



2012 Defense Manufacturing Conference
Orlando Marriott World Center
November 25-29, 2012
Advance order deadline; November 9, 2012

Dear Exhibitor:

Innovative Expo has been selected as the Official Service/Drayage Contractor for the **Defense Manufacturing 2012 Conference at the Orlando Marriott World Center Resort**. We welcome the opportunity to assist you in every way possible to ensure a successful marketing presentation for your company.

Each 10'x10' exhibit booth space will include the following:

**Pipe and Drape Display Booth
One 7"x44" Exhibitor ID Sign**

Show Colors: Black and Blue

Exhibitor Move-In:	Sunday	November 25, 2012	8:00am-5:00pm
Exhibitor Move-In:	Monday	November 26, 2012	7:00am-4:00pm
Show Open:	Monday	November 26, 2012	5:00pm-7:30pm
Show On:	Tuesday	November 27, 2012	7:00am-7:30pm
Show On:	Wednesday	November 28, 2012	7:00am-4:00pm
Show Close:	Wednesday	November 28, 2012	4:00pm-11:00pm
Move-Out:	Thursday	November 29, 2012	8:00am-Noon

Please consult your materials from show management for additional information, or changes to the schedule. Enclosed in this Exhibitor Kit are additional forms for rentals and services which you may desire, that are not included in your booth package.

- ◆ **Please note all deadlines as outlined in the packet to avoid additional charges.**
- ◆ **Innovative Expo does not issue credits or accept substitutions, for unused package items.**
- ◆ **Payment Authorization must accompany your order to be processed.**
- ◆ **Please e- mail or fax your orders to service@innovativeexpo.com fax 760-343-2533.**

Questions and Adjustments: Any discrepancy in items ordered and items received or questions concerning service, etc., must be reported to the Innovative Expo service desk at the exposition immediately upon noting the discrepancy. Any problems will be resolved and/or any valid adjustments on your account will be made at that time. Credits and adjustments will not be made based on such information received after the close of the show.

Innovative Expo believes that exhibitors are valued customers and should be treated accordingly. We are committed to handling your needs efficiently and graciously. If you should have any questions, please do not hesitate to call us.

Sincerely,

Customer Service

Service@innovativeexpo.com

PAYMENT POLICY AND BILLING AUTHORIZATION

NOTE: ORDERS WITHOUT CREDIT CARD INFORMATION WILL NOT BE PROCESSED.

Payment must be made in full for all services ordered. **Orders without payment or placed after discount date will be charged the floor rate.** Payment may be made by check. All rates quoted are for the duration of the show and are on a rental basis only, and remain the property of Innovative Expo. **Payment of all labor, material handling and services, whether ordered by the exhibitor, display builder, or other parties, shall be the responsibility of the exhibitor.** All charges are due and payable in US Dollars prior to the close of the show. I understand that charges incurred by my company, (pre-show, during the show, and post show) will be billed to the credit card on file. **Please print clearly or type the information.**

Check Here if Sending Check: _____ Check #: _____

_____ MasterCard _____ Visa _____ American Express _____ Discover

Account # _____ 3 or 4-digit security code _____

Exp. Date: _____ Name On The Card: _____
(PLEASE PRINT)

Authorized Signature: _____

CANCELLATION POLICY

Any items cancelled after DELIVERY will be charged at 50% of the original rate. All requests for refunds must be in writing, within 30 days of the close of the show.

***THIS FORM MUST ACCOMPANY ALL ORDERS PLACED WITH INNOVATIVE EXPO.
PLEASE INDICATE BILLING ADDRESS FOR CREDIT CARD GIVEN ABOVE.***

EXHIBITOR: _____ BOOTH # _____

SIGNATURE _____ DATE: _____

PHONE: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS _____

FURNITURE ORDER FORM

Discount pricing applies to orders placed by the date shown in the box above. Payment in full of rental charges must accompany your order to qualify for Discount rates. Charges include placing in booth ready for use. Items returned after placement in exhibit space will receive 50% credit.

<u>SKIRTED TABLE: 30" HIGH</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
2'X4'	\$109.00	\$142.00	\$_____
2'X6'	\$128.00	\$166.00	\$_____
2'X8'	\$148.00	\$192.00	\$_____
<u>SKIRTED COUNTER: 40" HIGH</u>			
2'X4'	\$132.00	\$172.00	\$_____
2'X6'	\$150.00	\$195.00	\$_____
2'X8'	\$162.00	\$205.00	\$_____
Alternate Skirt Color	\$56.00	\$79.00	\$_____
4th Side Draping (for tables or counters)	\$56.00	\$79.00	\$_____

CIRCLE SKIRT COLOR: WHITE BLUE BURGUNDY RED TEAL PLUM BLACK HUNTER-GREEN

<u>UNSKIRTED TABLE: 30" HIGH</u>			
2'X4'	\$72.00	\$94.00	\$_____
2'X6'	\$86.00	\$112.00	\$_____
2'X8'	\$105.00	\$137.00	\$_____
30" Diameter Round Pedestal Table	\$146.00	\$184.00	\$_____

<u>UNSKIRTED COUNTER: 40" HIGH</u>			
2'x4'	\$78.00	\$98.00	\$_____
2'x6'	\$92.00	\$119.00	\$_____
2'x8'	\$115.00	\$150.00	\$_____
30" Diameter Round Pedestal Table	\$162.00	\$200.00	\$_____

<u>1 TIER RISER: (1-STEP)</u>			
4' RISER	\$62.00	\$79.00	\$_____
6' RISER	\$72.00	\$89.00	\$_____
8' RISER	\$82.00	\$100.00	\$_____

ACCESSORIES ORDER FORM

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
Side Chair	\$59.00	\$76.00	\$_____
Arm Chair	\$79.00	\$99.00	\$_____
Stool (matches height of 40" counters)	\$93.00	\$121.00	\$_____
Wastebasket	\$19.00	\$27.00	\$_____
Easel	\$30.00	\$42.00	\$_____
4'x8' Poster Board (Vertical/Horizontal)	\$168.00	\$200.00	\$_____
2'x8' Black grid	\$72.00	\$90.00	\$_____
Garment rack	\$84.00	\$116.00	\$_____
Literature stand	\$76.00	\$107.00	\$_____
Bag holder	\$76.00	\$107.00	\$_____
22" x 28" sign holder	\$76.00	\$107.00	\$_____
6' full view showcase	\$341.00	\$473.00	\$_____
Business card collection	\$16.00	\$21.00	\$_____

EXHIBITING COMPANY: _____ **BOOTH#:** _____

ORDERED BY: _____ **DATE:** _____

CARPETING ORDER FORM

The exhibit area is a carpeted ballroom.

CIRCLE CARPET COLOR:

Amount	Size	Discount	Standard	Total
	10 x 10'	\$152.00	\$228.00	
	10 x 20'	\$296.00	\$444.00	
	10 x 30'	\$442.00	\$663.00	
	10 x 40'	\$589.00	\$884.00	
	10 x 50'	\$730.00	\$1095.00	
Island Booth	20 x 20'	\$595.00	\$892.00	
"	20 x 30'	\$876.00	\$1314.00	
"	20 x 40'	\$1168.00	\$1752.00	

GRAY NAVY BLUE RED TEAL BLACK
BURGUNDY HUNTER-GREEN

Prices include installation and taping of front edge only.

Padding Under Carpet:	\$1.25/Sq.Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Additional Taping:	\$0.87/Ft X (Size of Booth) (100 sq. ft. Minimum)	= \$
Visqueen:	\$0.75/Sq.Ft. X (Size of Booth) (100 sq. ft. Minimum)	= \$

DELUXE CARPET

Deluxe carpet is available for one time rentals at very reasonable rates. Carpeting is 30 oz, stain resistant nylon. **(There is a minimum order of 200 square feet).** Must be ordered no later than 2 weeks prior to move in.

COLORS: Royal Blue, Navy Blue, Charcoal, Red, Spice, Teal, Hunter Green, Gray, Beige And Boysenberry. Please visit our website at www.innovativeexpo.com for more color selections.

RENTAL PRICE: Order includes installation, poly covering, and removal.

CARPET COLOR: _____ **BOOTH SIZE:** _____

Formula: Booth size _____ x _____ = SQ. FT. @ \$4.65/SQ.FT. = \$ _____

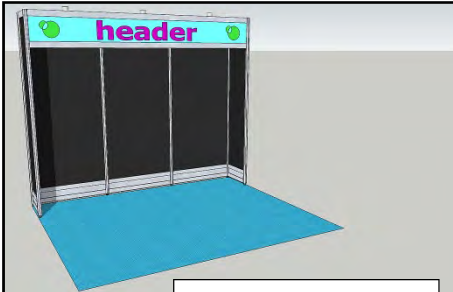
EXHIBITOR: _____ **BOOTH#:** _____

ORDERED BY: _____ **DATE:** _____

See next page for more package choices ►

"Classic" 10' Backwall

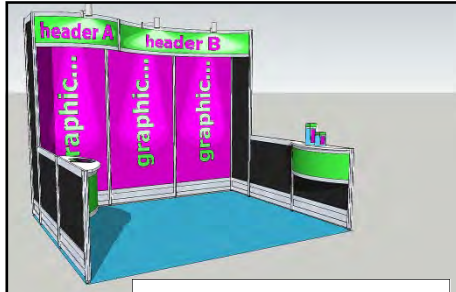
☐ \$1,500* as shown



Package includes:
Custom header **plus**
overhead lighting for
your display!

"Curves" 10' Booth

☐ \$3,200* as shown



Package includes:
Curved headers,
3 graphic panels **and**
2 "floating" side counters!

"Wings" 10' Booth

☐ \$5,500* as shown



Package includes:
Angled headers,
6 graphic panels,
backlighting, 4 counters
and a matching pedestal!

All Custom Booths Include:

- ◆ **Carpet** (standard colors, see below)
- ◆ **Integrated overhead lighting**
Electric service must be ordered separately from provider
- ◆ **Graphic panels as shown – full-color printing included!**
- ◆ **Your choice of white, black or blue rigid filler panels,**
wherever graphics are not being installed
- ◆ **Labor to install and dismantle**

Available Upgrades:

- ◆ **Built-in shelving and matching counters**
- ◆ **Velcro-ready fabric panels**
- ◆ **Deluxe carpet in 31 colors**
- ◆ **Siderails with or without side counters**
- ◆ **Call for more!**

Want to see more possibilities? Visit
www.InnovativeEXPO.com/booths
for options, or call Customer Service at
760-343-2555 to discuss your design!

Add a Matching Counter or Pedestal...

☐ Square Pedestal
\$200* (20" Square)

Choose your
panel color:

- ☐ **Black**
☐ **White**
☐ **Blue**



☐ Single Counter
\$300* (40"wide x 20"deep)

Choose your
panel color:

- ☐ **Black**
☐ **White**
☐ **Blue**



☐ Double Counter
\$600* (78"wide x 20"deep)

Choose your
panel color:

- ☐ **Black**
☐ **White**
☐ **Blue**



Exhibiting Company: _____

Booth Number: _____

Authorized Contact: _____

Date: _____

Standard Carpet Color Choices: ☐ grey ☐ blue ☐ red ☐ teal ☐ black ☐ burgundy ☐ hunter green

Filler Panel Color Choices: ☐ black ☐ white ☐ blue ☐ Velcro ready — call for a quote!

Special Instructions: _____

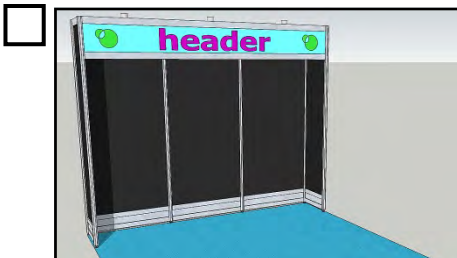
\$ _____
Total for this page

* ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE

Custom Booth Packages

2012 Defense Manufacturing Conference
 Orlando Marriott World Center
 November 25-29, 2012
 Advance order deadline; November 9, 2012

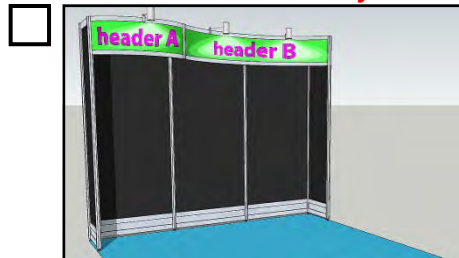
☒ **your selection, or call us for more options...**



"Classic" 10' Backwall

\$1,500* as shown

- Includes:
- Custom header graphic
 - Overhead lighting



"Curves" 10' Backwall

\$1,700* as shown

- Includes:
- Custom header graphics
 - Header/backwall lighting



"Wings" 10' Backwall

\$2,900* as shown

- Includes:
- Custom header graphics
 - 2 backwall graphics
 - Backlighting



"Classic" 10' Backwall

\$2,700* as shown

- Same as above **plus:**
- Full backwall graphics
 - 3 40" x 12" display shelves



"Curves" 10' Backwall

\$2,800* as shown

- Same as above **plus:**
- Full backwall graphics



"Wings" 10' Backwall

\$3,900* as shown

- Same as above **plus:**
- Full backwall graphics
 - 2 integrated display counters



"Classic" 10' Booth

\$3,200* as shown

- Same as above **plus:**
- Siderail dividers
 - 40" x 20" counter with front graphic



"Curves" 10' Booth

\$3,500* as shown

- Same as above **plus:**
- Siderail dividers w/ graphic counters
 - 20" square pedestal with round top



"Wings" 10' Booth

\$5,500* as shown

- Same as above **plus:**
- Siderail dividers w/ angled counters
 - 40" x 20" pedestal with front graphic

Exhibiting Company: _____

Booth Number: _____

Authorized Contact: _____

Date: _____

Standard Carpet Color Choices: ☐ grey ☐ blue ☐ red ☐ teal ☐ black ☐ burgundy ☐ hunter green

Filler Panel Color Choices: ☐ black ☐ white ☐ blue ☐ Velcro ready — call for a quote!

Special Instructions: _____

\$ _____

Total for this page

*** ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE**

ADD 50% TO ABOVE PRICES FOR ORDERS PLACED AFTER THE ADVANCE ORDER DEADLINE

POP-UP DISPLAY RENTAL FORM

<p>A</p>  <p>10' Exhibit Pop Up</p> <p><input type="checkbox"/> Black</p> <p>\$850.00</p> <p>Panels 29.5" x 89.5": 4 Total</p>	<p>B</p>  <p>(8Ft Table)</p> <p>5 Panel Table Top</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Black</p> <p>\$425.00</p> <p>Panels 22" x 46": 5 Total</p>
<p>C</p>  <p>(6Ft Table)</p> <p>4 Panel Table Top</p> <p><input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Red</p> <p>\$325.00</p> <p>Panels 22" x 46": 4 Total</p>	<p>D</p>  <p>(4Ft Table)</p> <p>3 Panel Table Top</p> <p><input type="checkbox"/> Burgundy <input type="checkbox"/> Grey</p> <p>\$225.00</p> <p>Panels 22" x 46": 3 Total</p>

Accessories

☐ **E. Exhibit Lights**

(Available for 10' Pop-Up Only.)

\$50.00 Qty. _____

Exhibitor

Booth Number

Authorized Contact

Date

All exhibits are velcro compatible with labor included. Logo and custom graphics quoted on request. Tables for B,C, & D not included. All exhibits are artist representations, colors are approximate and may not match exactly.

Total for this page.

BOOTH CLEANING ORDER FORM

Note: Vacuuming of rugs, sweeping of booths, emptying of wastebaskets is not included in your rental. To ensure your booth is show ready please order cleaning service.



Charges are based on gross exhibit booth area with a 100 sq. ft. minimum.

Advance Orders:

Daily vacuuming, emptying wastebaskets: \$.38/sq. ft with a minimum daily cleaning charge of \$38.00.

_____ Sq. ft. x \$.38 x _____ Days = \$ _____

Cleaning ordered on-site:

Daily vacuuming, emptying wastebaskets: \$.48/sq. ft with a minimum daily cleaning charge of \$48.00.

_____ Sq. ft x \$.48 x _____ Days = \$ _____

Note: Carpets that are subject to excessive wear and tear such as wood or metal shavings generated by demonstrations or food sampling add \$.25 per sq. ft.

To eliminate any misunderstandings regarding the invoice for this service, please bring any complaints to our immediate attention or inform show management. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night when service was to have been performed. No credits will be issued after the close of the show.

EXHIBITOR: _____ **BOOTH #:** _____

ORDERED BY: _____ **DATE:** _____

TOTAL FOR THIS PAGE: \$ _____

Sign Order Form



Get attention with a Full Color Hanging Sign!	Qty	Size (w x h)	Price *
Super Booth ID Sign Upgrade — now <i>twice the size!</i> Full-color artwork on rigid foam board for a smooth, sharp look.		44" x 14"	\$89.00
Premium Hanging Signs — Get maximum impact! Full-color artwork on rigid foam board, guaranteed to get noticed. Your artwork may have full bleeds (printed to edge of panel).		6 ft x 2 ft	\$239.00
		Other sizes?	Call ...
Lamination Service: Recommended if you plan to reuse your sign.			add 50%



Color Easel Signs generate interest "up front"	Qty	Size (w x h)	Price *
Premium Easel Signs — full color for the price of black & white! Photo-quality prints mounted on foam board. Your artwork may have full bleeds (printed to edge of panel). Need a different size, or a special shape? Call us for a quote!		11" x 17"	\$59.00
		17" x 11"	
		22" x 28"	\$89.00
		28" x 22"	
Lamination Service: Recommended if you plan to reuse your sign.		Any size	add 50%



Tabletop Signs with Easel Backs	Qty	Size (w x h)	Price *
Make your message <i>stand up</i> for your visitors! Mounted on foam board. Your full color artwork may have full bleeds (printed to edge of panel). Or, send us a preprinted flyer or datasheet to mount for you! Self-supporting, with a folding easel-back.		8-1/2" x 11"	\$49.00
		11" x 8-1/2"	
		11" x 17"	\$59.00
		17" x 11"	
Lamination Service: Recommended if you plan to reuse your sign.		Any size	add 50%

Don't see exactly what you need?

Many more sizes and designs of graphics are available by custom order — call us to discuss your specific needs.

Need help with your artwork?

Our in-house Graphic Designer is at your service...
 No matter what shape your artwork is in (even if it's only a sketch), we can quickly turn it into an eye-catching graphic!



Ordering Furniture?

Add full-color graphics to your Pedestal or Counter — call us for details!

For more information and examples, visit the **Graphics and Signs** area at www.InnovativeEXPO.com

Exhibiting Company: _____

Booth Number: _____

Authorized Contact: _____

Date: _____

Special Instructions: _____

 Total for this page

DRAYAGE INFORMATION / RATES

In and out rates based on incoming weight only and are per shipment. All weights will be rounded up to the next 100 lbs.

Check One: ☐ We plan to ship our materials to the Advance Shipment Warehouse.
☐ We plan to ship our materials direct to the exhibit site.

ADVANCE SHIPMENTS TO WAREHOUSE: Shipments will be received from carriers, with free storage, up to 30 days prior to set-up date, delivered to booth and delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor is furnished. This also includes the removal, storage, and return of empty crates and cartons when necessary.

We plan to ship on (date):	Number of Pieces	Weight (Estimated)
Our material should arrive on (date):	Crates:	
Carrier:	Cartons:	
Pro Number (if available):	Cases:	
Origin:	Misc.:	

Standard Service Rates Advance Shipments to Warehouse 200 lb. minimum if over 40 lbs. total	100 Lb. Increments (Insert Weight)	Rate Per 100 Lbs.	200 Lb. Min Per Shipment when over 40 lbs.	Total
Common Carrier (regular route LTL carriers)	LBS.	\$104.00	\$208.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$128.00	\$256.00	\$
Small Package (total weight under 40 Lbs.)		First Carton \$50.00	Each Additional \$15.00 each	\$
Special Handling/ Late Shipments	LBS.	\$135.00	\$270.00	\$

SHOWSITE FREIGHT RECEIVING: Receipt of shipments from carriers at the exhibit hall, during installation period only from outside carrier or owner's vehicle, unloading, delivery to booth, and outbound delivery from booth to carrier at loading dock. This includes loading equipment, labor, removal, storage, and return of empty crates/cartons when necessary.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bill of lading. Payment policy: All invoices must be settled at our service desk prior to the close of the show. Please return this form with your check or credit card information to Innovative Expo and retain a copy for your records. Exhibitor is responsible for surcharges, if any, due the hosting facility for receiving shipments on their behalf.

Standard Service Rates Show site Freight 200 lb. minimum if over 40 lbs. total	100 Lb. Increments (Insert Weight)	Rate Per 100 Lbs.	200 Lb. Min Per Shipment when over 40 lbs.	Total
Common Carrier (regular route LTL carriers)	LBS.	\$114.00	\$228.00	\$
Van Line (specialized carrier, company truck)	LBS.	\$135.00	\$270.00	\$
Small Package—Same as Above				\$
Special Handling/ Late Shipments	LBS.	\$140.00	\$280.00	\$

EXHIBITOR: _____ **BOOTH #** _____

ORDERED BY: _____ **DATE:** _____

RUSH! EXHIBIT MATERIAL
Must arrive by: November 20, 2012

TO: _____

Exhibitor Name

**ADVANCE
SHIPMENT**

BOOTH # _____

EVENT: DMC 2012

c/o Innovative Expo, Inc./YRC-CCS
10400 Rocket Blvd.
Orlando, FL. 32824

No. _____ of _____ pieces

***This label is provided for your convenience.
Please use it. Copies are acceptable.***

RUSH! EXHIBIT MATERIAL
Must arrive by: November 20, 2012

TO: _____

Exhibitor Name

**ADVANCE
SHIPMENT**

BOOTH # _____

EVENT: DMC 2012

c/o Innovative Expo, Inc./YRC-CCS
10400 Rocket Blvd.
Orlando, FL. 32824

No. _____ of _____ pieces

***This label is provided for your convenience.
Please use it. Copies are acceptable.***

RUSH! EXHIBIT MATERIAL

***Shipments must arrive no sooner than: Nov. 24, 2012
10:00am***

TO: _____

Exhibitor Name

**DIRECT
SHIPMENT**

BOOTH # _____

EVENT: *DMC 2012*

*c/o Innovative Expo, Inc/Marriott World Center/Cypress Ballroom
8701 World Center Dr.*

Orlando, FL. 32821

No. _____ of _____ pieces

This label is provided for your convenience.

Please use it. Copies are acceptable.

RUSH! EXHIBIT MATERIAL

***Shipments must arrive no sooner than: Nov. 24, 2012
10:00am***

TO: _____

Exhibitor Name

**DIRECT
SHIPMENT**

BOOTH # _____

EVENT: *DMC 2012*

*c/o Innovative Expo, Inc/Marriott World Center/Cypress Ballroom
8701 World Center Dr.*

Orlando, FL. 32821

No. _____ of _____ pieces

This label is provided for your convenience.

Please use it. Copies are acceptable.

IMPORTANT INBOUND SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the Innovative Expo warehouse or the convention facility. **All shipments are to be labeled as follows:**

Warehouse Receiving:

To: Name of Exhibiting Company & Booth Number
For: **DMC 2012**
C/O Innovative Expo/YRC-CCS
10400 Rocket Blvd.
Orlando, FL. 32824
(760) 343-2555



Shipments must arrive at the warehouse no later than **November 20, 2012**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday, 8:00 am - 4:00 pm**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE FACILITY PRIOR TO THE
ASSIGNED DATE.**

Shipments that must be directed to show site can only arrive at the facility beginning on **Saturday November 24, 2012 @ 10:00am**. Innovative Expo is not responsible, for loss or damages, for shipments that are delivered to the facility prior to that date. **Items shipped directly to show site and handled by Innovative Expo personnel will be charged drayage per the rate sheet enclosed.**

Facility Shipping:

To: Name of Exhibiting Company & Booth Number
For: **DMC 2012**
C/O Innovative Expo / Marriott World Center-Cypress Ballroom
8701 World Center Dr.
Orlando, FL. 32821

OUTBOUND SHIPMENTS ARE TO BE PICKED UP AT THE FACILITY ADDRESS ABOVE
ALL SHIPMENTS MUST BE SENT PRE-PAID.
NO COD'S WILL BE ACCEPTED.

NOTE: Any items left on the show floor will either be brought back to the Innovative Expo warehouse and additional charges will be incurred or re routed with Innovative Expo's designated carrier. By shipping your products to Innovative Expo and/or the Facility, you agree to the terms and conditions outlined in the Limits of Liability section of this service kit.

DRAYAGE LIMITS OF LIABILITY
LIMITS OF LIABILITY AND RESPONSIBILITY

1. Innovative Expo and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. Innovative Expo and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
3. Similarly, Innovative Expo and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Innovative by the Exhibitors will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. Innovative Expo and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppage of any kind.
5. Innovative Expo 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 its control.
6. Innovative Expo and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to Innovative Expo in time to obtain the proper equipment.
7. It is understood that Innovative Expo, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Innovative Expo hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Innovative Expo, or its subcontractors, it is understood that Innovative Expo, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Innovative Expo, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 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 not as a penalty, as the exclusive remedy; and that provisions of the paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, by Innovative Expo, its subcontractors, or employees.
8. Innovative Expo, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or from any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage which are not submitted to Innovative Expo within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Innovative Expo, or its subcontractors, more than one (1) year after the accrual of the cause of action therefore.
10. The consignment or delivery of a shipment to Innovative Expo, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 9.

BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL RISK COVERAGE. THIS CAN USUALLY BE DONE BY "RIDERS" TO EXISTING POLICIES.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

If you are shipping any materials for this conference then this form MUST be returned to Innovative Expo

We hereby authorize **INNOVATIVE EXPO** to provide such services as are necessary to handle our shipments (s) in accordance with the information set forth on the **DRAYAGE LIMITS OF LIABILITY** and we further agree to the following:

A. We have examined and reviewed the **DRAYAGE INFORMATION/RATES** page which was included with other forms relating to this event which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the Innovative Expo charges in connection with the handling of our shipment (s) and we guarantee payment to Innovative Expo in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of Innovative Expo's invoice for such charges.

C. We agree to Innovative Expo's **LIMITS OF LIABILITY AND RESPONSIBILITY** as set forth.

D. We agree that Innovative Expo's, or its subcontractor's, liability shall be limited to any loss or damage which results solely from Innovative Expo's, or its subcontractor's, negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type loss or damage.

E. With particular reference to paragraphs C and D above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials that Innovative Expo, or its subcontractors, shall sign a delivery receipt, bill of lading, or other documents we agree that Innovative Expo, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

E1. Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Innovative Expo, or its subcontractors, and the arrival of our representative at the booth and during such time our shipment (s) will be unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

E2. Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, during such time our shipment(s) will be left unattended in our booth. We agree that Innovative Expo, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Innovative Expo, and its subcontractors, to adjust the quantities of items on any bill of lading submitted to Innovative Expo, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

F. We agree, in the event of dispute with Innovative Expo, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Innovative Expo for material handling services or any other services provided by Innovative Expo, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Innovative Expo, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, Innovative Expo 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 taken to a warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to classification of the Exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to Innovative Expo's office within thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

We agree that Innovative Expo will provide its services as our agent and not as bailey or shipper, that if any employee of Innovative Expo shall sign a delivery receipt, bill of lading, or other document, they will do so as our agent and we accept the responsibility therefore. We agree in the event of a dispute with Innovative relative to any loss of damage to any of our materials or equipment that we will not withhold payment of any amount due Innovative for freight service or any other services provided by Innovative Expo as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Innovative Expo according to their Payment Policy for all such charges and we further agree that any claim we may have against Innovative shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY NAME: _____

BOOTH # _____

LABOR ORDER FORM

Display labor for Installation of exhibit:

(Exhibitors must check in at the Service Desk before labor is dispatched)

DAY: _____ DATE: _____

CONTRACTOR SUPERVISED: _____ EXHIBITOR SUPERVISED: _____ TIME: _____

COST ESTIMATE:

_____ # Persons X _____ Hours X \$ _____ Hourly Rate = \$ _____

(Please refer to labor rates below)

Display labor for Dismantling of exhibit:

(Exhibitors must check in at the Service Center before labor is dispatched)

DAY: _____ DATE: _____

CONTRACTOR SUPERVISED: _____ EXHIBITOR SUPERVISED: _____ TIME: _____

COST ESTIMATE:

_____ # Persons X _____ Hours X \$ _____ Hourly Rate = \$ _____

(Please refer to labor rates below)

For Dismantle Labor only, Exhibitor agrees that Innovative Expo is not responsible for any loss or damage to booth properties, graphics or related components resulting from this service request.

Plans for exhibit assembly attached with order: ___ Yes ___ No

Number of containers: _____

Banding: _____ feet @ \$2.00 per foot = _____

Shrink Wrapping: _____ skids @ \$40.00 per skid = _____

LABOR RATES

Supervision Fee: 25% of Hourly Rate

Straight Time: \$89.00 per hour/one hour minimum per person

Overtime: \$142.00 per hour/one hour minimum per person

All labor before 8:00am and after 4:30pm weekdays, and all hours on Saturdays, Sundays, and Holidays will be charged at the overtime rate.

Failure to utilize labor at the time ordered above does not guarantee that requested labor will be available on demand. We agree that if the pre-ordered labor is not utilized for any reason, the order is cancelled and the Cancellation Policy as outlined in this kit applies.

If you are utilizing a installation/dismantle company other than Innovative Expo please supply Innovative Expo with the name of the company, and a certificate of insurance must be provided to Innovative Expo by that company.

EXHIBITOR: _____ **BOOTH #** _____

ORDERED BY: _____ **DATE:** _____

TOTAL FOR THIS PAGE: \$ _____

FORKLIFT RENTAL FORM

The service is only available for work in booth area. Drayage charges will apply to booth properties, equipment and product.

Exhibits that require a forklift to complete installation, or dismantle.

The below rate includes: **Forklift and Driver.**

\$120.00 PER HOUR x _____ HOURS = \$_____ Between the hours of 8:00am to 4:30pm,
Monday thru Friday.

\$180.00 PER HOUR x _____ HOURS = \$_____ Before 8:00am, after 4:30pm, Saturdays,
Sundays and Union recognized holidays.

IMPORTANT: Please indicate below the date(s) and time(s) for which you are requesting the above service. Every effort will be made to have the equipment available at your requested time. Those exhibitors who pre-order will be given priority over on-site orders. Those exhibitors ordering on-site will be serviced in the order in which requests are received. **NOTE:** The weight limit of the forklift is 5000 lbs. Those exhibitors needing a larger lift must contact Innovative Expo prior to move-in to arrange adequate equipment. There will be an additional charge which will be quoted upon request.

DATES: _____ **TIMES:** _____

VEHICLE PREPARATION AND SPOTTING FEE

Innovative Expo will provide the following services to those exhibitors who are displaying vehicles as part of their exhibit. Over-sized vehicles quoted individually, based on size and number .

Note: Fire marshal regulations require that the vehicle contain less than one gallon of fuel. Any vehicle, which arrives with more than one gallon of fuel, will not be permitted in the exhibit hall, until the fuel tank has been emptied to comply with the regulations. All vehicles will be pushed into and out of the exhibit hall.

Service Includes

Plastic sheeting applied to ballroom floor
Tire wrapping
Battery taping and disconnection
Gas cap taping (if not lockable)
Drip cloth under vehicle

**A flat fee of \$300.00 will be charged
each vehicle for move-in/move-out.**

DATES: _____ **TIMES:** _____

EXHIBITOR: _____ **BOOTH #** _____

SIGNATURE: _____ **DATE:** _____

TOTAL FOR THIS PAGE: \$ _____

EXHIBITOR ORDER RECAP

FURNITURE RENTAL TOTAL*\$ _____

ACCESSORIES RENTAL*\$ _____

CARPET & VISQUEEN RENTAL*\$ _____

BOOTH CLEANING*\$ _____

SIGNAGE*\$ _____

DRAYAGE\$ _____

LABOR\$ _____

EXHIBIT RENTALS*\$ _____

FORKLIFT RENTAL.....\$ _____

SALES TAX _____ 6.5% \$ _____
(multiply taxable items marked with * above)

TOTAL DUE **\$** _____

I acknowledge and accept responsibility for the accuracy of the order and the payment for all services provided. I also acknowledge and agree to the terms and conditions provided herein.

COMPANY NAME: _____

PREPARED BY: _____ **DATE:** _____
(Please Print)

SIGNATURE: _____ **BOOTH #** _____

ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP:** _____

TELEPHONE #: _____ **FAX #:** _____

EMAIL: _____

INNOVATIVE EXPO SHOW SITE WORK RULES

To assist you in planning for your participation in the forth-coming convention, we are 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 show site work rules, we ask that you read the following:

EXHIBIT LABOR

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, performance, testing, and/or maintenance of your products.

You may install, or dismantle, your exhibit display if one person can accomplish the task in less than 1/2 hour, without the use of tools. If your exhibit installation or dismantling, requires more than 1/2 hour, you must use union personnel supplied by Innovative Expo. To secure labor, please use the Labor Order Form enclosed in your exhibitor service kit. You will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Orlando, FL. on a one-to-one basis.

FREIGHT HANDLING

Members of this union claim jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that is able to be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Exhibitors who hand carry materials onto the show floor will not be permitted vehicle access to the loading dock and/or freight doors. All such vehicles must be parked in the designated "exhibitor parking lot".

HELPFUL TIPS FOR EXHIBITORS

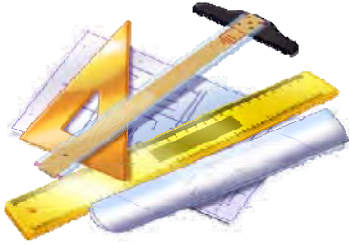
1. Place your orders with payment before the deadline to avoid "standard pricing". The deadline is strictly enforced and will not be waived for any reason.
2. Ship your exhibit materials as early as possible. We will store your materials up to 30 days prior to move-in at no charge. Please review deadlines for receiving of freight to avoid additional charges.
3. Call our office at least two working days prior to move-in to confirm the arrival of your shipments. This allows time for tracking or re-shipping before the show.
4. Innovative Expo uses Yellow Freight Systems exclusively for re-shipping material at the close of the show.
5. If you choose to use another carrier, your representative on the show floor must:

*Provide Innovative Expo with the name of the carrier and copy of bill of lading or air bill

*Contact the carrier to arrange pick up

*Be aware of the time deadline for clearing the show floor to avoid forcing the shipment onto our or corresponding designated carriers. This time varies with each event, it is best to check with Innovative Expo if there is any questions.

6. Your representative must be prepared to settle any balances due at show site before the close of the show. Innovative Expo does not invoice for show rentals or services.



NON-OFFICIAL CONTRACTOR FORM

MAIL OR FAX TO: INNOVATIVE EXPO, INC.
72-242 Watt Court, Thousand Palms, CA 92276
(760) 343-2533 fax

EVENT or SHOW: _____ **BOOTH NUMBER(S):** _____

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

ORDERED BY: _____ **PHONE#:** _____ **DATE:** _____

If your company plans to use a firm other than INNOVATIVE EXPO to erect or dismantle your exhibit, this form must be filled out completely and returned to Innovative Expo no later than (30) days prior to show opening.

DEFINITION: A Non-Official Service Contractor is any company, other than Innovative Expo, that an exhibitor wishes to use and which will require access to the exhibit hall before, during, or after the show. No permission will be given to a Non-Official Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering.

EXHIBITING COMPANY CONTACT AT SHOW: _____

EXHIBITOR APPOINTED CONTRACTOR: _____

EAC CONTACT AT SHOW: _____

TYPE OF SERVICE TO BE PERFORMED: _____

24 HOUR PHONE CONTACT #: _____

EMAIL ADDRESS FOR APPOINTED CONTRACTOR: _____

- NOTE:**
1. Please inform your Non-Official Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE at least (30) days prior to show date or they will not be permitted to service your exhibit.
 2. They **MUST** comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.
 3. It is the responsibility of the exhibiting company to see that each representative of Non-Official Contractors abides by the official rules and regulations of this event.

FIRE DEPARTMENT REGULATIONS FOR EXHIBITORS

A. BOOTH DECORATIONS:

All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo, and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal. Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.

B. VEHICLES/INTERNAL COMBUSTION ENGINES:

Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking type gas caps or sealed with tape. The level of gas in tanks cannot exceed one gallon. Garden tractors, chainsaws, power plants, and other gasoline-powered equipment shall be safeguarded in a similar manner.

C. COMBUSTIBLES:

Literature on display shall be limited to reasonable quantities. Reserve supplies be kept in closed containers and stored in a neat and compact manner. No empty cardboard boxed or combustible materials may be stored on or near any electrical wiring in the spaces behind any display.

D. OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth construction, tables, chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.

E. ELECTRICAL EXTENSIONS CORDS:

All extension cords shall be ground fault interrupter protected and/or over current protected. No additional taps are to be in any device. All extension cords shall be of 12/3 gauge wire. All spliced wires are prohibited.

F. COMPRESSED CYLINDERS:

Compressed cylinders must be secured to a stand. Compressed flammable gases are prohibited inside a building, this includes acetylene, hydrogen, propane, butane, and L.P.G.

G. COOKING AND/OR WARMING DEVICES:

Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory: e.g. U.L., F.M. Decorative candles, oil lamps, torches, candle lamps and non-vented cooking devices are prohibited.



Provided
exclusively for the
Orlando World
Center Marriott

FOR ELECTRICAL SERVICE ONLY

E-1

ELECTRICAL SERVICES DEPARTMENT

7000 Lindell Road • Las Vegas, NV 89118

(407) 238-8827 • Fax: (702) 616-8068

csr.Orlando@ges.com

100 % payment must accompany each order and be received 21 days prior to show move-in date to qualify for advance discount price.

No orders can be processed without payment.

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing.

Cancellation fee after installation is 100% of original cost.

ELECTRICAL LABOR:

STRAIGHT TIME: 8:00 AM - 3:30 PM

MONDAY - FRIDAY

Discount \$ 78.00/HR

Regular \$ 109.25/HR

Show-Site \$145.75/HR

OVERTIME: BEFORE 8:00 AM,

AFTER 3:30PM AND SATURDAY, SUNDAY & HOLIDAYS

Discount \$ 147.50/HR

Regular \$ 218.25/HR

Show-Site \$ 291.50/HR

ONE HOUR MINIMUM INSTALLATION 1/2 HOUR MINIMUM DISMANTLE

POLICY STATEMENT: 100 % payment must accompany each order. The prices quoted are for RENTAL equipment and include delivery and pick-up at the booth. All orders without 100% payment and orders received at the Service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders.

Customers who prepay 21 days before show move-in date qualify for the advance discount price. All additional charges incurred will be added to the credit card listed below. If customer fails to pay in accordance with this policy, customer agrees to pay a 1.5% per month late charge fee, and all costs of collection including attorney's fees. No credit will be given for outlets installed or services provided and not used. Requests for refunds must be submitted in writing to the above GES address. Customer agrees that GES shall not be liable for, and shall hold GES harmless from any damages GES caused by negligence of non-GES employees and/or from events outside of GES control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to GES Service Desk before show closing or customer waives any right to make a claim. **NON-USA EXHIBITORS** agree to pay only by international money order, credit card, traveler's checks, or cash.

By signing and delivering this form, customer agrees to all terms, conditions, and limits of liability on both pages of this form.

SHOW NAME: _____

SHOW DATES: _____

DISCOUNT DEADLINE: 21 Days Before Move-In

Company Name: _____

Booth Number: _____

ELECTRICAL RENTAL ORDER FORM

Quantity	ELECTRICAL OUTLETS	Discount Price	Standard Price	TOTAL PRICE
	120 Volt 60 Cycle Alternating Current			
	Outlet 500 Watts (5 Amps)	\$ 103.50	\$ 146.25	
	Outlet 1,000 Watts (10 Amps)	\$ 176.00	\$ 255.25	
	Outlet 1,500 Watts (15 Amps)	\$ 194.75	\$ 279.50	
	Outlet 2, 000 Watts (20 Amps)	\$ 230.50	\$ 352.00	
			SUB TOTAL	

Quantity	POWER SERVICE & MOTOR OUTLETS - All 208V connections require labor			
	20 Amp 208V Single Phase	\$ 351.75	\$ 534.00	
	20 Amp 208V Three Phase	\$ 400.50	\$ 600.25	
	30 Amp 208V Single Phase	\$ 424.50	\$ 624.50	
	30 Amp 208V Three Phase	\$ 497.50	\$ 727.75	
	Quotes for greater amperage or voltage available upon request		SUB TOTAL	

Quantity	RENTAL EQUIPMENT			
	150 Watt Floodlight on Stanchion	\$ 115.25	\$ 156.00	
	15' Extension Cord		\$ 20.65	
	25' Extension Cord		\$ 24.20	
	50' Extension Cord		\$ 42.25	
	Power Strip		\$ 30.25	
			SUB TOTAL	

<input type="checkbox"/> Provide 24 Hour Power Service - Double The Published Rate	
<input type="checkbox"/> Transformer(s) To Boost From 208V: \$ 143.00 (Discount) \$ 176.00 (Standard Price)	
AUTHORIZATION FOR TIME & MATERIAL: PLEASE INITIAL _____	
(Office Use Only) LABOR:	
(Office Use Only) MATERIAL:	
6.5% TAX:	
GRAND TOTAL:	

Company Name: _____

Phone Number: _____

Address: _____

Fax Number: _____

City: _____

Authorized Signature: **X** _____

State: _____ Zip Code: _____

Print Authorized Signature: _____

Date of Order: _____

Check #: _____

Credit Card: ☐ VISA ☐ MasterCard ☐ American Express

☐ Corporate ☐ Personal

Credit Card #: _____

Expiration Date: _____

Signature of Cardholder: **X** _____

Name Printed on Credit Card: _____

1. *GES Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a GES Electrical electrician. GES Electrical will not be responsible for any damage or lost equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a GES Electrical electrician.*
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Power to island booths will be dropped per the exhibitor's floorplan, chargeable on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis. For further information, please refer call 407-238-8827.
6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. Installation is subject to Local Union Contract and jurisdiction.
12. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horse power, etc. and ready for connection.
13. All outlets over 20 amps and with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
14. A separate outlet must be ordered at regular price for each piece of equipment to be connected.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All motor and equipment hookups requiring hard wire connections.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited.

RETURN TO: Electrical Services Department

7000 Lindell Road • Las Vegas, NV 89118 • Phone: (407)-238-8827 Fax: (702)-616-8068

Form Deadline Date

21 Days Before Move-In

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CARDHOLDER SIGNATURE

AUTHORIZED CONTACT—PLEASE PRINT

DATE _____

X

If you have an island booth and/or require electrical distribution, you must submit a booth floor plan with your Electrical Service Order Form to ensure that your outlets and lighting are properly placed. If you do not have a booth floor plan, please use the grid on this page and submit it with your electrical order. (See the Electrical Service Information Sheet for additional information).

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- **Mark the adjacent booth numbers or aisle numbers.** This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location.
- Mark main power location.
- Detach this form and send it with your prepaid Electrical Service Order Form.
- Credit card information must be provided on the electrical rental order form before labor will be performed.

Adjacent Booth or Aisle Number:

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 Number:

Adjacent Booth or Aisle Number:

Adjacent Booth or Aisle Number:



Provided
exclusively for the
Orlando World
Center Marriott

3rd Party Billing Request

RETURN TO: Electrical Services Department

7000 Lindell Road • Las Vegas, NV 89118 • Phone: (407)-238-8827 Fax: (702)-616-8068

G-3

Form Deadline Date
21 Days Before Move-In

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

AUTHORIZED CARDHOLDER SIGNATURE AUTHORIZED CONTACT—PLEASE PRINT DATE

X

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm

EXHIBITING FIRM

STREET ADDRESS

CITY STATE ZIP

PHONE FAX

The items checked below are to be invoiced to the Exhibiting Firm:

- ☐ Electrical
☐ Other (Please Specify) _____

I agree in placing this order that I have accepted Orlando GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE
SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ Corporate Card ☐ Personal Card

_____-_____-_____-_____

PROVIDE
EXPIRATION
DATE

EXPIRATION DATE

_____-_____-_____-_____

- ☐ MasterCard
☐ VISA
☐ American Express

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE
SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Third Party

THIRD PARTY

STREET ADDRESS

CITY STATE ZIP

PHONE FAX

The items checked below are to be invoiced to the Third Party:

- ☐ All Services ☐ Electrical
☐ Other (Please Specify) _____

I agree in placing this order that I have accepted Orlando GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE
SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ Corporate Card ☐ Personal Card

_____-_____-_____-_____

PROVIDE
EXPIRATION
DATE

EXPIRATION DATE

_____-_____-_____-_____

- ☐ MasterCard
☐ VISA
☐ American Express

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE
SIGN

X

CARDHOLDER'S SIGNATURE

DATE



Exhibitor Order Form


 COMPANY
 BOOTH

 SHOW NAME:
 ORDER SUBMISSION DATE:

General Audio/Visual Equipment	Qty	Show Days	Charge per Day	TOTAL	CUSTOMER INFORMATION
3500 lum. LCD Projector Package with 6' Screen			\$550		COMPANY NAME: <input type="text"/> ADDRESS: <input type="text"/> CITY: <input type="text"/> STATE: <input type="text"/> ZIP: <input type="text"/> COUNTRY: <input type="text"/> TELEPHONE: <input type="text"/> FAX: <input type="text"/> CONTACT NAME: <input type="text"/>
Support Package for Client's Projector			\$135		
24" Flat Screen Monitor on table top stand			\$175		
32" LCD Display Monitor on table top stand			\$250		
55" LCD Display Monitor on Rolling Stand			\$500		
DVD Player (No Monitor)			\$100		
Cable TV Connection (call for current channel listing)			\$250		
Power Strip/Extension Cord Combo			\$15		
4 Channel Mixer			\$50		
Wired Microphone			\$50		
Wireless Microphone (Handheld / Lavalier)			\$160		
Powered Speaker with Stand			\$90		
Laser Pointer			\$40		ORDERING INSTRUCTIONS On Site Contact: <input type="text"/> On Site Cell #: <input type="text"/> DELIVERY DATE <input type="text"/> TIME <input type="text"/> PICKUP DATE <input type="text"/> TIME <input type="text"/>
Computers and Office Equipment					
Laptop Computer			\$350		
AV Cart with A/C and 30' VGA			\$45		
Wireless Presentation Remote			\$55		
iBahn High Speed Internet					
Wireless Internet Connection			\$95		
Wired Internet Connection			\$150		
Static IP			\$225		
Telephone Services					
House Phone line (Hotel Internal Use Only - Phone calls are additional)	One time Charge		\$50		
Direct-In-Dial (Dial 9 access through PBX - Phone calls are additional)	One time Charge		\$200		
Dedicated (Local/Toll Free Only- not through PBX & does not include ISP)	One time Charge		\$300		
Polycorn Speaker Phone			\$175		
Custom Orders	Qty	Days	Charge per Day	TOTAL	
If there are additional needs not listed on this form, please contact us at 407-238-8637					
Equipment Total				\$ -	
Subtotal				-	
Service Charge / Delivery (24% of equipment Total / \$50.00 min)				-	
Tax (6.5%)				-	
Total Due				\$ -	

1. Please fill out form (order boxes only)
 2. If you are tax exempt, please forward certificate
 3. If you require a technician to operate equipment the labor rate (\$70/hr) will apply (5 hr minimum)
 4. All cancellations within 48 hours, subject to 50% fee

5. All cancellations the day of the show are subject to full amount of the order to include delivery and tax
 6. Price valid for booth events only
 7. On-site orders subject to 50% surcharge
 8. Exhibit requests must be paid in full before equipment delivery
 9. Customer agrees to pay in full for lost, stolen or damaged equipment

PAYMENT	PLEASE RETURN TO:
This form authorizes American Audio Visual Center, Inc. to charge our company credit card, or my personal credit card in the amount of \$ <input type="text"/> , as well as for any damaged or lost equipment that may result. Name as it appears on the credit card <input type="text"/> Card Type: <input type="text"/> Account Type (Please circle): Individual Corporate Company Name (if applicable): <input type="text"/> Account Number: <input type="text"/> Address: <input type="text"/> City, State, Zip, Country: <input type="text"/> Phone Number: <input type="text"/> Fax or alternate number: <input type="text"/>	<div style="text-align: center;"> AMERICAN AUDIO VISUAL CENTER </div> <p>American Audio Visual Center</p> <p>Orlando World Center Marriott</p> <p>8701 World Center Drive</p> <p>Orlando, FL 32821</p> <p>P: 407.238.8637</p> <p>F: 407.238.8837</p>



Rigging and Public Banner Guidelines



Orlando World Center Marriott
Hotel Guidelines for: Banners in Public Areas
American Audio Visual Center
"One-Stop Shopping" For All Your Event Production Needs



WE LOOK FORWARD TO ASSISTING WITH ALL YOUR BANNER AND DISPLAY NEEDS

Thank you for considering the American Audio Visual Center for your rigging needs.

Banners and Signage are an effective way to communicate to your attendees as well as creating an exciting environment that presents your organizations' messages, brand identity and business goals. The Orlando World Center Marriott has numerous banner locations that provide excellent visibility. We present the following information to help ensure a successful show and that your message is presented to meet your expectations.

The attached pages detail the banner construction specifications for each of the most popular areas. Please provide a copy of this document to your banner fabricator.

Please use the attached form to organize & submit your banner hanging needs.

Again, thank you for your interest in the American Audio Visual Center where we provide professional audio, visual, production and creative services. We look forward to working with you and playing a role in your successful show!

Orlando World Center Marriott

Hotel Guidelines for: Banners in Public Areas

AAVC is a One-Stop Shop For All Your Event Production Needs

PLEASE REVIEW THIS INFORMATION TO ENSURE A SUCCESSFUL EVENT

1. BANNER APPROVAL

BANNER LOCATIONS MUST BE APPROVED IN ADVANCE BY THE HOTEL EVENT MANAGER.

2. BANNER MATERIALS

All banners and signs hung overhead should be constructed of vinyl or cloth fabric. Fire code forbids any banners made of PAPER. Hard materials will require attachment to building steel by Riggers. NOTE: To protect Hotel decorative finishes, 3M Floor & Wall contact graphics must be fabricated-installed-removed only by the Hotel's authorized 3M Vendor. No banners made from Sintra will be hung.

3. BANNER POSITIONING

All banners will be flown with the bottom a minimum of 8 feet above the floor. Banners will be suspended and the top horizontal edge stiffened using wood battens provided by the Hotel. Grommets on the banners are not required. Stiffeners and dowels for banner bottoms are not permitted.

Attachment of any banner/poster directly to any wall will damage the finish. Banners against walls will be hung from pipe & drape if not from the ceiling.

Safely hanging banners outside of the building will be evaluated on a case by case basis.

4. BANNER SIZES

Maximum sizes for standard banner locations are shown in "Banner Hanging Size Specifications".

5. BANNER INSTALLATION INSTRUCTIONS - Very Important

To comply with insurance restrictions, our hotel staff will need to hang your banners to ensure the safety of your attendees and our other guests.

Banner installation and removal times are restricted in high guest traffic areas.

You will need to be present at the time scheduled to hang the banners to ensure we understand each banner's desired location. After the banners are hung you will need to return to approve each banners location before the crew will be released. We will make every effort to place banners and signs where you designate.

The banners should be presented to us only at the time scheduled to hang the banners. When the banners are removed we must immediately return them to you. Banner storage is not available.

Unclaimed banners will be promptly be disposed of.



- 30



2012 BANNER HANGING FEES - Non Exhibit

STANDARD BANNERS 100 Sq. Ft. 20' max length - Crew of two (2) (Foyers, Ballrooms & North Tower Excluded)

QTY		
1	2	\$ 260.00
3	5	\$ 440.00
6	10	\$ 625.00
11	15	\$ 825.00
16	20	\$1,050.00

CONVENTION ATRIUM 80 Sq. Ft. or Smaller - Crew of 2 (2)

QTY		
1	2	\$1,325.00

MARBLE WALKWAY by Grand Ballroom 100 Sq. Ft. or smaller - Crew of two (2) Double-sided banners are suggested banners. Must be constructed with a 5" pocket

QTY		
1	13	\$1,425.00

MARBLE WALKWAY by Palms Ballroom 100 Sq. Ft. or smaller - Crew of two (2)

QTY		
1	14	\$1,425.00

ESCALATOR 24 Sq. Ft. or Smaller/ Max 12'x2' Crew of three (2)

QTY		
1		\$ 825.00

MAIN HOTEL LOBBY 15 ft. wide and 20 feet high Crew of three (3) AAVC is the only authorized crew. All banners bigger than 16' x 18' need prior approval.

QTY		
1		\$4,250.00

CYPRESS FOYER 300 Sq. Ft. or Smaller Crew of three (2)

QTY		
1		\$1400 - \$2800

THE ABOVE FEES INCLUDE:

- 1 Prepping banners to make them ready to hang.
- 2 Conduit batten stiffeners to keep the banner straight, level and attractive.
- 3 Wire rope to lower the banners from the ceiling to the best height.
- 4 One (1) 19' - 30' scissor lift or ladder as required.
- 5 Moving the scissors lift out to the banner site.
- 6 Attaching the banners to the ceilings.
- 7 Crowd control to keep hotel guests back while the lift is operating.
- 8 Making any required adjustments.
- 9 Returning all tools and lifts.
- 10 Removing the banners and returning them to the client.
- 11 Coordination of the above by the AAVC Sales Manager & other selected managers.

STIPULATIONS

- 1 All banner location must be approved by your Event Manager.
- 2 Exhibit hall banners require installation by qualified riggers only..
- 3 Charges for exhibit hall banner rigging/removal shall be at standard rigging rates.
- 4 Banners that **EXCEED 100 SQ. FT. OR 20 LBS.** shall be installed by qualified riggers.
- 5 Materials other than vinyl or fabric, as governed by our "Banner Guidelines".



**BANNER INSTALLATION & REMOVAL ORDER FORM
COMPLETE AND FAX TO (407) 238-8837**

Person Requesting Work: Phone: _____ Fax: _____

On-Site Contact: _____ Cell Phone: _____

PERSON PRESENT TO COORDINATE INSTALL _____

PERSON PRESENT TO RECEIVE BANNERS _____

Banner location	SIZE	QTY	INSTALL DATE	INSTALL TIME	Remove date	Remove Time
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**BANNER LOCATIONS MUST BE APPROVED IN ADVANCE BY THE HOTEL
EVENT SERVICES MANAGER.**

You will need to be present at the time scheduled to hang the banners AND deliver the banners to us.

You will need to be present at the time scheduled to remove the banners AND receive the banners

Banner storage is not available. Unclaimed banners will be disposed of within 24 hrs.

As the banners are hung you will need to approve each location before the crew will be released.

Banners will be flown with the bottom a minimum of 8 feet above the floor

Banner attachment directly to any wall is not permissible. Pipe & Drape may be added to hang banners

Stiffeners or pipe for banner bottoms are not permitted.

Paper banners are not permitted due to flammability.

Refer to maximum banner sizes in Guidelines for Banners in Public Areas

I understand and accept the above-described conditions as well as those described



Regulation for Hanging Manufactured, Custom Built and Exhibitor Moss Signs:

- All signs must be well made and in good condition in order to be suspended.
- All signage is subject to on-site inspection for final approval.
- All hardware and equipment must be approved by the manufacturer for overhead suspension. All trusses must be from a recognized manufacturer.
- Care must be taken to use only **RATED RIGGING HARDWARE**. All hardware is required to have a working load limit, (W.L.L.).
- All moss type signage require 2 rigging personnel for a 2 hour min for the rigging installation, 2 rigging personnel for a 2 hour min for removal, plus hardware.
- Due to weight, location and/or structure, some signage may require a motor and/or truss. Every attempt will be made to determine this during pre-production, but final decision will be made on site.
- Rigging installation times are estimates and will be based on the availability to safely enter the booth. Every attempt will be made by the rigging team to hang signage as soon as it is available.
- If you are not flexible and need a **DEFINITIVE DATE AND TIME** to install or remove your signage, you will be charged a **minimum** of 4 hours times the number of personnel needed.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor.**
- **All rigging must conform to Show Management rules, regulations, and facility limitations.**
- **If signage requires electricity, an order for electrical services must be placed prior to arrival.**

Signature _____ Date _____



OWCM Trade Show Exhibitor Hanging Information Form

GROUP _____

BALLROOM _____

BOOTH # _____

COMPANY _____

Onsite Contact _____

Phone _____ Fax _____

Email _____ Mobile _____

I-n-D COMPANY _____

Onsite Contact _____

LOAD IN DATE _____ CALL TIME _____

LOAD OUT DATE _____ CALL TIME _____

Description of items to be hung _____

Please attach any pictures or product info that you have available

Signature _____ Date _____

AAVC reserves the right to make final staff requirements based on: on-site schedule, motor count, and rigging design if applicable



A. RIGGING INFORMATION for Hanging Manufactured, Custom Built and Exhibitor Moss Signs:

1. Signage size & location must conform to Show Exposition Company standards for your Exhibit Hall. Approval is your responsibility.
2. Any sign, decoration, or equipment that is attached to the ceiling structure or suspended from the ceiling must be hung, own and/or rigged by qualified AAVC staff at a charge.
3. Advance notification is required. On-site orders may cause delays and additional labor costs.
4. All equipment, cables and connections must conform to OSHA safety standards and are subject to approval.
5. All requests are subject to any physical and/or structural limitations.
6. Please contact AAVC for pricing and quote.

B. RIGGING RATES AND SCHEDULE (This is to assist you with an estimate only)

Day	Time	Lead Rate	Rigger Rate
MONDAY - FRIDAY	8:00AM - 5:00PM	110	90
SATURDAY	8:00AM - 12:00MID	165	135
SUNDAY	8:00AM - 12:00MID	220	180
MONDAY - FRIDAY	8:00PM - 12:00MID	165	135
MONDAY - SUNDAY	12:00MID - 8:00AM	220	180
HOLIDAYS	ALL DAY	220	180

The following federal Holidays are billed at double time: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day.

1. Every effort will be made to schedule with a minimum of (2) riggers for a two (2) hour minimum.
2. Every effort will be made to have a scissor lift fee be \$100/ per two hour call as required for all overhead work.
3. Ceiling point connection charges apply. Point charges range from \$45.00 to \$150.00 contingent upon weight.
4. Labor minimums and equipment rates will vary depending on actual work needed for specific projects.
5. Some signage due to weight, location and or structure may require a motor and or truss. Every attempt will be made to determine this in pre-production but final decision will be made on site.
6. **All rigging installation times will be estimates and will be based on the availability to safely enter the booth. Every attempt will be made by the rigging team to hang signage as soon as it is available.**
7. **If you are not flexible and need a DEFINITIVE DATE AND TIME to install or remove your signage, you will be charged a minimum of 4 hours times the number of men needed.**
8. All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor.
9. If your sign requires electricity, Please place your order for electrical services



Production Rigging Guidelines for Orlando World Center Marriott

Pre-Show Preparation

A rigging request form must be submitted along with a scaled rigging plot 30 days prior to load in.

A scaled CAD drawing is required for all rigging, if a drawing cannot be produced, AAVC can assistance in creating a plot. Please be advised, a pre-show design fee of \$110 per hour will apply. Double time rates may apply if a rigging request form and plot are not received more than 3 weeks before the scheduled load in date.

Rigging plots should contain all flown equipment on the truss and a reflective ceiling plan with hang-points.

Permits may be required for your show and rigging requirements please talk to your AAVC sale associate for details.

Chain Hoists and rigging packages

AAVC is the EXCLUSIVE CHAIN HOISTS PROVIDER for all events at the OWCM. AAVC Motor package and components have been designed specifically for the OWCM & convention center use.

Scissor lifts are required for all rigging in the hotel. Lifts need to have non-marking tires and be in proper working order with all safety devices working. Please contact your AAVC sales person for pricing on lifts.

All equipment and materials flown must pass ANTSE and ESTA standard guidelines.

All nuts and bolts used must be rated Grade 8 and all eyebolts must be forged,

Structural documents will be required for any custom trussing and or custom hardware. AAVC will have final approval of any hardware flying in the Hotel.

A steel "safety" is required on any item suspended from the ceiling or any truss that has been suspended from the ceiling.

Arrester device is required on any moving truss in a show or any performance elements

AAVC Rigging Labor Rates and Point Charges

Point Charge

Point's 100# plus	\$250	Motor package included
Points between 25# and 100#	\$75	Rigging hardware included
Points under 25#	No Charge	

Rigger Rates

Safety is AAVC's highest priority and we pride our self in using ETCP certified riggers

	Incentive Rate	Base Rate
Rigging Supervisor		\$110
Rigger		\$90

Incentive: 31+ days prior to show

Base: 30 days or less prior to show

Deposit must be received 31+ days prior to show in order to guarantee incentive rates. The deposit is the only way to guarantee incentive rates.

Cancellation of rigging services received less than one week will result in a charge of five (5) hours per man.

Overtime Charges:

Day	Time	Lead Rate	Rigger Rate
MONDAY - FRIDAY	8:00AM - 5:00PM	110	90
SATURDAY	8:00AM - 12:00MID	165	135
SUNDAY	8:00AM - 12:00MID	220	180
MONDAY - FRIDAY	8:00PM - 12:00MID	165	135
MONDAY - SUNDAY	12:00MID - 8:00AM		180
HOLIDAYS	ALL DAY	220	180

Conditions:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day.

Time and one half will apply over eight (8) hours of continuous work or over forty (40) hours a week.

Minimum call will be five (5) hours.

There is a mandatory 1 hour meal break every five (5) hours.

The number of men required for a call will be determined exclusively by AAVC Rigging

All prices and rates are subject to change.

All changes in labor calls must be called into the AAVC office.

Cancellation of rigging services received less than 72 hours will result in FULL motor rental charge.

AAVC Rigging Guidelines

All rigging calls shall consist of minimum, one Supervisor and one Assistant. All calls extending past five hours will be billed hourly. The total number of riggers needed will be decided by AAVC

AAVC will make all connections to the ceilings and assist in attaching connections to the truss and equipment.

AAVC will not "dead hang" items over 100lbs, chain hoists must be used.

No rigging of any kind will be permitted from air-wall tracks.

No bridling between rigging points.

All Items suspended to the ceiling need to trim minimum 8' off the floor.

No items can trim closer than 8" to the ceiling or chandeliers. A 16" clearance between any fire sprinkler fixtures

Additional equipment cannot be added to a flown truss after AAVC Riggers have left the room.

No equipment can be moved without AAVC riggers in the room.

Rigging Point and Scissor Lift Info

Cypress Ballroom (1, 2, 3)

All Rigging points are rated for 1000lbs.

Minimum 26' scissor lift.

Palms Ballroom

All rigging points are rated for 750lbs per 6' of joist.

Minimum 20' scissor lift.

Crystal Ballroom

All rigging points are rated for 750lbs.

Minimum 20' scissor lift

Grand Ballroom

All rigging points are rated for 500lbs.

Minimum 20' scissor lift



OWCM RIGGING REQUEST FORM

GROUP/EVENT _____

BALLROOM _____

COMPANY _____

Contact _____

Phone _____ Fax _____

Email _____ Mobile _____

Onsite Contact _____

LOAD IN DATE _____ CALL TIME _____

LOAD OUT DATE _____ CALL TIME _____

How many Chain hoist will you require for this event _____

How many scissor lifts will you require for this event _____

How many riggers will you require for this event _____

Do you have a Scale drawing (DWG, VWX) _____

Any info about the event that could be of concern _____

Signature _____ **Date** _____

AAVC reserve the right to make final staff requirements based on your on-site schedule and motor count based on the rigging design



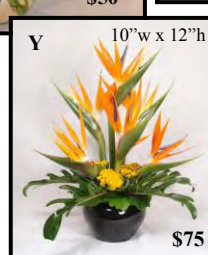
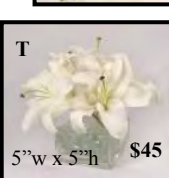
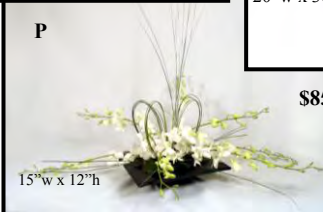
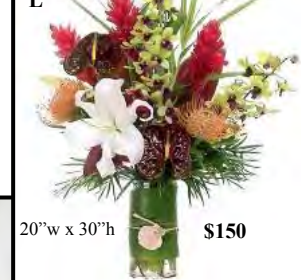
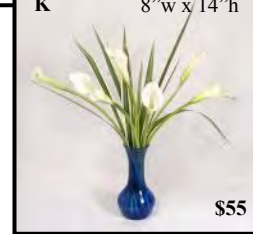
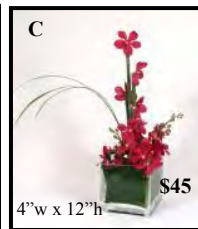
FLORAL EXPOSITIONS

DMC – Defense Manufacturing
Conference 2012
Orlando World Center Marriott
November 26-29, 2012

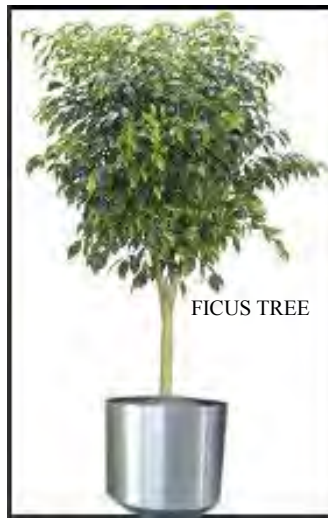
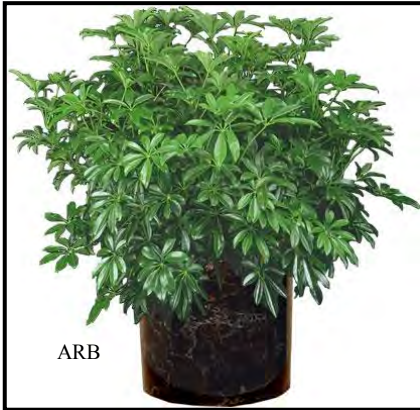
2100 Premier Row Orlando, FL 32809 Email: orders@floralexpo.net

Phone: 407-855-0339 Fax: 407-855-0242

PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 4



GREEN PLANTS 3FT – 8FT: ORDER ON PAGE 4



UPGRADED CONTAINER SELECTION: ORDER ON PAGE 4



BLOOMING, FERNS, IVY & POTHOS: ORDER ON PAGE 4



SPECIALTY DESIGNS (A to K): ORDER ON PAGE 4





FLORAL EXPOSITIONS ORDER FORM

PROFESSIONAL FLORAL	Option (A to Z)	Cost	Quantity	Total
Fresh Floral (A thru Z)				
Fresh Floral (A thru Z)				
Customized Fresh Floral Arrangement	Color: Height: Width:			
Clear Bubble Bowl	8" For Business Cards	\$30.00		
Customized floral arrangements for hospitality suites, luncheons and banquets available.				

GREEN PLANTS		Cost	Quantity	Total
3 Foot Green Plant		\$41.00		
4 Foot Green Plant		\$51.00		
5 Foot Green Plant		\$61.00		
6 Foot Green Plant		\$71.00		
7 – 8 Foot		\$16.00/ft		
Standard containers come with all plant orders. Indicate preference: Black White Please Call for Specialty Requirements on Topiaries, Exterior Plants, Large Trees, Andonidia Palms and More				

UPGRADED CONTAINER SELECTION		TOTAL
Dark Wicker Green Marble Mahogany Marble Black Marble White Marble Brushed Brass Brushed Chrome		
*Small - \$5 (Blooming Plants) *Medium - \$10 (3 to 4 Ft. Plants) *Large - \$15 (5 to 6 Ft. Plants) Black Urns - *Small - \$15 (11"Ø/15"Tall) *Medium - \$20 (14"Ø/18"Tall) *Large - \$25 (19"Ø/22"Tall) Marble Pedestal - \$125 Green Mahogany Black White		

BLOOMING, FERNS,	Color/Type	Cost	Quantity	Total
IVY & POTHOS	Fern Ivy Pothos	\$35.00		
Azaleas	Red White Pink	\$33.00		
Bromeliads	Red Orange Yellow	\$33.00		
Mums	Yellow White Lavender Bronze	\$22.00		
Seasonal Blooming	Available Upon Request	Please Call		

SPECIALTY DESIGNS	(A thru K)	Cost	Quantity	Total	TOTAL: ADD 6.5% SALES TAX GRAND TOTAL:
Planted Gardens					
Planted Gardens					
Planted Gardens					

RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.	
SHOW NAME: _____	LOCATION: _____
SHOW DATES: _____	BOOTH#: _____ BOOTH REPRESENTATIVE: _____
COMPANY _____	ONSITE PHONE#: () _____ - _____
CC BILLING ADDRESS: _____	CITY: _____ STATE: _____
ZIP CODE#: _____	AUTHORIZED SIGNATURE: _____
PAYMENT ENCLOSED: Check: _____ CC: _____	EMAIL ADDRESS: _____
Credit Card#: _____	Expiration Date: _____
Name of Credit Card Holder: _____	Security Code (CVV)#: _____
*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.	
EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES CALL US AT 407-855-0339 OR FAX US AT 407-855-0242	
We will happily discuss and price your ideas or offer suggestions for unique, distinctive decorating. _____ Enclosed is a photo or layout of our booth. Please have a designer contact me. _____ Please have a designer see us at our booth.	
Date/Time _____	Representative _____

RENTAL POLICIES

- All materials and plants available on a rental basis only.
- Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at end of show.
- The availability of some items is subject to season and geography.
- Some specialty items must be ordered in advance to assure availability.

PAYMENT POLICIES

- Checks need to be drawn from a U.S. bank.
- All orders must be paid in full in U.S. currency prior to show.
- Adjustments cannot be made after the close of the show.

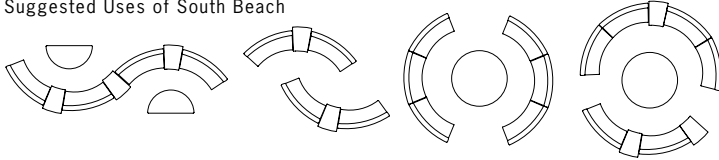


p r o d u c t g a l l e r y



S02

Suggested Uses of South Beach



south beach



S01

OTS



OCA

t-vac



SC9

panton

Complementary Items for South Beach Include:

- C1E Silverado Cocktail Table
- E1E Silverado End Table
- WTN 36" Graphite Bar Table, Tulip Chrome Base
- BSN Jetson Barstool

- CG1 Manhattan Glass, Black Table
- SC6 Manhattan Oyster Side Chair
- OTH Black Leather Cube
- PWB Black and Red Pinwheel Ottoman



SED



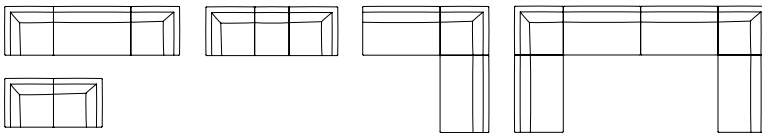
COD



LSD

newport

Suggested Uses of Newport



CHD

Complementary Items for Newport Include:

- C1D Soho Cocktail Table
- E1D Soho End Table
- BS3 Grey Ohio Barstool
- BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

- Ottomans
- C1K Inspiration Cocktail Table
- E1K Inspiration End Table
- SC1 New York Maple, Chrome Chair

cappuccino



OCL



CHQ



SOQ



SON

astro



CHN

Complementary Items for Astro Include:

LAE Orange Lumalight Lamp
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base
BSL Gin Barstool
XC4 Altura High Back Chair

marrakesh



LSM



SOM



SOC



OCB

key west



MPC



CHC

lisbon



LSC



MPS

memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table
E1M Visions Cherry End Table
CF1 42" Black Geo Conference Table
SC3 Black Brewer Chair
WTB 30" Brushed Red Bar Table, Tulip Chrome Base
BS2 Black Ohio Barstool
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White
E1Y Sydney End Table – Black
LA1 Pewter Floor Lamp
OSC Cube, White Leather
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table
E1C Chrome Geo End Table
LA1 Pewter Floor Lamp
CE1 42" Chrome Geo Conference Table
SC8 Flex Chair, With Wheels
ET2 Black Etagere

Sofas & Sectionals



S01



SOC



SOQ



SON



SOK



SOM



MPS



S02



SED

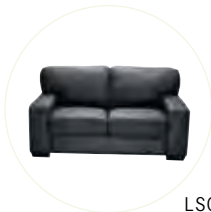
LoveSeats



LSD



LSM



LSC

Club Chairs



CHD



COD



CHC



MPC



CHK



CHQ



CHN

Sofas & Sectionals

S01 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

S02 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

LoveSeats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs



CCE



OCA



OCH



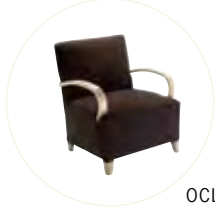
OCW



OCU



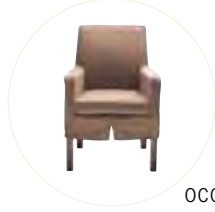
OCB



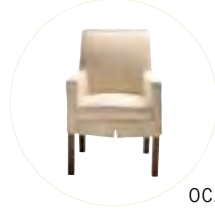
OCL



OCY



OCC



OCZ



OCR

Ottomans



OTS



OTQ



OTN



OTP



OTM



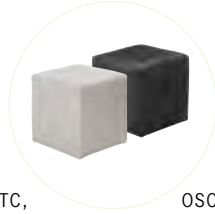
OSA



OSB



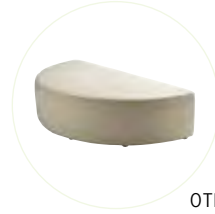
OTE, OTC,
OTD



OSC, OTH



OTK



OTL



CCZ



CCB



CCW



PWM



PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6'L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17"H

Custom Configurations
Available.

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables



CF2



CE1



CF1



CG1



CE2



6' - CB2
8' - CB3



6' - CD2
8' - CD3



6' - CC6
8' - CC7
10' - CC8



CB1

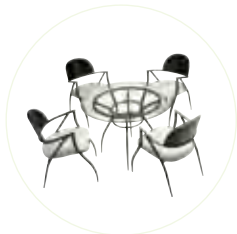


CD1



CC5

Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

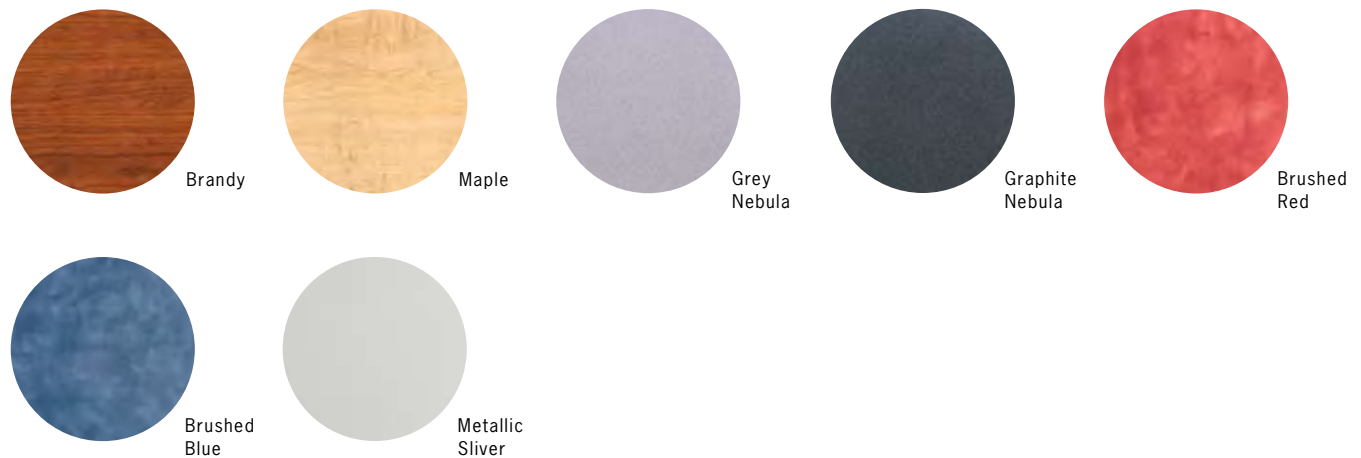
CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables



Table Tops



Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy

Maple

Grey Nebula

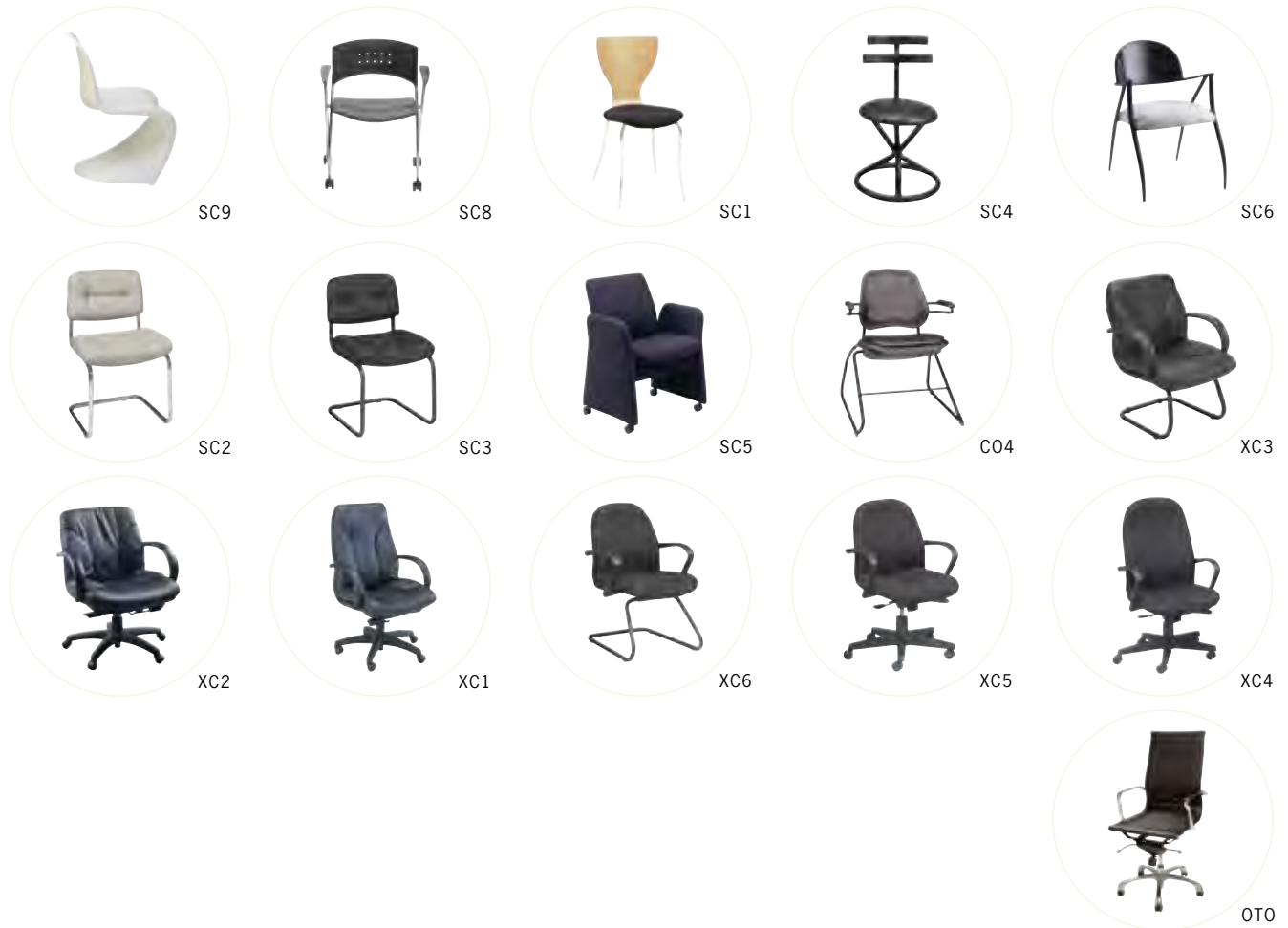
Graphite Nebula

Brushed Red

Brushed Blue

Metallic Silver

Conference Chairs



Conference Chairs Stacking & Utility Seating



Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OT0 Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

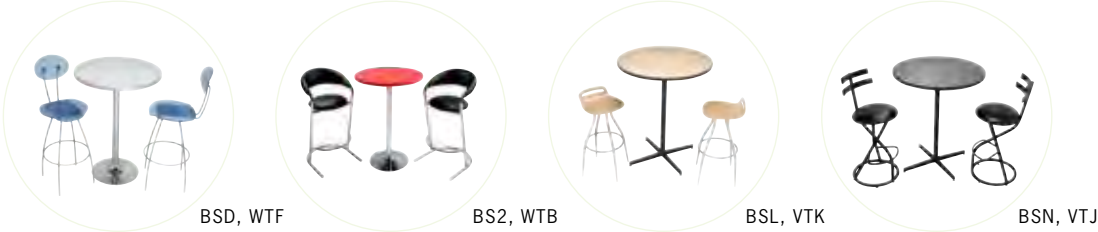
SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables



Sample Bar Table Sets



Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Branded Red Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Branded Red Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

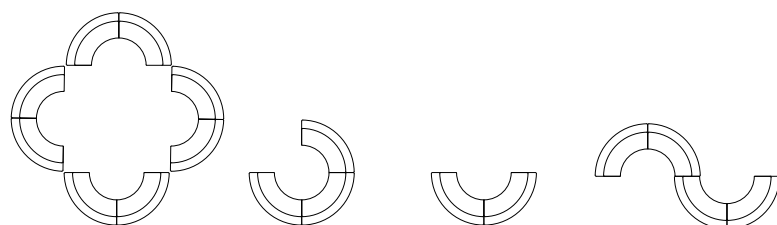


BRC



BR1

Suggested Uses of Martini Bar



Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room



CP5



P03



P01



CP3



WD2

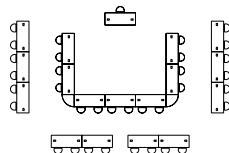
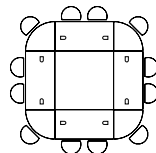
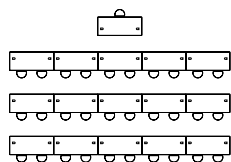


C04



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P01 Lecturn Podium
Cherry
24"L 19"D 50"H

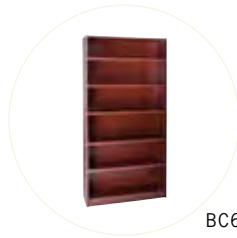
WD2 Writing Desk
Graphite
48"L 24"D 30"H

C04 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases



BC6



BC7



JD6



JD7

Credenzas & Lateral Files



L26



L27



CR6



CR7

Files



VF4



VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display



PDL



BC6



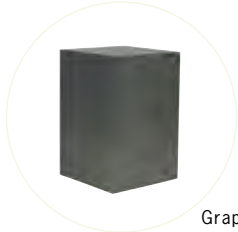
BC7



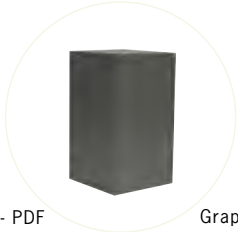
ET2



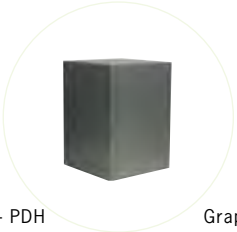
ET1



Graphite- PDF

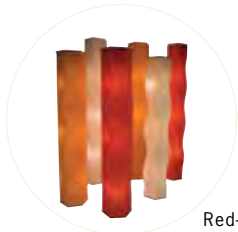


Graphite- PDH



Graphite- PDK

Lamps



Red- LAF
White- LAD
Orange- LAE



LA1



LA2

Refrigerators



R1R



R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H



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Los Angeles Area	(714) 517.7400
New Orleans Area	(404) 815.8488
New York Area	(201) 392.0228
Orlando Area	(407) 857.9122
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ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	\$ -	CONTRACTOR:	
PHONE:	FAX:	TOTAL DUE:	\$ -	SHOW DATE:	
CONTACT:		CREDIT CARD:			
EMAIL ADDRESS:		SIGNATURE: EXP:			
AUTHORIZED BY:		NAME: (PRINT)			

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<i>Sofa's, Sectional's, Loveseat's & Chair's</i>					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 440	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 960	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 510	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 460	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 338	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 475	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 314	\$ -
SO N		SOFA	MARRAKESH	\$ 415	\$ -
CH N		CHAIR	MARRAKESH	\$ 295	\$ -
SO K		SOFA	RIO, BLUE SUEDE/CHROME LEG	\$ 404	\$ -
CH K		CHAIR	RIO, BLUE SUEDE/CHROME LEG	\$ 290	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 388	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 344	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 992	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 443	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 244	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 304	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 365	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 259	\$ -
<i>Bar's & Barstool's</i>					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 155	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 189	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 175	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 175	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 168	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 168	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 133	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 125	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 125	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 125	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,743	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 953	\$ -

LATE ORDERS:

- Orders received within 14-days prior to show opening will incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

PAYMENT:

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<i>Occasional Chair' & Ottoman's</i>					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 196	\$ -
OC H		OCCASIONAL CHAIR	BARCELONA, BLACK	\$ 530	\$ -
OC W		OCCASIONAL CHAIR	BARCELONA, WHITE	\$ 530	\$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 241	\$ -
OC U		OCCASIONAL CHAIR	GLOBUS	\$ 271	\$ -
OC B		TUB CHAIR	KEY WEST, BLACK	\$ 282	\$ -
OC Y		STAGE CHAIR	ONYX	\$ 132	\$ -
OC C		STAGE CHAIR	CAMEL	\$ 132	\$ -
OC Z		STAGE CHAIR	BEIGE	\$ 132	\$ -
OC R		STAGE CHAIR	RED	\$ 132	\$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 170	\$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 210	\$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 234	\$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 262	\$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 274	\$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 210	\$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 234	\$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 262	\$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 274	\$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 426	\$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 426	\$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 426	\$ -
PW M		OTTOMAN	PINWHEEL, BLACK, WHITE & RED	\$ 923	\$ -
PW B		OTTOMAN	PINWHEEL, BLACK & RED	\$ 896	\$ -
OT C		OTTOMAN	CUBE, LEMON	\$ 74	\$ -
OT D		OTTOMAN	CUBE, BLUEBERRY	\$ 74	\$ -
OT E		OTTOMAN	CUBE, RASPBERRY	\$ 74	\$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 80	\$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 80	\$ -

MAIL OR FAX BOTH FRONT & BACK TO THE LOCAL CORT SERVICE CENTER:
ORLANDO
**11821 S. Orange Blossom Trail
Orlando, FL 32837**
PHONE: 407-857-9122 FAX: 407-850-0155

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

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SHOW NAME:

EXHIBITOR:

BOOTH NUMBER(S)

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<i>Occasional Cocktail & End Table's</i>						<i>Conference Chair's, Stacking & Utility Seating</i>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 200	\$ -	SC 9		SIDE CHAIR	PANTON, WHITE	\$ 132	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 200	\$ -	SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 109	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -	SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 125	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 265	\$ -	CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	\$ 145	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 213	\$ -	SC 4		SIDE CHAIR	JETSON, BLACK	\$ 125	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 170	\$ -	SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 153	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 175	\$ -	SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 117	\$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	\$ 170	\$ -	SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 117	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 180	\$ -	SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 222	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 180	\$ -	CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 208	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 175	\$ -	XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 246	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 239	\$ -	XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 267	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 203	\$ -	XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 159	\$ -	XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 219	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 164	\$ -	XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 241	\$ -
E1 M		END TABLE	VISIONS, CHERRY	\$ 147	\$ -	XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 262	\$ -
<i>Cafe Tables</i>						OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 300	\$ -
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 142	\$ -	CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 76	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 158	\$ -	CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 76	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 142	\$ -	SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 137	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 158	\$ -	DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 203	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 158	\$ -	<i>Desk's, Bookcase's, Credenza's & File's</i>					
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 161	\$ -	JD 6		EXECUTIVE DESK	MAHOGANY	\$ 383	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 142	\$ -	JD 7		EXECUTIVE DESK	GRAPHITE	\$ 366	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 142	\$ -	CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 383	\$ -
ZT E		CAFÉ TABLE	BRANDY, STANDARD BASE	\$ 196	\$ -	CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 361	\$ -
XT E		CAFÉ TABLE	BRANDY, TULIP CHROME BASE	\$ 213	\$ -	BC 6		BOOKCASE	MAHOGANY, 72"	\$ 234	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 196	\$ -	BC 7		BOOKCASE	GRAPHITE, 72"	\$ 229	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 213	\$ -	L2 6		LATERIAL FILE	MAHOGANY	\$ 290	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 196	\$ -	L2 7		LATERIAL FILE	GRAPHITE	\$ 274	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 213	\$ -	VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 180	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 213	\$ -	VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 132	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 216	\$ -	<i>Conference Table's</i>					
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 196	\$ -	CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 284	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 196	\$ -	CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 274	\$ -
<i>Bar Table's</i>						CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 196	\$ -
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 164	\$ -	CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 186	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 170	\$ -	CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 202	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 164	\$ -	CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 306	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 170	\$ -	CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 371	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 170	\$ -	CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 306	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 186	\$ -	CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 371	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 164	\$ -	CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 251	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 164	\$ -	CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 284	\$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	\$ 205	\$ -	CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 350	\$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	\$ 229	\$ -	CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 557	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -	CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 251	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -	CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 251	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -	<i>Product Display's, Lamps, & Refrigerators</i>					
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 229	\$ -	ET 2		ETAGERE	BLACK	\$ 234	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 229	\$ -	ET 1		ETAGERE	SILVER	\$ 234	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 229	\$ -	PD F		PEDESTAL	GRAPHITE NEBULA	\$ 274	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -	PD H		PEDESTAL	GRAPHITE NEBULA	\$ 284	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -	PD K		PEDESTAL	GRAPHITE NEBULA	\$ 306	\$ -
<i>Training Room</i>						PD L		PEDESTAL	LOCKING, BLACK	\$ 313	\$ -
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 274	\$ -	LA F		LAMP	LUMALIGHT, RED	\$ 219	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 328	\$ -	LA D		LAMP	LUMALIGHT, WHITE	\$ 219	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 208	\$ -	LA E		LAMP	LUMALIGHT, ORANGE	\$ 219	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 228	\$ -	LA 1		LAMP	PEWTER, FLOOR LAMP	\$ 104	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 104	\$ -	LA 2		LAMP	PARISIAN, PEWTER	\$ 104	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 241	\$ -	R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 574	\$ 61 -
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