

Exhibitor Manual for The Water Expo

FALL edition - Sept. 15 & 16, 2015



A copy is available on line.
Click on [Exhibitor Manual](#)

PLEASE READ THESE 2 PAGES NOW: *It will save you time and money!*

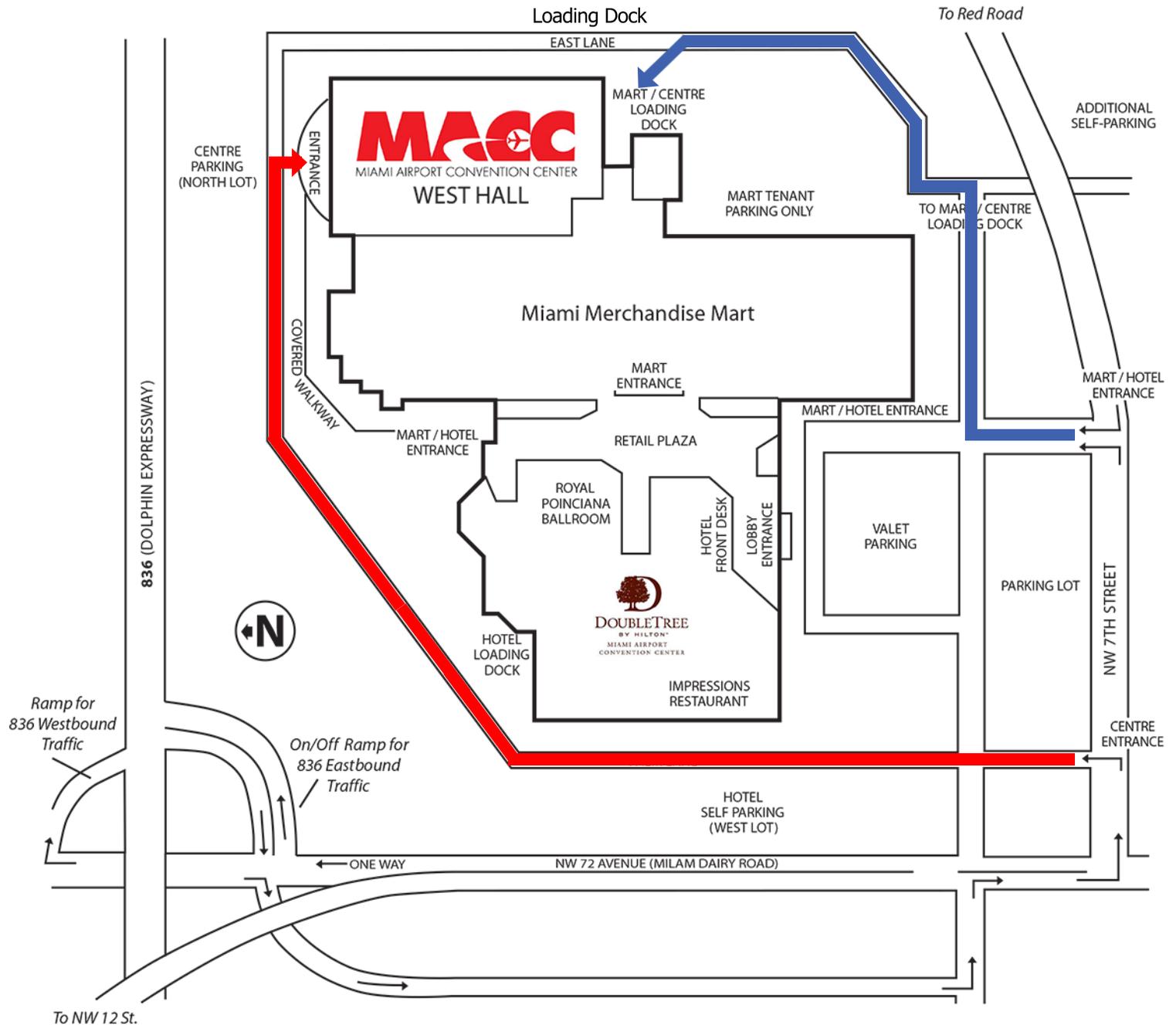
- 1) **WHERE:** Miami Airport Convention Center MACC (West Hall), 711 NW 72nd Ave., Miami, FL, 33126. Great location in the center of Miami with easy accessibility, across the Palmetto and Dolphin expressways and nearby the Miami International Airport.
- 2) **MOVE-IN:** Monday, Sept 14; 8:00 am – 5:00 pm
Tuesday, Sept 15; 7:00 am – 9:30 am
EXHIBIT HALL: Tuesday, Sept 15; 10:00 am – 6:00 pm (Opening starts 8:30 am)
Wednesday, Sept 16; 10:00 am – 4:00 pm (Sessions at 8:00 am)
MOVE-OUT: Wednesday, Sept 16; 4:00 pm – 8:00 pm
- 3) **LOADING AREAS** (See Map included):
 - a) **For mid & large items** use the loading dock (follow the blue lane). Go there just to unload and then find a proper parking area for your vehicles following the red lane.
 - b) **For hand carry items** you may download from the general parking area to the main entrance of West Hall (use the red lane in the Map for this).
- 4) **PARKING:** Extensive parking available in front of the Convention Center area (north lot) at \$5 per day (red lane). You may leave your trucks there during the Expo but you should park them at the rear of the lot.
- 5) **UNION FRIENDLY:** MACC is a union-friendly facility. Exhibitors may download at the dock area or from the general parking area to the main entrance of West Hall (north lot) and move material in using mini dollies and 2-wheel carts. Exhibitor employees may be used to set up and dismantle the booth. Any services required beyond should be rendered by EXPO Convention Contractors. For material handling, drayage services and labor please refer to the manual included. **Note: *Request any show contractor an estimate on any potential order before confirming!***
- 6) **PROGRAM & PARTICIPANTS:** Listed on event website www.TheWaterExpo.com. Check there every week for updates.
- 7) **EXHIBITOR BADGES** will be given **on-site** during move-in. Use **Form A** to release staff name(s) with contact info, and to order extra badges. **Form A** also releases **badge quota** per booth package. The Water Expo is a multicultural event: ***WE STRONGLY SUGGEST exhibitors to have in your staff someone to be able to communicate in Spanish.***
- 8) **COMPLIMENTARY INVITE for CUSTOMERS & PROSPECTS:** As part of your package Exhibitors & Sponsors will have the **option to invite customers and prospects to attend the show at no cost**. Each of your guests will receive a **2-Day COMP. BADGE** available for pick up on-site (a \$32 value). We will send you an email with a special invitation which you simply need to forward to your guests and we take care of the rest. Stay tuned! (10x10s receive up to 25 guests; 10x20 up to 35; 20x20 up to 45; 20x30 up to 55 & 20x40+ up to 65).
- 9) **BOOTH PACKAGES: 10'x10 package** includes 8' high back drape, 3' side rails, one 6' draped table, two chairs, one waste basket, and a 7" x 44" ID sign (with co. name hung from the back drape of your booth). **10x20 and larger booths** receive two 6' draped tables and 4 chairs.

- 10) **FORM B:** Use form B
- if **you DID NOT include** electricity in your Agreement (Standard 115V / 5amps). **Note:** Always bring your own extensions and/or power strips. For **non-standard** electrical requests (beyond 115V / 5 amps) use Edlen's electrical forms included in this manual.
 - To order an **INSERT in EXPO Bag** and/or **EXTRA listing in Guide & on-line** (deadline **Sept. 4**)
- 11) **EXPO CONVENTION CONTRACTORS:** If you need **extra tables, chairs, booth furnishings, labor, shipping, pre-storage services and almost everything else...** you should **order** from **EXPO Convention Contractors** our official decorator/contractor. They can assist you also with material handling and deliveries. Use EXPO Manual (condensed version attached) and **call them (305) 751-1234** for questions and assistance. **Note:** Order by **Sept 1, 2015** for discounted rates. EXPO offers more specialized services not included in the Manual, ~~so~~ call them directly if you need anything else. They will be happy to assist!
- 12) **WATER & AIR:** Edlen Electrical is also the water/air contractor. Use Edlen water/air form to request this service or call them directly **(305) 623-5335**. **Note:** Order by **Sept 1, 2015** for discount rates.
- 13) **LEAD RETRIEVAL** by Smart Source. For complete information and to order use the proper form included here. Order by **Aug 28, 2015** for discounted rates. For assistance call **(800) 955-5171** or mail at leads@smartsourcerentals.com
- 14) **COMPUTER & AUDIO/VISUAL** by Smart Source. To order please use the A/V form here. For assistance call **(800) 955-5171** directly or mail to exhibitorsales@smartsourcerentals.com. Order by **Sept 4 for a 25% off.**
- 15) **WI-FI** by MACC via HOTAIR. Please note it is a self-serve option you should contract on-site following instructions once you open your browser paying by credit card only. Different services available starting at just \$12.95 per day.
- 16) **HOST HOTEL (same building complex):** Book your sleeping rooms NOW directly with the Doubletree by Hilton Host HOTEL [via this link](#) for the special event rate of \$119 (single/double). To book by phone call (305) 261-3800 mention **The Water Expo**. **Note: Do not miss Hotel cut-off date of Aug 25th). Limited availability. Book by then to lock special rate and secure availability.**
- 17) **The Water Expo ASSISTANCE:** Send your question to mail@TheWaterExpo.com or call **(305) 412-EXPO (3976)**. We will be happy to assist.
- 18) Do not forget to read **The Water Expo On-Site Rules and Regulations** (attached).

19) For:	Use:	Advanced deadline	Questions?
Badges	Water Expo Form A	Sept 11	(305) 412-3976
Electricity (standard) & more	Water Expo Form B	Sept 4	(305) 412-3976
Furnishings, Deliveries, Labor...	EXPO Conv. Manual	Sept 1	(305) 751-1234
Electricity (special requirements)	Edlen form	Sept 1	(305) 623-5335
Water & Air	Edlen form	Sept 1	(305) 623-5335
Lead Retrieval	Smart Source form	Aug 28	(800) 955-5171
Computer & Audio Visual	Smart Source form	Sept 4	(800) 955-5171
WI-FI	Self-Serve Option		Contract on-site
Host Hotel (cut off Aug 25th)	www.TheWaterExpo.com		Book directly

Welcome to **The Water Expo - FALL edition**
in **Miami, America's Business Capital!**

711 NW 72nd Avenue | Miami, FL 33126
 Phone: 305-261-3800 | Fax: 305 260-8954
www.doubletreemiamimart.com



FORM A - EXHIBITOR BADGES

Email to info@TheWaterExpo.com (or fax to (305) 412-3247)



Exhibitor badges are required to be able to sell on the floor. It provides access to the Exhibit Hall & Featured Opening sessions.

Fill and email this form to info@TheWaterExpo.com before Sept. 11, 2015. **Badges will not be mailed.** You should pick them onsite by registration area (lobby West Hall).

Badge quotas per package:

10x10 booth: 4 badges. **10x20 booth:** 6 badges.

20x20 booth: 8 badges. **20x30 booth:** 10 badges

Use the 2nd page to order extra badges @ \$25 each (\$40 after Sept. 11, 2015)

Please print clearly. You may type this form in any Adobe program.

1) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

2) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

3) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

4) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

5) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

6) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

7) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

8) First Name: _____ Last Name: _____
Company: _____ Title: _____
Phone: _____ Cell: _____ Country: _____
Email: _____

EXTRA BADGES _____ x \$25 ea (\$40 ea after Sept. 11, 2015) = \$ _____

PAYMENT VIA CREDIT CARD VISA ___ MC ___ AMEX ___ DISC ___ No. _____ Exp: _____ Cardholder: _____ Signature: _____ Billing Address: _____ City: _____ States: _____ Zip Code: _____

Questions: (305) 412-3976 info@TheWaterExpo.com

PAYMENT VIA CHECK
Make payable to
THE WATER EXPO and
mail it to **8900 SW 107
Ave, Ste 313, Miami, FL
33176.**

Organizers reserve the right to expel any exhibitor's reps for improper conduct. I am in compliance with these directives.

Ordered by:

Name: _____ Company: _____ Phone: _____

FORM B - Did You forget to include in your Agreement



- 1- ELECTRICITY?
- 2- Insert in EXPO BAG?
- 3- EXTRA Company LISTING in Expo Guide?

Email to info@TheWaterExpo.com (or fax to (305) 412-3247)

Company: _____ Booth #: _____

ITEMS

COST

1- ELECTRICITY in your booth \$150 (\$180 after Sept. 4, 2015)

\$ _____

Note: You may request this service here if you did not include it in your Participation Agreement.

2- Insert in EXPO BAG (\$795) Deadline Sept. 4, 2015

\$ _____

Provided to all attendees by registration. Limited Availability

3- EXTRA Company LISTING in Expo Guide & Online (\$495)

\$ _____

Deadline Sept. 4, 2015 - Share your booth with other company and have the new Company info listed in the Guide & Online. Complete

Extra Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Web: _____

20-word description:

TOTAL: \$ _____

PAYMENT VIA CREDIT CARD VISA ____ MC ____ AMEX ____ DISC ____

No. _____ Exp: _____

Cardholder: _____ Signature: _____

Billing Address: _____

City: _____ States: _____ Zip Code: _____

Questions: (305) 412-3976
info@TheWaterExpo.com

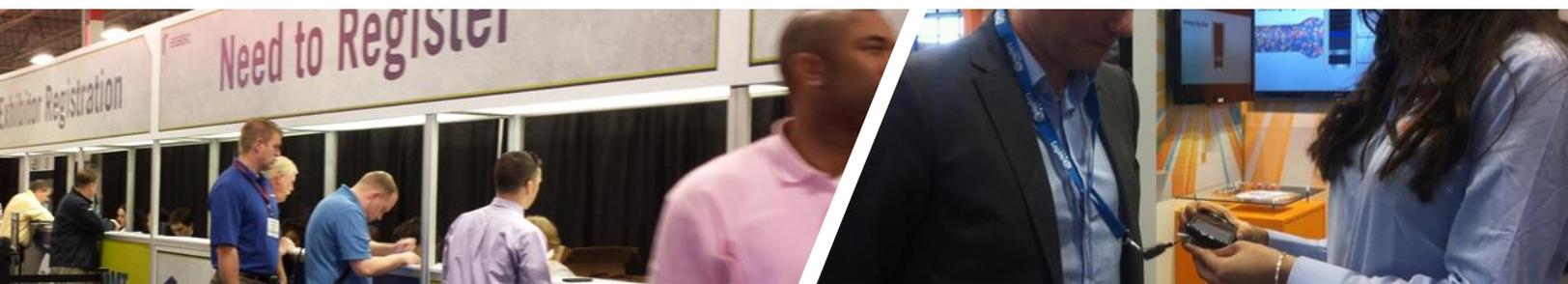
Ordered by:

Name: _____

Company: _____

Phone: _____

welcome



SmartSource Rentals Lead Retrieval >

Welcome to SmartSource Rentals, the largest Event Technology Provider in the US. For more than 30 years, SmartSource Rentals has delivered state-of-the-art equipment rentals and services to trade show, professional conference, and general technology markets. With 21 locations nationwide, coupled with our multi-million dollar inventory and highly-skilled staff, SmartSource Rentals delivers winning solutions everytime!



Lead Management Solutions



LeadValu Lead Retrieval

A native app built for iOS and Android devices. SmartSource offers this software as a stand-alone option for use with your own device or as part of an iPad® rental.

Leads can be accessed anytime from our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s).

- Uploads lead detail in real-time* (as you're scanning) *Must be connected to a wifi/cellular network.
- Reads 2D and 1D barcodes
- Comes pre-loaded with standard qualifiers
- Features a free-hand notes section
- Has an easy-to-use interface (point & scan)
- Allows for data to be easily imported into Salesforce.com, Goldmine, Outlook, & more



iPad® Strap

Secures iPad in one hand. Full 360 degree rotation capability.

Developer's Kit

Designed for clients using their own lead retrieval equipment, the Developers Kit includes a badge sample, the field layout and the delimiter information, allowing you to set up your own system.



Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. Not everyone at a trade show is necessarily a prospect, so a qualified lead is a much more valuable piece of information than a lead with no qualification. Get your team focused on lead quality instead of lead quantity, and you're already halfway home! Every lead captured should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. This is critical insight into a potential customer's needs, allowing for more effective communication post-show.

Many systems contain a limited number of fixed (standard) qualifiers, such as 'Hot Lead', 'Send Literature', etc. Most systems also allow you to create your own (Custom) qualifiers. Make sure you take advantage of this valuable tool. Your qualifiers should answer some of these important questions:

- Who is the attendee?
- Why did they attend the show and/or visit your booth?
- Why is your product of interest to them? How will it address their needs?
- What differentiates your products from similar exhibitors?
- Where do they stand in the decision making process and/or when do they plan to purchase?

Some other important considerations:

- What specific product(s) were they interested in? (With all the interactions you'll have, you won't remember this after the show.)
- What feature or benefit of that product specifically meets their needs?
- What, if anything, about them makes them a particularly good prospect?

[Click Here To Order Online](#)

265 Oser Avenue | Hauppauge, NY 11788
 p. (800) 955-5171 | f. (917) 591-8021
 e. Leads@SmartSourceRentals.com

Discount Price Deadline Date: Friday, August 28th, 2015
 Orders Accepted Until: Saturday, September 6th, 2015

Lead Retrieval Order Information

Company Name: _____ Booth Number _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Send Data Access Username and Password to:

Name: _____ Phone: _____ Email: _____

Email confirmation including rental agreement and credit card receipt will be sent to the orderer's email address within (1) one business day of submitting this form.
 If order is not confirmed within this time period, please call (800) 955-5171.

LEAD CAPTURE A LA CARTE PRODUCTS & ACCESSORIES

	Discount Available until 8/28/15	Orders Accepted Until 9/6/15	Qty	Total
LeadValu Lead Retrieval Software* (For those using <u>their own</u> hardware.) Software includes mobile app, event set-up and post-show management.	\$250	\$300	_____	\$ _____
Additional Software Licenses* (For those using <u>their own</u> hardware.) Not a standalone item. Must be ordered with original license. License is non-transferrable.	\$150	\$150	_____	\$ _____
iPad® with LeadValu Software	\$350	\$400	_____	\$ _____
iPad® Strap (For use with iPad® <u>only</u> .)	\$20	\$25	_____	\$ _____
Swiftium Lead Capture Device	\$349	\$395	_____	\$ _____
Bluetooth Printer (For use with Swiftium <u>only</u> .)	\$59	\$79	_____	\$ _____
Additional Rolls of Printer Paper	\$9	\$19	_____	\$ _____
Instant Email Blast (For use with Swiftium <u>only</u> .)	\$95	Not Available	_____	\$ _____
Custom Qualifiers/Questions	\$95	Not Available	_____	\$ _____
Booth Delivery & Setup (A representative <u>must</u> be present in your booth for delivery to take place.)	\$95	\$100	<input type="checkbox"/>	\$ _____

Service Desk Pickup

Unless "Booth Delivery & Setup" is selected, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour.

No refunds made to any order cancelled within 7 days of show start. Prices are subject to change without notice. Drayage and union fees are not included. All rentals include 24/7 service and support at 800.476.9959.

If delivery is ordered, you must be present at the date/time specified or we cannot guarantee delivery. Forfeited deliveries will not be refunded and must be picked up from the service desk.

Delivery Date/Time: _____
 2 hour window required.

*PLEASE NOTE: LeadValu runs on iOS 6, 7, or 8. The following devices are supported: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad (3rd generation or later). Android versions: Lollipop 5.0 and KitKat 4.4 – The device must have a rear facing camera of 5 megapixels or greater (cannot have a fixed-focus camera).

7.0% Tax: \$ _____

Total: \$ _____

Credit Card Payment Information

Card Number: _____

Expiration Date: _____ Code: _____

Cardholder Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____

Same as above.

Show Name: The Water Expo | Show Venue: Miami Airport CC | Show Code: WAEX0915

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/ onsite additions.



265 Oser Avenue | Hauppauge, NY 11788
 p. (800) 955-5171 | f. (917) 591-8021
 e. Leads@SmartSourceRentals.com



Deadline Date: Friday, August 28th, 2015

Custom Qualifiers/Question Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Ordered By: _____ Date: _____ Phone: _____ Email: _____
 Onsite Contact: _____ Cell: _____ Email: _____

Custom Qualifiers/Question Order Instruction and Detail

Please list your custom qualifiers below. Your list of custom qualifiers will be pre-programmed onto your scanner prior to pickup/delivery of your device(s) at the show.

The Following Characters May Not Be Entered As Part Of The Qualifiers:
 Apostrophes ('), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes (")

Maximum of 30 characters per code.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

The following is a list of the standard qualifiers that are included with your Lead Retrieval Device.

- Specific Product/Service Need
- Plan to Purchase Within Year
- Long Term Plan to Purchase
- Budget in Place
- Decision Maker
- Project Manager
- Influences Decision
- Provide Product/Service Info
- Follow-up Email/Phone
- Setup Post-show Conference Call
- Setup Post-show Web Demo
- Setup Post-show Meeting

Show Name: The Water Expo | Show Venue: Miami Airport CC | Show Code: WAEX0915



265 Oser Avenue | Hauppauge, NY 11788
 p. (800) 955-5171 | f. (917) 591-8021
 e. Leads@SmartSourceRentals.com



Deadline Date: Friday, August 28th, 2015

Instant Email Blast Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Ordered By: _____ Date: _____ Phone: _____ Email: _____
 Onsite Contact: _____ Cell: _____ Email: _____

Instant Email Blast Order Instruction and Detail

SmartSource Rentals' lead retrieval systems offer the ability to generate customized emails. These emails are automatically sent to attendees upon scanning a barcoded badge containing a valid email address.

Please complete the information below. Maximum of 560 characters per email.

Email Address of Sender: _____
Ex. Noreply@smartsourcerentals.com

Subject Line of Email: _____
Maximum of 25 characters, including spaces.

Would you like to include a 1-page PDF document with this email?

No
 Yes If yes, name of PDF document: _____
 Please email this PDF document along with this form.

Email Message: *Maximum of 560 characters, including spaces.*

Show Name: The Water Expo | Show Venue: Miami Airport CC | Show Code: WAEX0915



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

EXPO QUICK FACTS

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

DEADLINE DATE TO RECEIVE DISCOUNTED RATES: September 1, 2015

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.

EXHIBITOR MOVE-IN:	Monday,	September 14, 2015	8:00am - 4:30pm
	Tuesday,	September 15, 2015	7:30am - 9:30am
EXHIBIT HOURS:	Tuesday,	September 15, 2015	10:00am - 5:00pm
	Wednesday,	September 16, 2015	10:00am - 4:00pm
EXHIBITOR MOVE-OUT:	Wednesday,	September 16, 2015	4:00pm - 7:00pm
REROUTE FREIGHT:	Wednesday,	September 16, 2015	6:30pm

MOVE-OUT NOTE: All carriers must check in no later than 6:00pm on Wednesday, September 16, 2015.

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 September 8, 2015**. 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 See our Shipping & Drayage form for complete details.
 Miami, Florida 33169-5607

DIRECT SHIPMENT TO FACILITY:

Shipments will be received at the exhibit facility on Monday, **September 14, 2015** 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 See our Shipping & Drayage form for complete details.
 Miami, Florida 33126

OVERTIME CHARGES:

Please be advised that overtime charges will apply during MOVE-OUT.

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.



IMPORTANT DATED MATERIAL

The Water Expo
September 15 - 16, 2015
Miami Airport Convention Center

**DISCOUNT DEADLINE:
SEPTEMBER, 1, 2015**

DEAR EXHIBITOR,

EXPO Convention Contractors, Inc. is pleased to provide complete exhibitor services for **The Water Expo**, September 15-16, 2015 in Miami, Florida. In our commitment to promise an enjoyable and smooth-running event, this EXPO Exhibitor Service Kit has been prepared for your use in planning your exhibit. *Please review the following information carefully and place orders early to save time, money and worry!*

Each 10' X 10' Booth Package will include:

- 8' High Backwall and 3' High Side Drapery
- 1 - 6' Skirted Table
- 2 - Folding Chairs
- 1 - Wastebasket
- 1 - Exhibitor Identification Sign

Move-in and Move-Out Schedule:

Exhibitor Set Up:	Monday, September 14, 2015	8:00am - 4:30pm
	Tuesday, September 15, 2015	7:30am - 9:30am
Exhibit Hours:	Tuesday, September 15, 2015	10:00am - 5:00pm
	Wednesday, September 16, 2015	10:00am - 4:00pm
Exhibitor Dismantle:	Wednesday, September 16, 2015	4:00pm - 7:00pm
Reroute Freight:	Wednesday, September 16, 2015	6:30pm

All carriers must check-in no later than 6:00pm on Wednesday, September 16, 2015.

ADVANCE ORDER DEADLINE

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **SEPTEMBER 1, 2015**. *We must have a major credit card on file to process your orders!* Please complete the Payment Policy Form in its entirety with correct information. EXPO Exhibitor Order Forms must be returned to our Miami office and can be faxed directly to 305-751-1298. Order forms for electrical, audio/visual, telephone etc. should be returned to the specific contractor providing these services.

IMPORTANT SHIPPING PROCEDURES

EXPO recommends shipping exhibit materials up to 30 days in advance prior to the event to our *Advance Freight-Receiving Warehouse*. Making advanced shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and/or additional charges may be incurred.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **SEPTEMBER 8, 2015**. *A late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: Please DO NOT ship exhibit materials directly to show site to arrive prior to **SEPTEMBER 14, 2015**. *You must designate your shipments for arrival during exhibitor set-up date only and label your materials "In Care of EXPO Convention Contractors, Inc."*

Please call our **Exhibitor Sales & Services Department at 305-751-1234** for any questions we may assist you with. We look forward to working with you and wish you a very successful event!

Sincerely,
EXPO Convention Contractors, Inc.



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

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

PAYMENT POLICY

The Water Expo
 September 15 - 16, 2015
 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

**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.**



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

DISCOUNT DEADLINE:
SEPTEMBER 1, 2015

THIRD PARTY PAYMENT

The Water Expo
 September 15 - 16, 2015
 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: _____

****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.

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: _____

****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.



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

ESTIMATED BILLING OF SERVICES

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

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.)	\$ _____
TOTAL ESTIMATED	\$ _____

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

Thank you for your order!

Company Name: _____ Booth #: _____

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



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

RENTAL FURNISHINGS

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

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			
	Circle Color: 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	

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 #: _____

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



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

CARPETING

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

BOOTH DIMENSIONS

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

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 CLASSIC CARPET					
Please Circle Color Choice: Gray Teal Black Burgundy Blue Red					
Qty.	Item	Discount Price	Regular Price	Amount	
	9' x 10'	\$116.50	\$140.75		
	9' x 20'	\$233.00	\$266.75		
	9' x 30'	\$330.75	\$407.50		
	9' 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: $\frac{\quad}{\text{Length}} \times \frac{\quad}{\text{Width}} = \frac{\quad}{\text{Sq. Ft.}}$		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 #: _____

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



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

CUSTOM ACCESSORIES 1

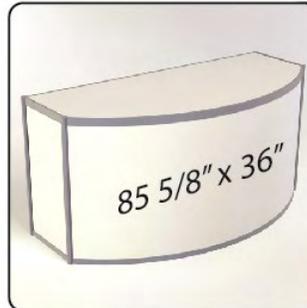
The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**



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			



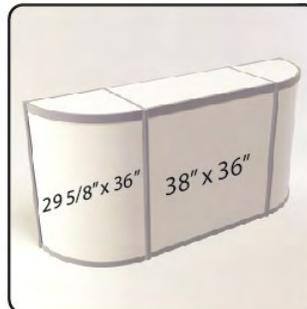
2 meter Curved Cabinet with Sliding Doors & Lock

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



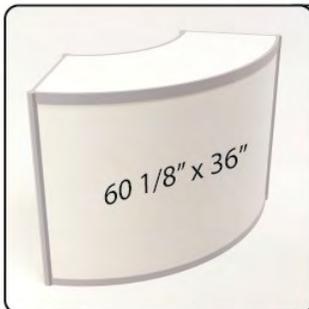
1 meter Curved Cabinet with Sliding Doors & Lock

	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			

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



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

CUSTOM ACCESSORIES 2

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**



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	
123.00	180.00	
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		

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



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

CUSTOM ACCESSORIES 3

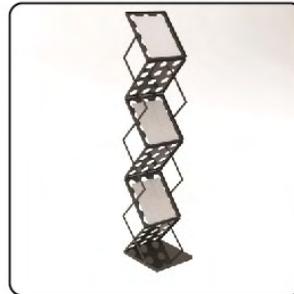
The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**



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 #: _____

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



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

DISCOUNT DEADLINE:
SEPTEMBER 1, 2015

**TURNKEY RENTAL BOOTH
 ORDER FORM**

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

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

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 #: _____

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



CONVENTION CONTRACTORS INC.
15959 NW 15th 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

September 15 - 16, 2015

Miami Airport Convention Center

**DISCOUNT DEADLINE:
SEPTEMBER 1, 2015**



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

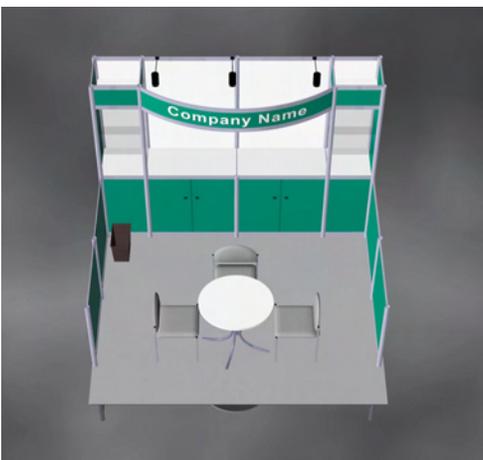
1 - Wastebasket

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 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

**TURNKEY RENTAL BOOTH
 ORDER FORM**

The Water Expo

September 15 - 16, 2015

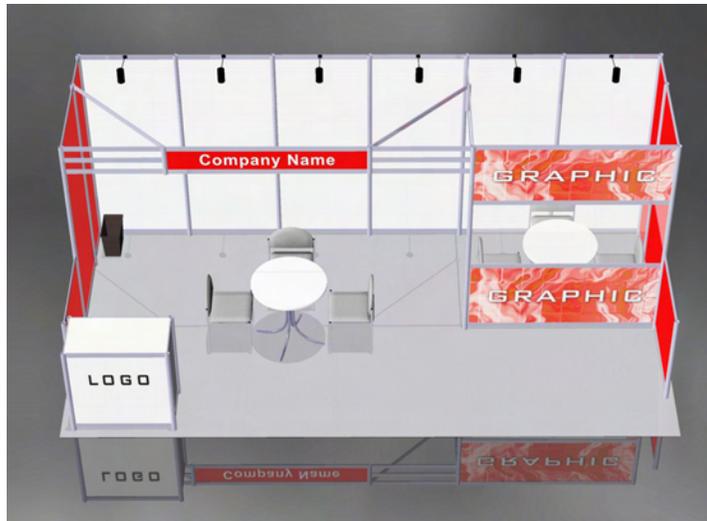
Miami Airport Convention Center



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



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

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

VEHICLE SPOTTING FEES

The Water Expo
 September 15 - 16, 2015
 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 **SEPTEMBER 1, 2015** 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 (CO2).
- * 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 _____



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

MATERIAL HANDLING AUTHORIZATION

The Water Expo
 September 15 - 16, 2015
 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 SEPTEMBER 8, 2015 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 SEPTEMBER 14, 2015.

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 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

SHIPPING INSTRUCTIONS

The Water Expo
 September 15 - 16, 2015
 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

- 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.
- 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.
- 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.
- 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.
- All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
- 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.
- Remove all expired shipping labels before shipping to avoid confusion.
- 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 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING INFORMATION

The Water Expo
September 15 - 16, 2015
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: \$90.00 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 15th Avenue, Miami, FL 33169-5607
Customer Service Phone: (305) 751-1234
Customer Service Fax: (305) 751-1298

MATERIAL HANDLING Q & A

The Water Expo
September 15 - 16, 2015
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:
AUGUST 17, 2015

Last day freight can arrive w/o a surcharge:
SEPTEMBER 8, 2015

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:
AUGUST 17, 2015

Last day freight can arrive w/o a surcharge:
SEPTEMBER 8, 2015

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 SEPTEMBER 14, 2015 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 SEPTEMBER 14, 2015 ONLY



AREA WORK RULES

The Water Expo

September 15 - 16, 2015

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 / 3rd 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 15th Avenue, Miami, FL 33169-5607
 Customer Service Phone: (305) 751-1234
 Customer Service Fax: (305) 751-1298

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

LABOR ORDER

The Water Expo
 September 15 - 16, 2015
 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

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.

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

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

INSTALLATION

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



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

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

NON-OFFICIAL CONTRACTOR

The Water Expo
 September 15 - 16, 2015
 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 **SEPTEMBER 1, 2015** 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



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

CLEANING FORM

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

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
_____ (Check if Needed)	1 - 5 Booths: \$50.50 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due
_____ (Check if Needed)	6 -15 Booths: \$61.00 @	_____ (Number Intervals Per Day)	X _____ (Total Number Days)	= \$ _____ Total Due

Specify Dates Needed: _____

Exhibit Cleaning

_____ (Check if Needed)	Exhibit cleaning & dusting of display daily	\$31.50 X _____ # of days = \$ _____
_____ (Check if Needed)	Exhibit cleaning & dusting 1 time only	\$42.00 _____ \$ _____ (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



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

GRAPHICS & SIGNS ORDER FORM

The Water Expo
 September 15 - 16, 2015
 Miami Airport Convention Center

**DISCOUNT DEADLINE:
 SEPTEMBER 1, 2015**

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

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



MIAMI AIRPORT CONVENTION CENTER

Internet and Phone Line Requests

All internet and phone requests require installation. All requests must be submitted at least 2 weeks in advance. **Several services require additional notice to be provided – see below.

*Live streaming will not be possible without proper set up.

Phone Services	Standard Rates	Qty	Total
House Phone Extension # provided to receive incoming calls only	\$100.00 one time access fee		
Outside Line For use with credit card machines	\$100.00 one time set-up and access fee (no per swipe charge)		
Phone Line with Direct-in-Dial/Out Local & Long distance dialing/ faxing –	\$150.00 one time access fee \$200.00 set up fee – Floor price **Please note additional fees apply for all outgoing calls, charged per minute per call both local and long distance charges apply.		

Internet Services	Standard Rates	Qty	Total
Hardwire Connection/Basic IP ** 2 week reservation	\$300.00 daily access fee \$350.00 daily access fee – Floor price (if available)		
Hardwire Connection/Public IP ** 3 week reservation	\$350.00 daily access fee \$400.00 daily access fee–Floor price (if possible)		
Dedicated Internet – Individual bandwidth not shared ** 6 week planning & 3 week reservation	ADD \$200.00 per day to Hardwire (Private or Public) - Floor not available		
Basic Wireless Internet Service	Available for basic surfing through HOTAIR - WIFI will connect you to **HOTAIR setup & rate info. A Credit Card is required for Payment.		
Group– Wireless private network(WEP protected) ** 3 week reservation	\$200.00 daily access fee per room/area - Floor add \$150 (if available)		
Group – Wired private network ** 3 week reservation	\$200.00 daily access fee + \$10 per connection - Floor add \$100 (if available)		
Extreme Internet Service with Guaranteed Bandwidth – for Live Streaming (inbound or outbound) i.e. TV, Radio, live auction ** 6 week planning & 3 week minimum reservation required	Price will vary with needs – hotel will contact you upon receipt of your request to confirm pricing		

Total Charge for Services selected: \$_____ *7% Tax = \$_____

Doubletree by Hilton Miami Airport Convention Center

Attn: Catering Department

711 NW 72nd Avenue, Miami, FL 33126

Tel: 305-260-8906 Fax: 305~260~8954

Event Name: _____

Exhibitor _____ Booth _____

Address _____ City _____ State _____

Phone _____ Fax _____ Email _____ Contact _____

Credit Card for Payment: No. _____ Expire _____

Credit Card Holder (Print) _____ Signature* _____

Add Persons Authorized to Incur Charges on Credit Card _____

Please Note: The party signing for any data and /or telecommunications equipment (i.e. hubs, switches, phones, etc.) provided by the Doubletree by Hilton Miami Airport Convention is responsible for returning the equipment in working order upon the end of their event. If the equipment is not returned or is damaged, the signing party will be charged an amount based upon the retail value of the equipment provided. In addition, order forms must be received by the Doubletree by Hilton Miami Airport Convention Center Catering Department two minimum (2) week prior to setup date for the event. If not, clients have two options 1) services requested may not be provided or 2) a 40% service charge will be added to the order.

* Cardholder hereby authorizes Doubletree by Hilton Miami Airport Convention Center to charge credit card described herein for all charges incurred by Exhibitors 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 Doubletree by Hilton Miami Airport Convention Center, authorizing payment for modified and/or additional charges. All Charges must be paid prior to the commencement of the show.

**HOTAIR – is our Hotel Internet provider. To contact HOTAIR directly, please call: 1.877.464.4742.



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

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

Outbound from the show

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

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



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

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

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

Full range of services

Urgent

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

Standard

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

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

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

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at t1.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

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

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

© Copyright United Parcel Service of America, Inc. UPS, the UPS brandmark and the color brown are trademarks of United Parcel Service of America, Inc. All rights reserved. 0197056 3/07

Multimodal capabilities



METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/01/15



The Power People

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

COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	September 15-16, 2015	EVENT #:	095076MI

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

METHOD OF PAYMENT

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

COMPANY CHECK

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

BANK WIRE TRANSFER INFORMATION *

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

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

CREDIT CARD

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

ACH ELECTRONIC PAYMENT TRANSFER

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

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

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

CHECK AND CREDIT CARD INFORMATION

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

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
SUB TOTAL	
7% SALES TAX. SALES TAX IS DUE UNLESS FL DR-13 OR DR-14 EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: **09/01/15**

E M



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

COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	September 15-16, 2015	EVENT #:	095076MI

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

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314MI

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS) ORDER DIRECTLY FROM The Water Expo				See below for Add'l power	
1000 WATTS (10 AMPS)	_____	_____	160.00	240.00	_____
1500 WATTS (15 AMPS)	_____	_____	171.00	256.00	_____
2000 WATTS (20 AMPS)	_____	_____	183.00	274.00	_____
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT	_____	245.00	368.00	_____
ARM LIGHT (Only mounts to hard wall structures)	_____	101.00	152.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	82.00	123.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	164.00	246.00	_____

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

15' EXTENSION CORD	_____	23.00	_____
POWER STRIP	_____	23.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	80.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	160.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	210.00	_____

PLACE TOTAL HERE

PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

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

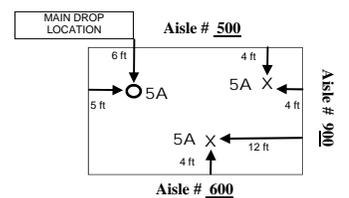
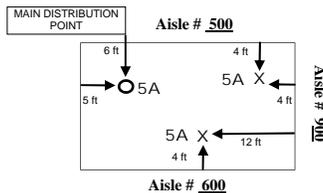
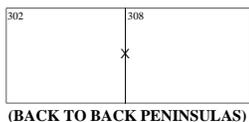
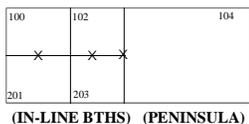
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

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

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



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

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 09/01/15



The Power People

ELECTRICAL EXHIBITION SERVICES

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

COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	September 15-16, 2015	EVENT #:	095076MI

ELECTRICAL JURISDICTION

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

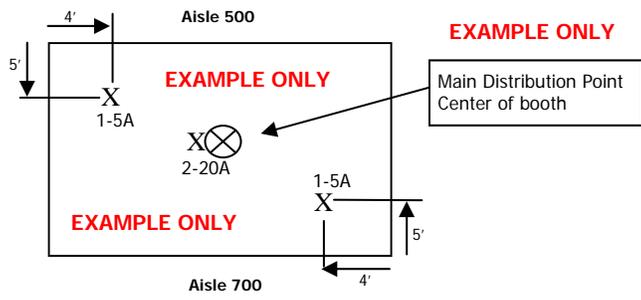
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Electrical distribution under carpet 2. Connection of all 208V or higher services 3. Hardwiring of any electrical apparatus 4. Overhead power distribution | <ol style="list-style-type: none"> 5. Wiring of overhead signs 6. Installation of lighting requiring tools for installation |
|--|---|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

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

The Following Illustration is an Example: 20x30 Island Booth



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

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

ELECTRICAL LABOR FORM



COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	September 15-16, 2015	EVENT #:	095076MI

ELECTRICAL LABOR/LIFT RATES & RULES

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

LABOR RATES

Straight Time 80.00 per hour

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

Over Time 160.00 per hour

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

LIFT RATES

Lift \$210.00 per hour

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

LABOR REQUIRMENTS (Please complete all the sections below)

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

Example:

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

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

SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

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

PLUMBING ORDER FORM

Advance Order Deadline Date: 09/01/15 E M



The Power People

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

COMPANY:		BTH #	
EVENT:	The Water Expo		
FACILITY:	Miami Airport Convention Center		
DATES:	September 15-16, 2015	EVENT #:	095076MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

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

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
_____ Air Outlet	225.00	338.00	_____
_____ Additional Connections within 20' of Outlet	116.00	174.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	8.00/cfm	11.00/cfm	_____

Remember to order CFM with air services. Connection size see # 9 on back of form.

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

_____ Water Outlet	203.00	305.00	_____
_____ Additional Connections within 20' of Outlet	116.00	174.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

_____ Drain Outlet	145.00	218.00	_____
_____ Additional Connections within 20' of Outlet	116.00	174.00	_____
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 50 Gallons	80.00	120.00	_____
_____ 51 – 200 Gallons	120.00	180.00	_____
_____ 201—500 Gallons	240.00	360.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	25.00	38.00	_____

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

_____ ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	69.00	_____
_____ OT (Monday– Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	138.00	_____
_____ LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	210.00	_____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

PLACE TOTAL HERE	
COMPANY:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

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

TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at www.edlen.com

Or call the number on the front of this form.


OFFICIAL TECHNOLOGY RENTAL ORDER FORM


QTY	LARGE LED & LCD DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9)- Includes Speakers	\$1,706.00	
	80" LED Display (16:9) - Includes Speakers	\$1,429.00	
	65" LED Display (16:9) - Includes Speakers	\$1,001.00	
	55" LED Display (16:9) - Includes Speakers	\$690.00	
	46" LED Display (16:9) - Includes Speakers	\$551.00	
	40" LED Display (16:9) - Includes Speakers	\$382.00	
	32" LED Display (16:9) - Includes Speakers	\$251.00	
	72" Dual Post Stand for 32" and Larger being used with SSR Display	\$75.00	
	Spandex Wrap for Dual Post Floor Stand	\$26.00	
	Accessory Shelf for Dual Post Stand to hold VCR, DVD, Laptop etc.	\$22.00	



QTY	TOUCH SCREEN LCD DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$2,002.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,380.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,102.00	
	42" LED Touch Screen	\$615.00	
	40" LED Touch Screen Overlay w/ monitor	\$765.00	
	32" LED Touch Screen Overlay w/ monitor	\$502.00	



QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$157.00	
	24" LCD Widescreen Display (16:9)	\$116.00	
	20" LCD Display (4:3)	\$34.00	
	19" LCD Display (4:3)	\$26.00	
	Apple 23" Cinema Display	\$191.00	
	Wall Mount Bracket for 19-24" LCDs	\$19.00	
	72" Single Post Stand for 19-24" LCD Monitors being used with SSR Display	\$71.00	



QTY	HP TOUCHSMART All-In-One PC – Win Vista 64Bit Business Edition	PRICE	TOTAL
	Core 2 Duo 2.16Hz, 4GB RAM, 500GB HD, 22" Touchscreen LCD	\$206.00	
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$229.00	



QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$127.00	
	i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$176.00	
	HP Probook 65706 i5 2.5ghz 8GB RAM 500GB HD 15.6" LED	\$142.00	
	i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7Pro	\$157.00	

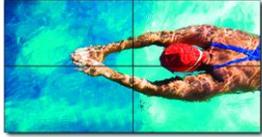


QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 21" IMAC Intel i5 2.7ghz 4GB 500GB	\$311.00	
	Apple 27" LED Thunderbolt Display	\$202.00	
	Apple 27" IMAC Intel Core i5 Quad 2.7ghz 8GB 1TB	\$330.00	
	Apple Mac Mini i5 Core 2.3ghz 2GB 500GB	\$116.00	
	Apple 15.4" MacBook Pro i7 Quadcore 2.3 GHz 4GB 500GB	\$217.00	
	Apple 15.4" MacBook Pro i7 QuadCore 2.4 GHz 8GB 750GB	\$232.00	



EQUIPMENT SUB TOTAL			
----------------------------	--	--	--

Show Code: WAEX0915

OFFICIAL TECHNOLOGY RENTAL ORDER FORM


QTY	VIDEO WALLS (Call for rates on other configurations)	PRICE	TOTAL
	NEC 46" LCD Video Wall Panel- Includes Wall Mount	\$1,159.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$1,545.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$4,635.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$10,429.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$6,180.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$13,905.00	



QTY	APPLE IPADS- 3G and 4G options available	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$90.00	
	Apple iPad Locking Table Top Stand	\$22.00	
	Apple iPad Liitab Floor Stand	\$157.00	
	Apple iPad 5 Air wifi 16GB	\$109.00	
	Graphics for iPad Kiosk	\$150-\$400	
	Mifi Hotspot Device- Activation Fee Included	\$60.00	



QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$75.00	
	3000 Lumen Projector	\$229.00	
	5000 Lumen Projector	\$637.00	
	8' x 8' Tripod Projection Screen	\$52.00	
	7.5' x 10' FastFold Screen	\$570.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$131.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$514.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$229.00	



QTY	FRIENDLYWAY KIOSKS	PRICE	TOTAL
	Friendlyway 19" Kiosk	\$540.00	



QTY	CHARGING STATIONS	PRICE	TOTAL
	Select Charging Station 15"	\$735.00	
	Secure Lockable Charging Station 19"	\$975.00	
	Graphics for Charging Station	\$495.00	

QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$135.00	
	HP Color Laser Printer	\$240.00	
	45 PPM Black & White Copier	\$540.00	
	30 PPM Color Copier	\$615.00	

EQUIPMENT SUB TOTAL			
----------------------------	--	--	--

Show Code: WAEX0915

**IF YOU DO NOT SEE WHAT YOU ARE LOOKING FOR, PLEASE CALL US AT (800) 955-5171
 FOR MORE INFORMATION YOU CAN ALSO EMAIL US AT EXHIBITORSALES@SMARTSOURCERENTALS.COM**



<p>UNION & MATERIAL HANDLING FEES: All MATERIAL HANDLING & UNION LABOR costs associated with the delivery, installation and removal of equipment are the customer's responsibility and will be billed directly to the customer. Please ask your sales representative for weights and cost estimations.</p> <p>SERVICE: All rentals include 24x7 service & support.</p> <p>DAMAGE WAIVER/LOSS COVERAGE: Unless you have selected the damage waiver and loss coverage under this agreement, you are required to keep our property insured against loss by fire, theft, and other risks included in the standard form of "all risk" insurance naming us as additional insured" and "loss payee." In the event of such a loss, you agree to promptly reimburse us for the replacement cost of such property and claims for all losses and injuries caused by such property. Intentional abuse is excluded from coverage of the damage waiver and loss coverage and a filed police report must be produced for coverage to apply. Unless you have accepted our Damage Waiver Coverage, you will be responsible for the costs resulting from damage to our property including service and repair charges. Damage Waiver Coverage does not extend to misuse or intentional abuse.</p> <p>DELIVERY/PICKUP: A representative from your organization must be in the booth at the time of delivery and pickup to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge.</p> <p>PAYMENT: SmartSource Rentals requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p>CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource Rentals or charges we incur on your behalf.</p> <p>CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p>RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource Rentals standard terms and conditions. Prices are subject to change without notice.</p>	<p>EQUIPMENT SUB TOTAL FROM PAGE 1</p>	
	<p><input type="checkbox"/> BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER & LOSS COVERAGE.</p>	
	<p>DELIVERY/SET UP & PICK UP 25% OF EQUIPMENT TOTAL (Minimum \$175)</p>	
	<p>SUB TOTAL</p>	
	<p>SALES TAX</p>	<p>7.00%</p>
	<p>SALES TAX TOTAL</p>	
	<p>TOTAL*</p>	
<p>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</p>		

PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Show Name	The Water Expo Fall 2015	Company Name	
Exhibiting Company Name		Billing Address	
Booth # & Hall/Room Name		City	State ZIP
Show Site Contact		Credit Card Number	Exp. Date
Show Site Contact Cell Phone #		Authorized Signature	Security Code
Setup Date & Time (2 hr Window Required)		Print Name	
Pick-up Date & Time (2 hr Window Required)		Email Address	
Ordered By		Phone #	Fax #

ORDER COMMENTS / INSTRUCTIONS

**FAX ORDER FORM TO:
(972) 692-7815**

**OR EMAIL ORDER FORM TO:
EXHIBITORSALES@SMARTSOURCERENTALS.COM**

ON SITE RULES: The Water Expo (Miami, Sept 15 & 16, 2015)



Sponsors, exhibitors, speakers and advertisers (hereinafter Exhibitors) in **The Water Expo – Fall Edition** (hereinafter Show Management and Expo) on Sept 15 & 16, 2015 at the Miami Airport Convention Center in Miami, Florida must adhere to the following on-site rules. Participating in the event means your automatic knowledge, understanding and acceptance of these on-site rules and of the official and complete Terms & Conditions of the Participation Agreement for the **The Water Expo**.

Space Assignments and Programmed Events: Show Management reserves the right to cancel and resell any assigned exhibit space, sponsorships, Ad space in the Expo Guide and/or speaking slot whenever show office has not received the total payment, 4 weeks prior to the Expo move in date. Show Management reserves the right to alter locations of booths as shown on the official plan and programmed events in the best interest of the Expo.

Federal, State and Local Taxes, Licenses & Regulations: Exhibitor shall be solely responsible for obtaining any licenses, permits, approvals and any necessary tax identification numbers under federal, state or local laws applicable to its activities at the Expo; Exhibitor shall be solely responsible for paying all taxes, license fees, use fees, royalties or any other fee, charge, levy or penalty that become due to any governmental authority in connection with its activities at the Expo; Exhibitor shall assume responsibility for compliance with all pertinent ordinances; regulations and codes of duly authorized Local, State, Union and Federal governing bodies concerning fire, accident, or any other cause, including but not limited to all rules and regulations of the Event Facility.

Exhibitor Guidelines: Exhibitor shall keep the exhibit open and staffed at all times during show hours; all exhibits shall be set-up and ready at least one hour prior to show opening. Exhibitors that do not comply with the foregoing may lose their exhibit spaces without a refund; Exhibitors must tear down and move out as established by the event program and will assume sole and entire responsibility for any losses that may occur to its exhibit and display if move out deadline is not met; Show Management shall reserve the right to exclude, reject or require modification of any exhibitors display, demonstration or advertisement deemed inappropriate or inconsistent with the purpose of the Expo and to remove any one displaying unbecoming or insulting conduct; Exhibitors shall not obstruct the general view nor hide the exhibits of others; Banners may be hung above island and peninsula displays only and Show Management shall approve hanging location. Exhibitor will be responsible for all costs incurred for sign rigging; Helium balloons are prohibited; Exhibitor shall obtain electricity, phone lines, internet, labor, furnishings, carpet, lighting, decoration, plumbing, equipment and any other supplies and services through the Contractor(s) designated by Show Management, if not otherwise stated in the Contract and/or permission has been secured in advance from Show Management. All charges for these services shall be the sole responsibility of the Exhibitor; Exhibitor display shall meet all the required fire regulations; there is no music allowed or any PA system operated from the exhibit space without the authorization of Show Management; Show Management must approve all food and beverage sampling. The selling of any beverage or food product is strictly prohibited; the distributing of any material is prohibited beyond the assigned exhibit space. This includes on or around the exhibitors booth; In the event Exhibitor fails to comply with the aforementioned guidelines subject to the reasonable discretion of Show Management, such Exhibitor may lose the assigned exhibit booth without any refund.

Liability, Loss, Theft, Property Damage or Destruction and Personal Injury: Exhibitor hereby waives any and all claims against Show Management its principals or staff and agents, and Exposition Site, its principals, staff and agents, resulting from loss, theft, damage or destruction of its property or from personal injuries to it, its agents, or employees; Exhibitor assumes full and complete responsibility for any damage or destruction of the property of others and all liabilities of any kind arising from its participation in the Expo, on, before and after the actual Expo and it hereby holds Show Management its principals or staff and agents, and Exposition Site its principals, staff and agents harmless in such event; Exhibitor agrees that no guarantees of attendance or sales, express or implied, have been made by Show Management, nor its employees and/or its agents. Exhibitor agrees to hereby and forever discharge, release and hold harmless Show Management, its agents and employees and the Exposition Site from any claims arising from participating in the event; Every possible care is taken in the production and printing of the Expo Guide, On-site Banners, Signs & Expo Programs. However, if a mistake or omission occurs, Show Management shall not be held liable and financially responsible.

Security: Show Management shall exercise reasonable care for the protection of all exhibits and displays throughout hours of set-up, show time and move-out. Notwithstanding, Show Management does not assume any responsibility for the exhibitors property, his staff or agents from theft, fire and accident, or any other cause.

Advertising: Show Management may take photographs or record videos of Exhibitors' booths, presentations, guests and personnel before, during, or after the open hours of the Expo for any promotional and marketing purposes.

Force Majeure: Show Management has the exclusive right to cancel the EXPO in the event that it is rendered impossible by any last minute circumstances beyond its control, including but not limited to acts of God, hurricanes, floods, fire, electrical shortage, earthquakes, evacuations, government or public enemy, terrorism, strikes or other labor disputes or failure of Exposition Site and/or Expo sub contractors to provide space, utilities and services for whatever reasons. In case of such incidents, Exhibitors will be responsible for services rendered up to said incident and any services rendered thereafter.

<h1 style="color: blue; text-decoration: underline;">The Water Expo</h1> <p>Booth Staff / Translators</p> <p>September 15 & 16, 2015</p> <p>Miami Airport Convention Center</p>	OFFICE USE ONLY

SERVICES AND RATES

Events & Office Consultants, Inc. is a Personnel Service for supply of contract Temporary Personnel for the Conference, Exhibition and Seminar industry for the Greater Miami area.

SPECIAL TERMS AND CONDITIONS:
 Payment is due upon confirmation by credit card charge. Special payment arrangements will be provided for additional orders during the event.

Events & Office Consultants, Inc. SPECIAL TERMS AND CONDITIONS:
 A full working day is based on show hours (inclusive of one half hour lunch). Please indicate start/end time. Five hour minimum per day.
 Overtime rates are charged after 40 hours in any work week (Monday to Sunday). Overtime is calculated at one and a half times the regular hourly rate.

Booth Assistant (English Only) \$22.00 per hour
Booth Assistant / Bilingual Interpreter: \$30.00 per hour Specify language(s)
Other: **Call for quote: 305-442-6000**

Please indicate hours and brief job description:

PAYMENT INFORMATION

Sign and complete this form to authorize Events & Office Consultants, Inc. to make a one time debit to your credit card listed below. By Signing this form you give us permission to debit your account for the amount indicated on or after the indicated date.

You will be charged a convenience fee of 3.88% for each transaction. This fee will be added to your invoice.

Please mark the appropriate box of the card being used

CREDIT CARD NO.	EXPIRATION DATE
Security Code:	Zip Code:
CARDHOLDER'S NAME	AUTHORIZED SIGNATURE

COMPANY INFORMATION

COMPANY NAME			
CONTACT NAME		EMAIL	
ADDRESS			
CITY	STATE	ZIP	COUNTRY
PHONE <small>(please include country & city code)</small>		FAX <small>(please include country & city code)</small>	

COMPLETE AND RETURN THIS FORM TO

EOC

EVENTS & OFFICE CONSULTANTS, INC.
 3326 Mary Street, Suite 401 • Coconut Grove, FL 33133 • P (305) 442-6000 • F (305) 442-1365 • info@eocpeople.com