

## VEHICLE SPOTTING FEES

**\$250.00 Straight Time - ROUNDTRIP PER VEHICLE**

**\$375.00 Overtime - ROUNDTRIP PER VEHICLE**

Straight time hours M-F 8am-4:30pm, Overtime hours M-F before 8am, after 4:30pm, all day Saturday and Sunday

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

Exhibitor must email or fax orders by \_\_\_\_\_ to schedule move-in time.

Fax: 305-751-1298 or [info@expocci.com](mailto:info@expocci.com)

### Vehicle Spotting Rules and 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.
- Exhibitor must show insurance for both the driver and the car.
- By signing this form the 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 #:	
Address:			
Telephone No:		Fax No.	
City:	State:	Zip:	Country:
Authorized by (print or type):		Email	
Authorized Signature:			

Number of Vehicles and Type:

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

DISCOUNT DEADLINE:

**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/REFUNDS:**

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.

**Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type.

**SALES TAX:**

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

**CANCELLATION POLICY:**

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

**COLLECTION POLICY:**

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

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

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

No checks will be accepted at show site.

Exhibitor:		Contact Name:		Booth:	
Address:					
City:		State:		Country:	
Phone:		Email:			
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 as it appears on card):					
Card Holder Signature:					

\*\*\*\*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.