-0314MI

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	
208 VOLT SINGLE PHASE					
20 AMPS			292.00	417.00	
30 AMPS			348.00	497.00	
60 AMPS			517.00	738.00	
208 VOLT THREE PHASE					
20 AMPS			388.00	582.00	
30 AMPS			462.00	693.00	
60 AMPS			688.00	1032.00	
100 AMPS			987.00	1481.00	
200 AMPS			2086.00	3129.00	
480 VOLT THREE PHASE					
60 AMPS			1376.00	2064.00	
100 AMPS			1974.00	2962.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 3.50 = _____		

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)		78.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)		156.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		210.00	

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

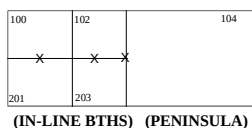
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

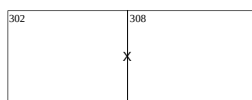
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4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is 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.
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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?

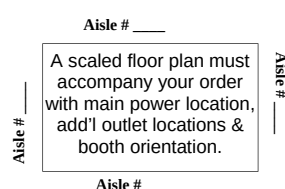
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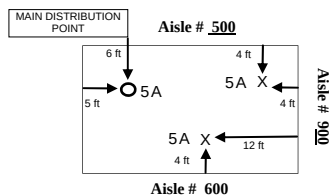
(IN-LINE BTHS) (PENINSULA)



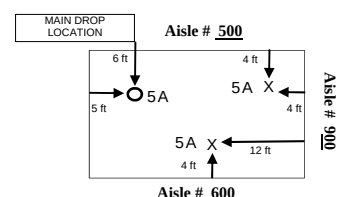
(BACK TO BACK PENINSULAS)



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.



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

LIGHTING ORDER FORM

E ☐ M ☐

Advance Payment Deadline Date: 3/2/15

COMPANY:		BTH #	
EVENT:	Fort Lauderdale Auto Show		
FACILITY:	Broward County Convention Center		
DATES:	March 19-22, 2015	EVENT#	035032MI

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

OVERHEAD LIGHTING (Does not include labor or lift time to install or remove)



- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available

Call for a quote for labor & lift cost

	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
1000 WATT OVERHEAD LIGHT		247.00	372.00	
ST LABOR (Install and/or remove fixture)		78.00	78.00	
OT LABOR (Install and/or remove fixture)		156.00	156.00	
LIFT (Install and remove fixture)		210.00	210.00	

TRACK LIGHTING (Track & fixture includes power and 1 hour labor for install and removal)



- 50 Watt MR 16 Fixtures
- Adjustable fixtures
- Low heat
- Beam spread 23-26°
- High intensity, output lights
- Color consistency for jewelry & art

	QTY	ADVANCE	REGULAR	TOTAL
4' TRACK WITH 2 FIXTURES		143.00	229.00	
4' TRACK WITH 3 FIXTURES		173.00	259.00	
4' TRACK WITH 4 FIXTURES		203.00	289.00	
ADDITIONAL MR16 LIGHT FIXTURES		42.00	42.00	

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator.

ARM & POLE LIGHTS (Lights include power and 1 hour labor for install and removal)



- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths

	QTY	ADVANCE	REGULAR	TOTAL
ARM LIGHT		103.00	155.00	
8 FOOT POLE LIGHT WITH 1 FIXTURE		93.00	140.00	
8 FOOT POLE LIGHT WITH 2 FIXTURES		186.00	280.00	

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

The "Method of Payment" form must be completed and returned with this order form.

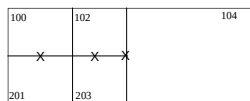
Form LIGHTING-0314MI

TERMS & CONDITIONS

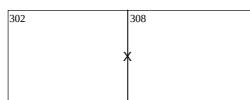
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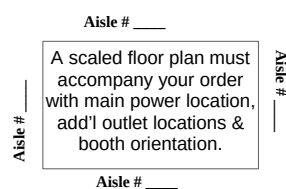
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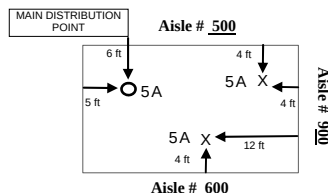
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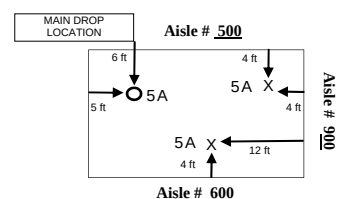
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM



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

Advance Payment Deadline Date: 3/2/15

COMPANY:		BTH #	
EVENT:	Fort Lauderdale Auto Show		
FACILITY:	Broward County Convention Center		
DATES:	March 19-22, 2015	EVENT #:	035032MI

ELECTRICAL JURISDICTION

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

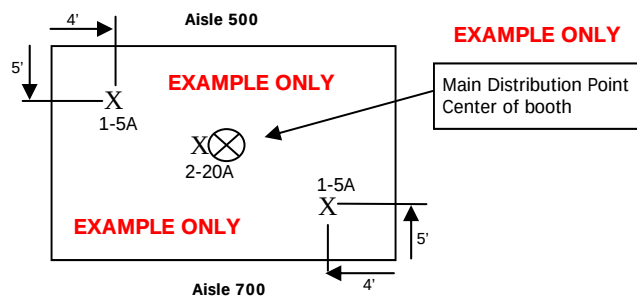
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|--|
| 1. Electrical distribution under carpet | 5. Wiring of overhead signs |
| 2. Connection of all 208V or higher services | 6. Installation of lighting requiring tools for installation |
| 3. Hardwiring of any electrical apparatus | |
| 4. Overhead power distribution | |

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
 - Floor plans must include exact outlet locations with dimensions or be to scale
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



- Date you will begin building your booth _____ Estimated time _____
- Show Site Contact with authority to make additions or changes to your order
Contact Name _____
Contact Company _____
Contact Cell # _____
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

**COMPANY:****BTH #**

EVENT:

FACILITY:

DATES:

EVENT #:

ELECTRICAL LABOR/LIFT RATES & RULES

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

LABOR RATES

Straight Time 78.00 per hour

Monday-Friday 8:00am - 4:30pm, Excluding Holidays

Over Time 156.00 per hour

Monday-Friday 4:30pm - 8:00 am; Saturday, Sunday & Holidays

LIFT RATES

Lift 210.00 per hour

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

LABOR REQUIRMENTS (Please complete all the sections below)

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

Example:

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

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

SHOW SITE SUPERVISOR

Contact Name: _____

Company: _____

Cell Number: _____

Email address: _____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

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

Advance Payment Deadline Date: //



COMPANY:		BTH #	
EVENT:			
FACILITY:			
DATES:		EVENT #:	

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

_____ Square = _____ Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

A full-page sheet of white graph paper featuring a uniform grid of thin black lines. The grid consists of 20 columns and 20 rows, creating a total of 400 small squares. The lines are evenly spaced and extend across the entire page, leaving no margins or additional markings.

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # _____



2015 FT. LAUDERDALE AUTO SHOW

FT. LAUDERDALE, FLORIDA

CUSTOM RENTAL CARPET ORDER FORM

Order Deadline: FEBRUARY 16, 2015

The Donald E. McNabb Company is proud to have been selected as the official carpet contractor for the **2015 Ft. Lauderdale Auto Show**. We are very excited about this year's show and will be happy to provide exhibitors with any and all floor covering requirements.

To request quotes or place orders, please contact:

Main Office	248.437.8146	sales@demcnabb.com
Gentry Smith	248.789.6733 cell	gsmith@demcnabb.com
Aaron Peterson	248.915.8095 cell	apeterson@demcnabb.com
Nathan Root	248.249.3233 cell	nroot@demcnabb.com

Thick Nylon Plush

Rich Red	Soft Flannel
Regal Burgundy	Bluegrass
Flint Grey	Charcoal
Midnight Blue	Onyx
Splendor Green	Teal
Snow	

Textured Cut Pile

Midnight Blue	Phoenix
Winterberry	Pigeon
Iron	Camel

Rental rates include carpet and straight time labor to install and remove

Exhibitor _____ Display House _____

Name _____ Email Address _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Booth Size / Hall _____

SPECIAL RATES FOR AUTO SHOW EXHIBITORS

LET US MAKE YOUR VEHICLES SHINE!!



VISIT US AT: www.cosmeticcarcare.com

A SHOW PREP AND DETAILING - \$85. PER VEHICLE PRIOR TO THE SHOW

Includes:

- | | |
|--|--|
| 1. Wash and Dry Exterior | 7. Clean All Glass Inside and Out |
| 2. Clean Tires, Wheels and Wheel Wells | 8. Remove Unwanted Labels |
| 3. Quick Glaze Paint and Chrome Surfaces | 9. Remove Glaze Wax |
| 4. Clean and Dress Engine Components | 10. Inspect Paint and Machine Polish as Needed |
| 5. Clean Hood, Door, and Trunk jams | 11. Provide Final Wipe Down Inspection |
| 6. Dust/Spot Clean Interior Surfaces as Needed | 12. Install Monronies as Needed |

B PORTERING MAINTENANCE - \$22 . PER VEHICLE EACH SHOW DAY

FOLLOW UP DAILY MAINTENANCE OF VEHICLES: (Requires Detailing Package "A")

Includes:

- | | |
|---|---------------------------------------|
| 1. Restore Vehicle Detailing Prior To The Show Opening Each Day | 4. Wipe Down Wheel Stands |
| 2. Provide Continuous Vehicle Wipe Down Service During Show Hours | 5. Dust Display as Needed |
| 3. Provide Trash Service As Needed | 6. Supervisor Check Hourly |
| | 7. 24-Hour Emergency Stand by Support |

C DEALER PACKAGE - \$28. PER VEHICLE EACH SHOW DAY

Includes:

- | | |
|---|---|
| 1. Provide Final Wipe Down on Move-in Day | 5. Provide Continuous Vehicle Wipe Down Service During Show Hours |
| 2. Clean all Glass | 6. Supervisor Check Hourly |
| 3. Clean Wheels and Dress Tires | 7. 24-Hour Emergency Standby Support |
| 4. Restore Vehicle Detailing Prior To The Show Opening Each Day | |

OTHER SERVICES – NOT A PROBLEM CALL FOR AN ESTIMATE

Includes:

- | | |
|---|---|
| 1. Supervise Loading/Unloading | 11. Black Out Unfinished Areas |
| 2. Adjust Fuel Levels To Meet Regulations | 12. Vandal Proof Vehicle (Remove knobs, Etc.) |
| 3. Drive Vehicles into Position | 13. Install Display Lighting |
| 4. Restock / Reorder Literature | 14. Remove or Lower Tops |
| 5. Remove Exterior Plastic | 15. Seal Gas Filler Caps |
| 6. Disconnect Batteries | 16. Install License Plates and Frames |
| 7. Install Accessories | 17. Apply Labels and Signs |
| 8. Provide Key and Inventory Control | 18. Paint less Dent Repair |
| 9. Provide Security Supervision | 19. Paint Touch Up |
| 10. Straighten Wheel Emblems | 20. Dealership Prep Service |

PLEASE PRINT

Print Your Name: _____	AUTO SHOW: _____
Exhibitor: _____	Title: _____
Billing Company: _____	Space #: _____ # of Vehicles: _____
Billing Address: _____	Phone: () _____
City/State/Zip: _____	Authorized Signature: _____

Service Selected



A AB C

COSMETIC CAR CARE

12 MAUCHLY, BUILDING F * IRVINE, CALIFORNIA 92618 * (800) 241-0531
Please fax a copy of this Order Form to us at (949) 453-1207 * 5% Discount For Prepayment



GREATER FORT LAUDERDALE & BROWARD COUNTY
CONVENTION CENTER

AUDIO-VISUAL ORDER FORM

Event Name _____
Event Dates _____



SECTION A

COMPUTER DISPLAY

	QTY./DAY	RATES	AUDIO	QTY./DAY	RATES
	QTY. X DAYS	X RATES =		QTY. X DAYS	X RATES =
17" FLAT PANEL DISPLAY	x	\$100.00 =	JBL EON SPEAKER W/STAND	x	\$75.00 =
21" FLAT PANEL DISPLAY	x	\$185.00 =	SMALL SOUND SYSTEM *	x	\$250.00 =
31" FLAT PANEL DISPLAY	x	\$360.00 =	* 2 POWERED SPEAKERS W/STANDS, MIXER, MIC		
42" FLAT PANEL DISPLAY**	x	\$600.00 =	AUDIO DI BOX	x	\$15.00 =
50" FLAT PANEL DISPLAY**	x	\$650.00 =	4 CHANNEL MIXER	x	\$40.00 =
42"/50" CHROME POST STAND**	x	\$125.00 =	WIRELESS LAVALIER/HANDHELD/HEADSET	x	\$150.00 =
LCD PROJECTOR (3000L)	x	\$650.00 =	WIRED MIC ON STAND/PODIUM	x	\$30.00 =
			CD PLAYER	x	\$50.00 =

**Please select Chrome Stands if needed.

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 =
1/2" VHS PLAYER W/AUTO REPEAT	x	\$50.00 =	OVERHEAD PROJECTOR	x	\$40.00 =
DVD PLAYER (NTSC)	x	\$60.00 =	35MM SLIDE PROJECTOR	x	\$50.00 =
DVD PLAYER (PAL-SECAM)	x	\$150.00 =	35MM VIEWER W/ BUILT-IN 12" SCREEN	x	\$55.00 =
BETACAM SP PLAYER	x	\$450.00 =	TRIPOD SCREENS (6' - 7' - 8')	x	\$40.00 =
20" TV/VCR COMBO	x	\$70.00 =	48" PROJ./ MONITOR CART W/SKIRT	x	\$20.00 =
20" VIDEO BOX MONITOR	x	\$70.00 =	WIRELESS PRESENTATION CONTROL	x	\$30.00 =
27" VIDEO BOX MONITOR	x	\$100.00 =			
36" VIDEO BOX MONITOR	x	\$180.00 =			

Larger Monitors Available Upon Request

Specialty Equipment Available 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 Everlast Productions @ (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.....	=

Pickup Information

Pickup Date _____ Time _____
Location _____

Delivery Information

Delivery 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. You can also email your order avbcc@everlastproductions.com

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. *No wall mounting services

BROWARD COUNTY CONVENTION CENTER

BUSINESS CENTER SERVICES

1950 EISENHOWER BOULEVARD

Fort Lauderdale, Florida 33316

Phone 954-765-5952 Fax 954-765-5957

Hours of Operation: Monday thru Friday, 9:00AM-5:00PM

FACSIMILE SERVICES

Transmission-Domestic	
First Page	\$ 2.00
Each Additional	\$ 2.00
Transmission-International	
First Page	\$ 10.00
Each Additional	\$ 2.00
Incoming Transmissions	\$ 2.00

PHOTOCOPY SERVICES

	<u>Quantity</u>	<u>Per Copy</u>
8.5 x 11 Reg. White	1-100	\$ 0.25
8.5 x 11 Reg. White	101-500	\$ 0.20
8.5 x 11, 3-hole White	1-50	\$ 0.26
8.5 x 11, 3-hole White	51-500	\$ 0.16
8.5 x 11 Color Paper	1-50	\$ 0.27
8.5 x 11 Color Paper	51-500	\$ 0.17
8.5 x 14 White	1-50	\$ 0.27
8.5 x 14 White	51-500	\$ 0.17
11 x 17 White	1-50	\$ 0.28
11 x 17 White	51-500	\$ 0.18
Transparencies Black & White		\$ 2.00
Volume Discounts Available On Larger Orders		

Business Center Operated By:

Everlast Productions
1950 Eisenhower Blvd.
Ft. Lauderdale, Florida 33316

PACKING & SHIPPING

Handling Fees	
Letter or Pak	\$ 3.50
Sm. Box (1-35 lbs.)	\$ 5.00
Med. Box (36-70 lbs.)	\$ 7.50
Lg. Box (71 lbs. & Over)	\$ 10.00
International Box	\$ 10.00

SECRETARIAL SERVICES

	<u>Per 1/4 Hr.</u>
Word Processing/Graphics	\$ 10.00
Hand Collating, Stapling	
Folding, & Cutting	\$ 5.00

LASER PRINTING

Per Page from Diskette	\$ 1.00
Per Page from Laptop	\$ 1.50
Business Cards (10ea.)	\$ 2.00
Tent Cards	\$ 2.50

WORK STATION RENTAL

	<u>Per 1/2 Hr.</u>
Use of Computer/Printer	\$ 10.00



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 ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____

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)	\$ 195	\$ 225			
Multi-Line Handset Rental	\$ 25	\$ 35			
Polycom Conference Phone	\$ 150	\$ 190			
Plain Paper Fax Machine Rental	\$ 195	\$ 225			
ISDN (CCLD Circuit, Customer Provided ISP)	\$ 400	\$ 500			
Dry Pair	\$ 195	\$ 225			

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

Please total services
at the bottom of this
order form.

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	\$ 350	\$ 425		
High-Speed Internet Standard Private IP Address, up to 256kbps per computer	\$ 625	\$ 725		
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' CAT-5 Patch Cable	\$ 50	\$ 75		
100' 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; Polycom 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.

SAVOR...Fort Lauderdale

at Broward County Convention Center

SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Broward County Convention Center. Savor SMG is the exclusive provider of all food and beverage for the Broward County Convention Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email/fax to Tom Magaddino, Director of Catering Sales at tmagaddino@ftlauderdalecc.com or 954.765-9551. Please wait for approval from the Catering Department. For additional information, menus, or to place an order, please call the Catering Sales Department at 954.765.5947.

REGULATIONS:

1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
2. All items are limited to sample size
 - A. Non Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
 - B. Alcoholic Beverage items limited to 2 oz serving of Beer & .5 oz serving of liquor/spirits. Company representative handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, SMG and Broward County as Additionally Insured.
 - C. Food items limited to "bite size".
 - D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event: _____

Company Name: _____

Contact: _____

Address: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Booth #: _____

1. Products you wish to sample:

2. How do you plan on sampling this product (i.e. trays, 4oz cups):

3. Please explain purpose of offering these samples:

Please check if you will need any of the following (3 weeks advance notice required. Charges will apply):

____ **Refrigerator Space** (please indicate amount of space in cubic feet): _____

____ **Dry Storage**(please indicate amount of space in cubic feet): _____

____ **Kitchen Preparation:** _____

____ **Serving Equipment** (chafing dishes, spoons, etc): _____

____ **Ice** (sold by a 20 pound bag): _____

Approved By: _____

(Food & Beverage Director)

_____ (Date)



GREEN GUIDE

EXHIBITOR

Pre-Event Planning

- 1 Ask contractor what NEW and sustainable alternatives of equal quality are available. Incorporate renewable and energy efficient materials into booth design.
- 2 Minimize packaging materials. Use environmentally responsible materials that are recyclable, biodegradable, or reusable.
- 3 Limit materials and collateral by:
 - Bringing only what is anticipated
 - Offer to send material upon request
 - Offer to provide information via electronic media: download, website, disc, flash drive.
- 4 Avoid dated material.
- 5 Re-use signs and banners. Produce on recycled materials or donate.
- 6 For Give-aways, focus on items that are useful and made of sustainable materials.

Event Day

Request recycle and waste containers for the booth.

Collect and place recycle materials into appropriate containers.

Conserve energy by powering down equipment/lights at the end of each show day.



After Event Closes

Label unwanted show materials and/or collaterals for Center to recycle and repurpose.

RECYCLE



Label leftover merchandise for donation.

DONATE

