



**CONVENTION CONTRACTORS INC.**

15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
Customer Service Phone: (305) 751-1234  
Customer Service Fax: (305) 751-1298

**EXPO QUICK FACTS**

**The Water Expo**

August 31 - September 1, 2016  
Miami Airport Convention Center

**DEADLINE DATE TO RECEIVE DISCOUNTED RATES:** August 17, 2016

**BOOTH EQUIPMENT:**

Each 10' x 10' booth area will be provided with an 8' high background drape, 3' high side drape, one 6' skirted table, two folding chairs, one wastebasket and a booth Identification sign (7" x 44").

**CARPET COLOR:**

The booth area is Not carpeted. You may carpet your booth area in any offered color, please see our enclosed Carpeting form.

<b>EXHIBITOR MOVE-IN:</b>	Tuesday,	August 30, 2016	8:00am - 4:30pm
	Wednesday,	August 31, 2016	7:30am - 9:30am
<b>EXHIBIT HOURS:</b>	Wednesday,	August 31, 2016	10:00am - 6:00pm
	Thursday,	September 1, 2016	10:00am - 4:00pm
<b>EXHIBITOR MOVE-OUT:</b>	Thursday,	September 1, 2016	4:00pm - 7:00pm
<b>REROUTE FREIGHT:</b>	Thursday,	September 1, 2016	6:30pm

**MOVE-OUT NOTE:** All carriers must check in no later than 5:30pm on Thursday, September 1, 2016.

**SHOW COLORS:**

Back Drape: Blue and White  
Side Drape: Blue  
Table Drape: White

**ADVANCE WAREHOUSE SHIPMENT:**

Materials should be shipped to arrive at our warehouse NO LATER THAN **AUGUST 24, 2016**. Freight received after this date will incur a 25% late handling fee.

The Water Expo  
Your Company Name Booth #  
EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607

See our Shipping & Drayage form for complete details.

**DIRECT SHIPMENT TO FACILITY:**

Shipments will be received at the exhibit facility on Tuesday, **AUGUST 30, 2016** between 8:00am and 4:30pm.

The Water Expo  
Your Company Name Booth #  
EXPO Convention Contractors, Inc.  
c/o Miami Airport Convention Center  
777 NW 72nd Avenue West Hall  
Miami, Florida 33126

See our Shipping & Drayage form for complete details.

**OVERTIME CHARGES:**

Please be advised that overtime charges will apply during MOVE-OUT after 4:30pm.

**ASSISTANCE:**

We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234.



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**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

## PAYMENT POLICY

**The Water Expo**  
August 31 - September 1, 2016  
Miami Airport Convention Center

### **NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO**

**ADVANCE AND/OR FLOOR ORDERS:** All Orders require ADVANCE PAYMENT for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to EXPO. You may prepay with a check written on your company, but a credit card is required by EXPO to ensure any unexpected charges, such as additional freight, clean up costs, etc, are paid at the time the Show closes.

**THIRD PARTY ORDERS:** If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's **Third Party Payment Policy** prior to placing order.

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:** EXPO's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to EXPO. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. EXPO is **not responsible** for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

**ALL CHARGES:** All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to EXPO.

**ADJUSTMENTS:** Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

**SALES TAX:** Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

**CANCELLATION POLICY:** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit.

**COLLECTION POLICY:** In the event this contract is turned over to an attorney for collection or dispute, EXPO will be entitled to reasonable attorney fees.

**Return via fax 305-751-1298 or email [info@expocci.com](mailto:info@expocci.com)**

**We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.**  
**No checks will be accepted at show site.**

Exhibitor \_\_\_\_\_ Booth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Contact/s \_\_\_\_\_

Credit Card Used For Payment: No. \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card Holder (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_

List Persons Authorized to Incur Charges on Credit Card \_\_\_\_\_

\*\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.



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## THIRD PARTY PAYMENT

**The Water Expo**  
August 31 - September 1, 2016  
Miami Airport Convention Center

**This form is to be filled out ONLY if you have hired a third party to set up your booth.**

**THIRD PARTY PAYMENT CONDITIONS:** This form must be completed and signed by BOTH PARTIES and returned to EXPO prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and EXPO was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

**PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:**

- ☐ All Expo Services    ☐ Booth Cleaning    ☐ Booth Labor  
☐ Freight Handling    ☐ Furniture/Carpet    ☐ Other (Specify): \_\_\_\_\_

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo prior to the close of the show. (Signature required below.)

**Authorized Firm Representative Signature:** \_\_\_\_\_

We accept American Express, Visa, MasterCard and Discover Card for your convenience.

### **EXHIBITING COMPANY**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/s: \_\_\_\_\_

Credit Card Used For Payment: No.: \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Holder (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

List Persons Authorized to Incur Charges on Credit Card: \_\_\_\_\_

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### **THIRD PARTY**

Third Party Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/s: \_\_\_\_\_

Credit Card Used For Payment: No.: \_\_\_\_\_ Expires \_\_\_\_\_

Security Code \_\_\_\_\_ (The 3 numbers on back of card or for Amex the 4 numbers on the front)

Billing Address for credit card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Holder (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

List Persons Authorized to Incur Charges on Credit Card: \_\_\_\_\_

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## ESTIMATED BILLING OF SERVICES

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

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FURNITURE AND CARPETING	\$ _____
CUSTOM ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
TURNKEY RENTAL BOOTH ORDER	\$ _____
CLEANING	\$ _____
OTHER (Late Standard Equipment order, etc.)	\$ _____
<b>TOTAL ESTIMATED</b>	<b>\$ _____</b>

Did you remember to circle the carpet and/or table drape color?

**Thank you for your order!**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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## RENTAL FURNISHINGS

**The Water Expo**  
 August 31 - September 1, 2016  
 Miami Airport Convention Center

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**AUGUST 17, 2016**

### CHAIRS

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	Upholstered Arm Chair	\$55.75	\$69.25	
	Upholstered Side Chair	\$50.50	\$66.25	
	Executive Swivel Arm Chair	\$121.75	\$142.75	
	Padded Counter Stool w/Back	\$104.00	\$136.50	

### ACCESSORIES

	6' Showcase w/light & lock	\$446.25	\$556.50	
	Deluxe Desk	\$446.25	\$556.50	
	Easel	\$28.25	\$33.50	
	Wastebasket	\$29.50	\$35.75	
	Coffee Table 20" x 36" x 15" high	\$61.00	\$71.50	
	Round Table - 30" x 30" high	\$146.00	\$184.75	
	Round Table - 30" x 42" high	\$173.25	\$214.25	
	Adjustable Arm Rack	\$56.75	\$68.25	
	2-Way Waterfall Rack	\$70.00	\$88.00	
	4-Way Arm Rack	\$91.25	\$113.50	
	Aluminum Stanchion 8' high	\$30.50	\$32.50	
	Aluminum Stanchion 3' high	\$30.50	\$32.50	
	Base	\$30.50	\$32.50	

### PEGBOARDS / TACKBOARDS

Pegboards Do NOT include hooks or brackets.

	4' X 8' Pegboard - Vertical	\$98.75	\$110.25	
	4' x 8' Pegboard - Horizontal	\$98.75	\$110.25	
	2' x 8' Pegboard - Vertical	\$64.00	\$75.50	
	2' x 8' Pegboard - Horizontal	\$64.00	\$75.50	
	4' x 6' Tackboard	\$98.75	\$110.25	

### SPECIAL DRAPERY

	Feet of 8' high drapery at \$16.75 per linear foot			
	Feet of 3' high drapery at \$10.50 per linear foot			
	<b>Circle Color:</b> White Grey Red Blue Black Teal Gold Peach Burgundy			

### DRAPED TABLES

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$111.25	\$121.75	
	2' x 6' TABLES - Standard	\$122.75	\$146.00	
	2' X 8' TABLES - Standard	\$135.50	\$156.50	
	2' X 4' TABLES - Counter High	\$159.50	\$181.50	
	2' x 6' TABLES - Counter High	\$170.00	\$205.75	
	2' X 8' TABLES - Counter High	\$192.00	\$229.75	

#### CIRCLE COLOR OF DRAPE:

Gold Red Blue Black Grey White  
 Peach Teal Burgundy

The tables above are draped on three sides.  
 If you want the fourth side draped please order below.

	4TH SIDE DRAPE	40.75	54.00	
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### UNDRAPED TABLES

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$82.75	\$91.25	
	2' x 6' TABLES - Standard	\$91.25	\$108.75	
	2' X 8' TABLES - Standard	\$108.75	\$126.00	
	2' X 4' TABLES - Counter High	\$117.25	\$134.75	
	2' x 6' TABLES - Counter High	\$126.00	\$152.00	
	2' X 8' TABLES - Counter High	\$142.75	\$169.25	

### TABLE RISERS

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	4' x 8" x 8" One Step Riser	\$48.25	\$66.25	
	4' x 8" x 16" Two Step Riser	\$61.00	\$72.50	
	6' x 8" x 8" One Step Riser	\$61.00	\$72.50	
	6' x 8" x 16" Two Step Riser	\$71.50	\$89.25	

Sub Total \$ \_\_\_\_\_

7% Sales Tax \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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## CARPETING

### The Water Expo

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**DISCOUNT DEADLINE:  
 AUGUST 17, 2016**

#### BOOTH DIMENSIONS

What is your booth size (ft.)  $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$

Prices quoted below include installation and taping of front edge only.  
 All rental carpet is delivered clean to your booth space, but during setup,  
 carpet may become dirty. Please order cleaning service at least once  
 before show opening.

#### EXPO BOOTH CARPET COLORS



EXPO CLASSIC CARPET					
Please Circle Color Choice:    Gray    Teal    Black    Burgundy    Blue    Red					
Qty.	Item	Discount Price	Regular Price	Amount	
	10' x 10'	\$116.50	\$140.75		
	10' x 20'	\$233.00	\$266.75		
	10' x 30'	\$330.75	\$407.50		
	10' x 40'	\$449.50	\$535.50		

Variation in dye lot may occur when ordering more than one cut of carpet.

EXPO CUSTOM CUT CARPET						
Please Circle Color Choice:    Red    Blue    Grey    Black    Teal    Burgundy						
Booth Size: $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$			Discount Price	Regular Price	Amount	
Do you want Expo Classic Carpet			\$4.00	\$5.00		
Do you want Expo Plush Carpet			\$5.00	\$5.50		

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Amount
	1/2" Padding	\$1.00	\$1.25	
	1" Padding	\$1.50	\$2.00	
	Visqueen	\$0.50	\$1.00	

Subtotal	\$
7% Tax	\$
Amount Due	\$

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

## CUSTOM ACCESSORIES 1

### The Water Expo

August 31 - September 1, 2016  
 Miami Airport Convention Center



**1 meter Cabinet with  
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		280.00	355.75
Graphics <input type="checkbox"/>		365.50	441.25
Amount			



**2 meter Curved Cabinet with  
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		329.00	415.50
Graphics <input type="checkbox"/>		521.65	602.15
Amount			



**1 meter Curved Cabinet with  
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		280.00	355.75
Graphics <input type="checkbox"/>		365.50	441.25
Amount			



**2 meter Curved Corners Cabinet  
with Sliding Doors & Lock**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		329.00	415.50
Graphics <input type="checkbox"/>		547.81	634.41
Amount			



**1 meter diagonal Curved  
Cabinet without Doors**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		315.00	388.50
Graphics <input type="checkbox"/>		410.00	483.50
Amount			



**1 meter Gondola Single Sided  
with 3 Shelves**

	Qty	Advance Price	Standard Price
Straight Shelves		324.75	396.75
Angled Shelves		374.75	466.75
Amount			



**2 meter Cabinet with  
Sliding Doors & Lock**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		329.00	415.50
Graphics <input type="checkbox"/>		502.25	588.75
Amount			



**1 meter Gondola Double Sided  
with 6 Shelves**

	Qty	Advance Price	Standard Price
Straight Shelves		406.25	516.75
Angled Shelves		486.25	626.75
Amount			

Sub Total \$

7% Sales Tax \$

Grand Total \$

- Send the files to print in one of this formats: **EPS, PDF, TIFF, JPEG (High Quality)**.
- Convert all fonts to outlines.
- Send Graphic Files to **info@expocci.com**

Sub Total: \_\_\_\_\_

7% Sales Tax: \_\_\_\_\_

Total: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

## CUSTOM ACCESSORIES 2

**The Water Expo**  
 August 31 - September 1, 2016  
 Miami Airport Convention Center



**1 meter Directional  
with Graphics**

Qty	Advance Price	Standard Price
	246.14	360.20
Amount		



**1 meter Graphic on PVC**

Qty	Advance Price	Standard Price
	246.14	360.20
Amount		



**3 meter Overlay Graphic  
on 3/16" Ultramount**

Qty	Advance Price	Standard Price
	788.82	1154.37
Amount		



**Graphic Posters on  
3/16" Ultramount**

Sizes	Qty
20" x 30"	
24" x 36"	
36" x 48"	
Advance Price	Standard Price
42.70	62.50
61.25	90.00
150.00	205.00
Amount	



**3 meter Digital Banner**

Qty	Advance Price	Standard Price
	788.82	1154.37
Amount		



**Pull up Banner**

Qty	Advance Price	Standard Price
	199.31	288.75
Amount		

**Sub Total \$** **7% Sales Tax \$** **Grand Total \$**

- Send the files to print in one of this formats: **EPS, PDF, TIFF, JPEG (High Quality)**.
- Convert all fonts to outlines.
- Send Graphic Files to **info@expocci.com**

**Sub Total:** \_\_\_\_\_

**7% Sales Tax:** \_\_\_\_\_

**Total:** \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please return via fax along with Payment Policy form to **305.751.1298** or email to **info@expocci.com**





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## CUSTOM ACCESSORIES 3

### The Water Expo

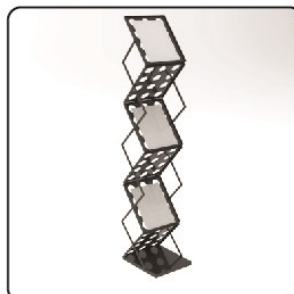
August 31 - September 1, 2016  
 Miami Airport Convention Center

**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**



**Chrome Square Table**

Qty	Advance Price	Standard Price
	150.00	175.00
Amount		



**Literature Rack**

Qty	Advance Price	Standard Price
	160.00	186.00
Amount		



**Black Leather Side Chair**

Qty	Advance Price	Standard Price
	75.00	90.00
Amount		



**2-Way Waterfall Rack**

Qty	Advance Price	Standard Price
	70.00	88.00
Amount		



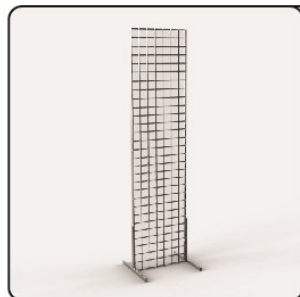
**Black / White Arm Light with Bulb**

	Qty	Advance Price	Standard Price
White <input type="checkbox"/>		75.00	95.00
Black <input type="checkbox"/>		65.00	80.00
Amount			



**1/2 meter Tower Showcase  
 18" x 96" H**

Qty	Advance Price	Standard Price
	396.75	466.75
Amount		



**Free Standing Chrome Grid**

Qty	Advance Price	Standard Price
	95.00	120.00
Amount		



**White Folding Chair**

Qty	Advance Price	Standard Price
	75.00	90.00
Amount		

**Sub Total:** \_\_\_\_\_

**7% Sales Tax:** \_\_\_\_\_

**Total:** \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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**TURNKEY RENTAL BOOTH  
ORDER FORM**

**DISCOUNT DEADLINE:  
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## EXPO HARD WALL BOOTH OPTIONS

All our standard hardwall Custom Booths on the next few pages come in White. They are shown in color to better illustrate the booths' design. If you would prefer a different color hardwall we have Grey, Black, Blue, Beige and Green available.

Do you want something different than the same old booth? Call our Custom Design Department! We will custom design a booth to best show off your product!

For more information call our Design Team at 305.751.1234 or email [cesarj@expocci.com](mailto:cesarj@expocci.com)

QTY	ITEM	WHITE HARDWALL PRICE	COLOR HARDWALL PRICE	COLOR CHOICE	TOTAL
	Turnkey Rental Booth 101	\$3,039.75	\$3,197.25		
	Turnkey Rental Booth 102	\$3,039.75	\$3,197.25		
	Turnkey Rental Booth 103	\$3,249.75	\$3,407.25		
	Turnkey Rental Booth 201	\$4,089.75	\$4,404.75		
	Turnkey Rental Booth 202	\$4,929.75	\$5,244.75		
	Turnkey Rental Booth 203	\$4,929.75	\$5,244.75		
				7% Sales Tax	
				Total	

(Insert Header Sign Copy in Box)

Black Helvetica Letters are Standard

Additional Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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**CONVENTION CONTRACTORS INC.**  
 15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
 Customer Service Phone: (305) 751-1234  
 Customer Service Fax: (305) 751-1298

## TURNKEY RENTAL BOOTH ORDER FORM

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

#### Turnkey Rental Booth 101

**10' x 10' Includes:**

**Grey Carpet**

**1 - Custom Curved Cabinet with doors for storage**

**Your Graphic Logo on counter**

**1 - Table**

**3 - Chairs**

**1 - Wastebasket**

**3 - Arm Lights with power**

**Delivery, Installation & Dismantle**

**Standard Price \$3,039.75**

**Custom Color Price \$3,197.25**



#### Turnkey Rental Booth 102

**10' x 10' Includes:**

**Grey Carpet**

**3 - Built-in Cabinets with doors for storage**

**1 - Table**

**3 - Chairs**

**1 - Wastebasket**

**3 - Arm Lights with power**

**Delivery, Installation & Dismantle**

**Standard Price \$3,039.75**

**Custom Color Price \$3,197.25**



#### Turnkey Rental Booth 103

**10' x 10' Includes:**

**Grey Carpet**

**2 - Built-in Cabinets with doors for storage**

**4 - Clear Shelves Lit from above**

**1 - Table**

**3 - Chairs**

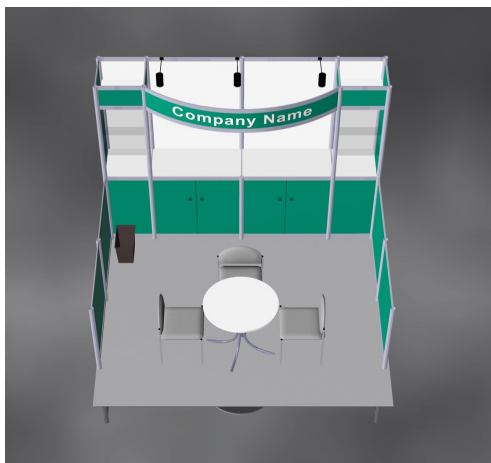
**1 - Wastebasket**

**3 - Arm Lights with power**

**Delivery, Installation & Dismantle**

**Standard Price \$3,249.75**

**Custom Color Price \$3,407.25**





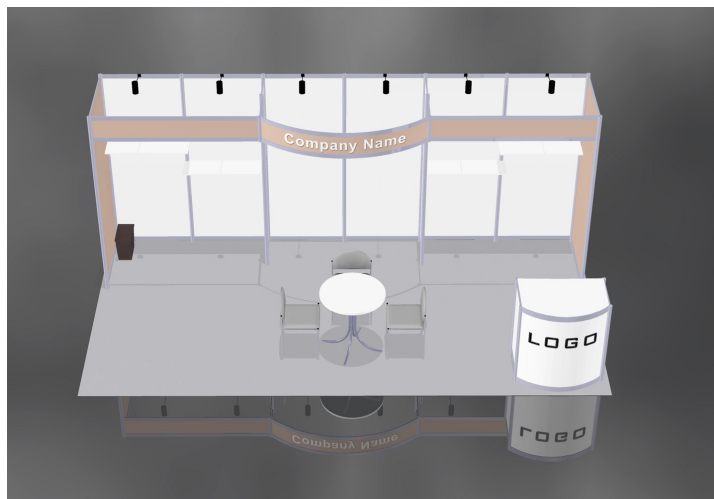
**CONVENTION CONTRACTORS INC.**  
 15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
 Customer Service Phone: (305) 751-1234  
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**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

## TURNKEY RENTAL BOOTH ORDER FORM

### The Water Expo

August 31 - September 1, 2016  
 Miami Airport Convention Center

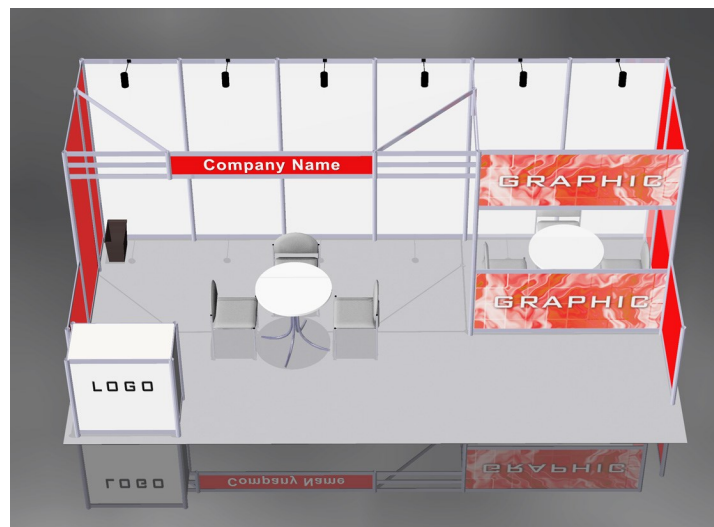


#### Turnkey Rental Booth 201

10' x 20' Includes:

- Grey Carpet
- 1 - Curved Cabinet with doors and logo panel
- 4 - Shelves
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 6 - Arm Lights with power
- Delivery, Installation & Dismantle

Standard Price \$4,089.75  
 Custom Color Price \$4,404.75

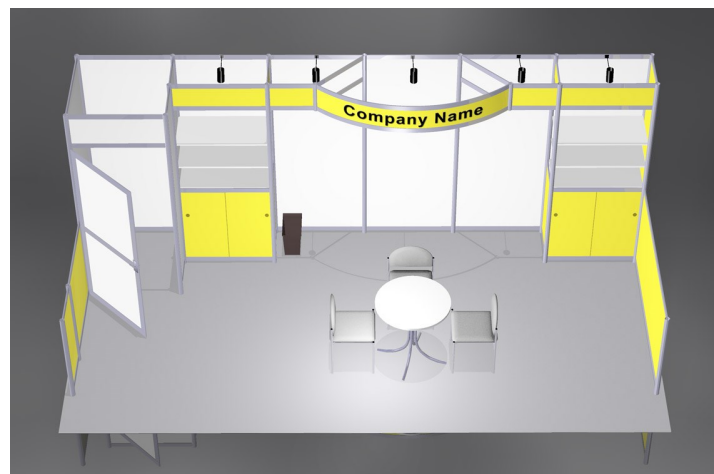


#### Turnkey Rental Booth 202

10' x 20' Includes:

- Grey Carpet
- Meeting Area with Plexi Window & Digital Graphics
- 1 - Cabinet with your company logo
- 2 - Tables
- 6 - Chairs
- 1 - Wastebasket
- 6 - Arm Lights with power
- Delivery, Installation & Dismantle

Standard Price \$4,929.75  
 Custom Color Price \$5,244.75



#### Turnkey Rental Booth 203

10' x 20' Includes:

- Grey Carpet
- 1 - Lockable Closet / Changing room
- 1 - Cabinet with doors for storage
- 1 - Table
- 3 - Chairs
- 1 - Wastebasket
- 6 - Arm Lights with power
- Delivery, Installation & Dismantle

Standard Price \$4,929.75  
 Custom Color Price \$5,244.75



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15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
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## MATERIAL HANDLING AUTHORIZATION

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

Please complete the following information:

We plan to ship to: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (City, state): \_\_\_\_\_

Please provide a contact name and number for any questions EXPO may have in

Regards to this shipment.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

#### COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100lbs.

For example: 285 lbs. 300lbs/100lbs. = 3 x RATE = \$ Amount or minimum charge, whichever is greater. 200 lbs. minimum charge per shipment

#### Advance Shipment \$74.50 per CWT

**Advance Address is**  
**Expo Convention Contractors, Inc.**  
**15959 NW 15th Avenue**  
**Miami, Florida 33169-5607**

**Deadline Date is AUGUST 24, 2016 shipments received after this date will incur an additional 25% late handling fee.**

#### Direct Shipment \$71.50 per CWT

**Direct Address is**  
**Expo Convention Contractors, Inc.**  
**c/o Miami Airport Convention Center**  
**777 NW 72nd Avenue West Hall**  
**Miami, Florida 33126**

**Will not be accepted prior to AUGUST 30, 2016.**

Advance Shipment Rates Include:

Unloading crated material.

Storing at EXPO's warehouse for up to 30 days.

Unloading materials and delivery to your booth

Removing of empty shipping containers from your booth, storing during show, returning at close of show.

Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

Unloading materials when received and delivery to your booth

Removing of empty shipping containers from your booth, storing during show, returning at close of show.

Reloading materials onto outbound transportation.

Description	Weight ÷ 100 = CWT	CWT x Price per CWT =	Estimated Total Cost
	÷ 100 =	X \$	
	÷ 100 =	X \$	

Additional Surcharges based on inbound weight.

Warehouse shipment Delivered after the deadline date. Add 25% to above rates.

Show Site Shipment Delivered Off Target. Add 25% to above rates.

Overtime. Add 25% to above rates.

When Expo incurs charges for exhibitor freight from the venue, Expo will pass these additional fees to the exhibitor.

#### EXPO Warehouse Hours are

Monday through Friday; 8:30am to 3:30pm.

Holidays excluded.

#### Straight Time Hours

Monday through Friday; 8:00am to 4:30pm

#### Overtime Hours

Monday through Friday before 8:00am & after 4:30pm

All day Saturday, Sunday & Holidays

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

Please complete the following and return to EXPO along with the Shipping Instructions form:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO.

Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

**EXPO Fax # 305.751.1298**





**CONVENTION CONTRACTORS INC.**  
15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
Customer Service Phone: (305) 751-1234  
Customer Service Fax: (305) 751-1298

## SHIPPING INSTRUCTIONS

**The Water Expo**  
August 31 - September 1, 2016  
Miami Airport Convention Center

### SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Consign to (Ship To): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Carrier: Motor Freight \_\_\_\_\_ Air \_\_\_\_\_ Van Line \_\_\_\_\_

Name of Carrier: \_\_\_\_\_

If pre-paid bill to: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

### SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID

1. Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they may be refused.
2. All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge. Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
3. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration.
4. Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.
5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
6. Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$35.00 per crate, box or carton is accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
7. Remove all expired shipping labels before shipping to avoid confusion.
8. Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

### INSURANCE

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.

Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.

Please make certain all materials are properly insured against "ALL RISK" while in transit to and from point of origin, to and from booth and for the exhibition's duration.

### AUTHORITY TO HANDLE & BILLING INSTRUCTIONS ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized by (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Convention /Tradeshow: \_\_\_\_\_

To insure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer and RETURNED PROMPTLY TO:

EXPO CONVENTION CONTRACTORS, INC. 15959 NW 15th Avenue, MIAMI, FLORIDA 33169-5607  
TEL: 305-751-1234 FAX: 305-751-1298



**CONVENTION CONTRACTORS INC.**  
15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
Customer Service Phone: (305) 751-1234  
Customer Service Fax: (305) 751-1298

## MATERIAL HANDLING INFORMATION

### The Water Expo

August 31 - September 1, 2016  
Miami Airport Convention Center

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING

#### **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without re-handling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the re-handling of materials.

### OVERTIME

#### **Surcharge: 25%**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

### LATE SHIPMENTS

#### **Surcharge: 25%**

A surcharge will apply to shipments not arriving within the published dates (refer to EXPO Quick Facts page for dates) for advance warehouse or arriving on show site.

### UNCRATED SHIPMENTS

#### **Rate as shown on Material Handling Authorization Form**

An additional charge of 25% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

### OFF-TARGET DELIVERIES

#### **Surcharge: 25%**

A surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

### PADDED VAN DELIVERIES

#### **Surcharge: \$8.00/CWT**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

### MARSHALING YARD

#### **Surcharge: Maximum \$20.00**

Where EXPO Convention Contractors, Inc. as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO may charge a fee per shipment processed through the marshaling yard.

### REWEIGH OF SHIPMENTS

#### **Surcharge: \$25.00 per forklift load**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

### EMPTY CRATE STORAGE

#### **Surcharge: \$35.00 per piece**

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges. Empty crates/cartons are stored in trailers during the show. They are returned in random order after the show closes and the aisle carpet has been picked up.

### ENVELOPE DELIVERIES

#### **Surcharge: \$10.50 per envelope**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

### ACCESSIBLE STORAGE

#### **Surcharge: Based on applicable Labor rate (refer to labor order form)**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

### WAREHOUSE STORAGE

#### **Surcharge: Minimum one-hour labor fee for each trip**

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

#### **Return to Warehouse Service Fee**

(crated materials only, uncrated materials will not be accepted at warehouse)

#### **Receive & place in storage**

#### **Storage per month**

#### **Remove from storage & load out**

#### **Surcharge: \$15.00 per CWT, Minimum \$50.00**

#### **Surcharge: \$6.00 per CWT**

#### **Surcharge: \$8.00 per CWT, Minimum \$25.00**

#### **Surcharge: \$4.00 per CWT**

### MOBILE SPOTTING FEE

#### **Surcharge: \$250.00 round trip**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact EXPO Exhibitor Sales & Services Department.



## CONVENTION CONTRACTORS INC.

15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607

Customer Service Phone: (305) 751-1234  
Customer Service Fax: (305) 751-1298

## MATERIAL HANDLING Q & A

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

## MATERIAL HANDLING Q & A

### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday thru Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.) Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100lbs. For example: 285lbs. = 300lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization form.

## LIABILITY INSURANCE

### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

### What is the difference between material handling and shipping?

*Shipping* is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. *Material handling* begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials. It is included in the material handling/drayage fee.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100lbs.

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or un-skidded without proper lifting bars and/or hooks.

### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## OUTBOUND SHIPMENTS

You must complete an EXPO Bill of Lading (BOL) for all outbound shipments. Please come to the Expo Service Desk the last day of the show to settle your account and pick up a BOL.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to the Exhibitor Service Desk. If you have questions on how to complete your bill of lading, please ask an EXPO exhibitor service representative located at the exhibitor service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).

**The Water Expo**

**R  
U  
S  
H**

From:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_



**ADVANCE WAREHOUSE**

**TO: EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607**

For:

**The Water Expo**

First Day freight can arrive w/o a surcharge:  
**JULY 29, 2016**

Last day freight can arrive w/o a surcharge:  
**AUGUST 24, 2016**

Delivery Hours: M-F 8:30am-3:00pm

**R  
U  
S  
H**

From:

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_



**ADVANCE WAREHOUSE**

**TO: EXPO Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169-5607**

For:

**The Water Expo**

First Day freight can arrive w/o a surcharge:  
**JULY 29, 2016**

Last day freight can arrive w/o a surcharge:  
**AUGUST 24, 2016**

Delivery Hours: M-F 8:30am-3:00pm

The Water Expo

R  
U  
S  
H

From:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_



**DIRECT SHIPMENT**

**TO: EXPO Convention Contractors, Inc.  
c/o Miami Airport Convention Center  
777 NW 72nd Avenue      West Hall  
Miami, Florida 33126**

For:  
**The Water Expo**

Must arrive on **AUGUST 30, 2016 ONLY**

R  
U  
S  
H

From:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_



**DIRECT SHIPMENT**

**TO: EXPO Convention Contractors, Inc.  
c/o Miami Airport Convention Center  
777 NW 72nd Avenue      West Hall  
Miami, Florida 33126**

For:  
**The Water Expo**

Must arrive on **AUGUST 30, 2016 ONLY**





## AREA WORK RULES

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

#### FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

#### EXHIBIT INSTALLATION AND DISMANTLING

The Local Union claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

#### GRATUITIES

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

#### EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3<sup>rd</sup> Party Personnel / Display.

#### IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.

**CONVENTION CONTRACTORS INC.**

15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
Customer Service Phone: (305) 751-1234  
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**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

**LABOR ORDER****The Water Expo**

August 31 - September 1, 2016  
Miami Airport Convention Center

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$68.50	\$92.40
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$102.75	\$138.60
Double Time	Holiday	All Day	\$137.00	\$184.80

Expo Supervisory Fee is 20% of total cost or \$50.00, whichever is greater.

**Please note**

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

**INSTALLATION**

Is Labor for assembling sign for hanging? Y/N \_\_\_\_\_  
Is Labor for laying your own carpet? Y/N \_\_\_\_\_

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

**DISMANTLE**

Your Supervisor's Name: Cell Number:				Expo Supervision? Yes / No		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

**Please complete this section if you have chosen EXPO to supervise your installation and/or dismantling.**

**Set-up Information for Installation**

Please check all that apply and provide information where requested.

Booth size: \_\_\_\_\_ X \_\_\_\_\_

Forklift required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Carpet is? \_\_\_\_\_ Owned \_\_\_\_\_ Rented from EXPO

Carpet padding? \_\_\_\_\_ Yes \_\_\_\_\_ No

Drawings? \_\_\_\_\_ Faxed to EXPO \_\_\_\_\_ Shipped w/exhibit crates

**Electrical Information:**

\_\_\_\_\_ Electrical should go under the carpet (diagram is attached)

\_\_\_\_\_ Electrical drawings are attached

\_\_\_\_\_ Electrical drawings are with exhibit in crate number

\_\_\_\_\_ Electrical drawings were sent to the official contractor

**Services You Have Ordered (please check all that apply):**

Electrical \_\_\_\_\_ Furniture \_\_\_\_\_ A/V Equipment \_\_\_\_\_

Booth Cleaning \_\_\_\_\_ Telephone/Internet \_\_\_\_\_

**Inbound Freight Information**

Carrier Company Name: \_\_\_\_\_

# of pieces: \_\_\_\_\_ Weight of Shipment \_\_\_\_\_

Is Shipment? \_\_\_\_\_ Crated \_\_\_\_\_ Uncrated

Tracking/Pro#: \_\_\_\_\_

Estimated arrival date: \_\_\_\_\_

Shipment to arrive at: \_\_\_\_\_ Warehouse \_\_\_\_\_ Show Site

**Outbound Freight Information**

Carrier Company Name: \_\_\_\_\_

Delivery Shipment To: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Service (air, van line, ground, etc.): \_\_\_\_\_

**If for any reason your shipment is not picked up by your carrier, Please choose one of the following options: (Initial beside preferred option)**

Force freight through EXPO's preferred carrier: \_\_\_\_\_

Send shipment back to EXPO warehouse: (\$50.00 min. fee) \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please return via fax along with Payment Policy form to **305.751.1298** or email to [info@expocci.com](mailto:info@expocci.com)



CONVENTION CONTRACTORS INC.

15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607

Customer Service Phone: (305) 751-1234  
Customer Service Fax: (305) 751-1298

DISCOUNT DEADLINE:  
AUGUST 17, 2016

## VEHICLE SPOTTING FEES

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

# VEHICLE SPOTTING FEES

## \$90.00 ROUNDTRIP

All exhibitors that are exhibiting vehicles, must sign up for this service.

Exhibitor must mail or fax orders by **AUGUST 17, 2016** to schedule move-in time.

### Regulations

- \* EXPO employee or Union labor shall spot each vehicle.
- \* All motorized vehicles displayed shall have batteries disconnected at the "hot" lead. The lead shall be safely secured.
- \* Fuel supplies in vehicles on display shall not exceed 1/4 of a tank of gas. The tank must be purged with carbon dioxide (CO<sub>2</sub>).
- \* All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers.
- \* Vehicles on display require poly-tack and a drip pan.
- \* Association or Exhibitor must show insurance for both the driver and the car.
- \* By signing this form the Association or Exhibitor accepts the terms of the "EXPO Hold Harmless Agreement" (See Area Work Rules).
- \* Under no circumstance shall an EXPO employee or any Union labor drive any vehicle onto the show floor.

## PAYMENT POLICY FORM MUST ACCOMPANY ORDER.

With the exception of signature, please print the information below clearly, thank you!

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by (print or type) \_\_\_\_\_ email \_\_\_\_\_

Authorized Signature \_\_\_\_\_



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**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

**NON-OFFICIAL CONTRACTOR**

**The Water Expo**  
August 31 - September 1, 2016  
Miami Airport Convention Center

For Exhibitors intending to use its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. **NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming EXPO Convention Contractors, Inc., Miami Airport Convention Center and Show Winners Corp. as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction.**

NOTE: Complete this form **only** if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to unpack, erect, assemble, dismantle or pack your display. **The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits.**

PLEASE COMPLETE:

\_\_\_\_\_ will indemnify and hold harmless EXPO Convention Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs or expense, including reasonable attorney fees, arising out of or occasioned by the operations performed by \_\_\_\_\_ except for occurrences or accidents caused by the sole negligence of EXPO Convention Contractors, Inc., or for occurrences or accidents by any other party.

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized on-site representative \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(Please Print)

\*\*\*\*\*

Name of Service Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

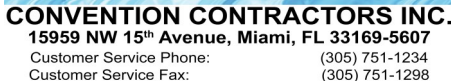
Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_ On-Site Supervisor \_\_\_\_\_

On-Site Cell Phone: \_\_\_\_\_

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by **AUGUST 17, 2016** to EXPO, the Official Decorating Contractor:

EXPO CONVENTION CONTRACTORS, INC.  
15959 NW 15th Avenue, Miami, Florida 33169-5607  
ATTN: EXHIBITOR SALES & SERVICES  
Tel: 305-751-1234 Fax: 305-751-1298  
nstewart@expocci.com



## The Water Expo

August 31 - September 1, 2016  
Miami Airport Convention Center

**DISCOUNT DEADLINE:  
AUGUST 17, 2016**

Please indicate the Services Needed

**All Rates Based on Gross Booth/Display Area, 100 square feet Minimum**

## Carpet Vacuuming

Rate

Booth Size\*\*

# Days

Total

(Check if Needed)      Vacuuming      \$0.36 per sq. ft. X (# Sq. Feet)      X (# Days Needed)      = \$ Total Due

Specify Dates Needed: \_\_\_\_\_

### Porter Service - Trash Removal (2 hour intervals)

Rate

### Times Per Day

# Days

Total

1 - 5 Booths: \$50.50 @ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Check if Needed) (Number Intervals Per Day) (Total Number Days) Total Due

6-15 Booths: \$61.00 @ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 (Check if Needed) (Number Intervals Per Day) (Total Number Days) Total Due

Specify Dates Needed:

## Exhibit Cleaning

\_\_\_\_\_  
(Check if Needed) Exhibit cleaning & dusting of display daily \$31.50 X \_\_\_\_\_ # of days = \$ \_\_\_\_\_

\_\_\_\_\_ Exhibit cleaning & dusting 1 time only \$42.00 \_\_\_\_\_ \$ \_\_\_\_\_  
 (Check if Needed) (Specify Date Needed)

Specify Dates Needed:

Total Order

7% Sales Tax

Total Due

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please return via fax along with Payment Policy form to **305.751.1298** or email to [info@expocci.com](mailto:info@expocci.com)





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## GRAPHICS & SIGNS ORDER FORM

### The Water Expo

August 31 - September 1, 2016

Miami Airport Convention Center

**DISCOUNT DEADLINE:**  
**AUGUST 17, 2016**

## EXPO GRAPHICS & SIGNS ORDER FORM

We at EXPO, are committed to exceptional service to our clients from inception to production. Dynamic signage and stunning graphics makes a lasting impression and a more successful meeting.

Send your PRINT READY ARTWORK and complete the below information to have your graphics & signs delivered right to your booth.

Advance Orders	Late Orders	Size	Qty.	Horizontal	Vertical	Easel Back add \$6	Total \$
\$26.25	\$47.25	8.5" x 11"					
\$52.50	\$78.75	22" x 28"					
\$105.00	\$136.50	28" x 44"					
\$157.50	\$215.25	36" x 48"					
Banners are \$10.50 per square foot & come with Grommets. (\$100 min)							

All signs come mounted on 3/16" foam core.

Please call for quote on dimensions of graphics not shown above.  
Contact us with questions at 305.751.1234

For basic Black Text on White Sign Copy....Please print clearly

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### HOW TO SUBMIT YOUR ARTWORK:

Expo uses HP 5000 Series large format printers using Onyx RIP software. We use Windows XP computers. All files should be saved for PC format. No MAC files are accepted.

#### EPS & AI formats:

We use Illustrator CS5 to read eps. & ai. files Check & make sure that all graphic elements are inside the document box. No clip masks. The document box should be the same size as the image you want printed or reduced in multiple of 2. No bleeds or crop marks. These are outside the document box & would need to be removed before the image enters the RIP process. Only Illustrator "crop area make" – "crop area release" function is compatible with Onyx RIP software. Bleeds are added if necessary in the Rip process.

Please convert all fonts to outlines.

#### TIF & PSD (Photoshop) formats

We use Photoshop CS5 to read TIF & PSD files. For best results images should be at least 72 ppi or greater when viewed close up. If the image is going to be viewed at a distance, lower quality images are ok.\*

#### Problem formats

**Word documents Images:** Images embedded in Word documents are unsuitable for large format printing. Please try to obtain the original image.

**Adobe In Design files:** Please convert In Design files to an illustrator or pdf format.

**Gif files:** The gif format has only 256 colors (8 bit) & require a lot of editing for large format printing.\*\*

**Jpg files:** jpg is an image compression format. This compression leaves artifacts in the image. Only images that are saved with little or no compression are suitable for large format printing.

\* A 300 ppi 8.5" X 11" magazine cover at is only 34 ppi when printed 8 ft tall. This would be ok if viewed at a distance.

\*\* Needs to be converted to 24bit & noise added to reduce banding.

**Send graphics file to EXPOCCI@GMAIL.COM and include SHOW NAME, COMPANY NAME & BOOTH #**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Please return via fax along with Payment Policy form to **305.751.1298** or email to [info@expocci.com](mailto:info@expocci.com)



InBusiness Connections  
587 W Eau Gallie Blvd  
Suite 104  
Melbourne, FL 32935  
Phone: (305) 967-6638

Hardwire Connections	
Hardwire Connection Bandwidth 3Mb x 1Mb **2 week reservation	\$250 daily access fee \$325 daily access fee - floor price \$100 Setup fee (waived with two+ days of service)  Options: \$50 / Mb / day for bandwidth increase \$20 / device / day for local hardline \$50 / day for Local / Limited Wireless Service \$50 / day for Public IP
Wireless Connections	
<p>Due to external factors, including the nature of public wireless internet and each computer's operating system/configuration, InBusiness only recommends wireless connections for casual Internet browsing and checking e-mails. If the reason for connecting to the Internet is for business related purposes, or event critical activities, for example - processing orders, processing credit card payments, web-based presentations, etc., InBusiness strongly recommends a hardwire connection. A wireless connection may not provide the consistency necessary for conducting online business. InBusiness Connections does not accept responsibility for wireless performance.</p>	
<u>Basic Wireless – Casual Use ONLY</u> Bandwidth Allocation 1Mb x 512Kb Peak (On Shared Public Network)	Individual WiFi available online with credit card (\$12.95 / day – No Setup Fee)  Group Bundles (No Setup Fee / No Customization) <ul style="list-style-type: none"> <li>• 10 Pack \$90 / day flat fee</li> <li>• 20 Pack \$160 / day flat fee</li> </ul>
<b>Advance Wireless Services Setup and Fees</b>	Applies to All Custom Plans <ul style="list-style-type: none"> <li>• \$30 Advance Setup (3 day notice) / \$50 Floor / \$25 per Modification</li> <li>• Bandwidth Upgrade \$5 per Mb / per user / per day</li> <li>• Maximum Individual WiFi Bandwidth 4Mb x 4Mb</li> </ul>
<u>Custom Group Service</u> Bandwidth Allocation 1Mb x 512Kb Peak (On Shared Public Network)	Recommended Use - Light internet browsing and checking emails. Specifically designed for individual usage while attending an event, <b>where usage is not critical to the event.</b>  Groups requiring setup (SSID, bandwidth, VPN, etc.) <ul style="list-style-type: none"> <li>• Up to 99 Users \$9 per day/per user</li> <li>• 100+ Users \$7 per day/per user</li> <li>• 500+ Users \$6 per day/per user</li> </ul>
<u>Business Class</u> Bandwidth Allocation 2Mb x 1Mb Peak (On Shared Public Network)	Recommended Use – Group services with light browsing of session activities such as basic web training. \$15 / day / user. Discounts available for groups larger than 50.
<u>Commercial Class</u> Bandwidth Allocation 3Mb x 3Mb Peak (With Priority Queuing)	Recommended Use - Streaming limited audio/video sources, higher demand applications, or web-based materials. \$25 / day / user.



## UPS Freight<sup>SM</sup> Trade Show Services

### Simplified shipping solutions

#### Inbound to the show

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

#### Outbound from the show

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

Contact Trade Show Services at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com).



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

#### Freight services:

- Ground freight
- Air freight
- Urgent

#### Package services:

- Ground
- Air
- International

# UPS Freight<sup>SM</sup> Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

## Full range of services

### Urgent

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

### Standard

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

### Package

- On-site coordination of package and freight shipping

## Tips for smoother trade show shipping

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

\* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at [l1l.upsfreight.com](http://l1l.upsfreight.com) and any other applicable contract, as other restrictions may apply.

## Online resources

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

Visit us at:  
[upsfreight.com/tradeshow](http://upsfreight.com/tradeshow)  
or call 800.988.9889

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## Multimodal capabilities

