



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

MiaGreen 2016
Expo & Conference
February 10 - 11, 2016
Miami Airport Convention Center

DEADLINE DATE TO RECEIVE DISCOUNTED RATES: January 26, 2016

BOOTH EQUIPMENT:

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

CARPET COLOR:

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

EXHIBITOR MOVE-IN: Tuesday, February 9, 2016 8:00am - 5:00pm
Wednesday, February 10, 2016 7:00am - 9:30am

EXHIBIT HOURS: Wednesday, February 10, 2016 10:00am - 5:00pm
(Sessions start at 8:00am)

Thursday, February 11, 2016 10:00am - 4:00pm
(Sessions start at 8:00am)

EXHIBITOR MOVE-OUT: Thursday, February 11, 2016 4:00pm - 7:00pm

REROUTE FREIGHT: Thursday, February 11, 2016 6:00pm

MOVE-OUT NOTE: All carriers must check in no later than 5:00pm on Thursday, February 11, 2016.

SHOW COLORS:

Back Drape: Teal and White
Side Drape: Teal
Table Drape: White

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to arrive at our warehouse NO LATER THAN FEBRUARY 2, 2016. Freight received after this date will incur a 25% late handling fee.

MiaGreen 2016 Expo & Conference
Your Company Name Booth #
EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607

See our Shipping & Drayage form for complete details.

DIRECT SHIPMENT TO FACILITY:

Shipments will be received at the exhibit facility on Tuesday, February 9, 2016 between 8:30am and 4:30pm.

MiaGreen 2016 Expo & Conference
Your Company Name Booth #
EXPO Convention Contractors, Inc.
c/o Miami Airport Convention Center
777 NW 72nd Avenue
Miami, Florida 33126

See our Shipping & Drayage form for complete details.

OVERTIME CHARGES:

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

ASSISTANCE:

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



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DISCOUNT DEADLINE:
JANUARY 26, 2016

IMPORTANT DATED MATERIAL

MiaGreen 2016
Expo & Conference
February 10 - 11, 2016
Miami Airport Convention Center

DEAR EXHIBITOR,

EXPO Convention Contractors, Inc. is pleased to provide complete exhibitor services for the **MiaGreen 2016 Expo & Conference**, February 10-11, 2016 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 in Teal and White
1 - 6' Skirted Table - White
2 - Folding Chairs
1 - Wastebasket
1 - Exhibitor Identification Sign

Move-in and Move-Out Schedule:

Exhibitor Set Up:	Tuesday, February 9, 2016	8:00am - 5:00pm
	Wednesday, February 10, 2016	7:00am - 9:30am
Exhibit Hours:	Wednesday, February 10, 2016	10:00am - 5:00pm
	(Sessions start at 8:00am)	
	Thursday, February 11, 2016	10:00am - 4:00pm
	(Sessions start at 8:00am)	
Exhibitor Dismantle:	Thursday, February 11, 2016	4:00pm - 7:00pm
Reroute Freight:	Thursday, February 11, 2016	6:00pm

All carriers must check-in no later than 5:00pm on Friday, February 11, 2016.

ADVANCE ORDER DEADLINE

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **JANUARY 26, 2016**. *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 **FEBRUARY 2, 2016**. *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 **FEBRUARY 9, 2016**. *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

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DISCOUNT DEADLINE:**JANUARY 26, 2016****PAYMENT POLICY****MiaGreen 2016****Expo & Conference****February 10 - 11, 2016****Miami Airport Convention Center****NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO**

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

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

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

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

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

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

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

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

Return via fax 305-751-1298 or email info@expocci.com**We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.**

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

Email _____ Contact/s _____

Credit Card Used For Payment: No. _____ Expires _____

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

Billing Address for credit card: _____

City _____ State _____ Zip Code _____

Credit Card Holder (Print Name) _____ Signature _____

List Persons Authorized to Incur Charges on Credit Card _____

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



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DISCOUNT DEADLINE:
JANUARY 26, 2016

THIRD PARTY PAYMENT

MiaGreen 2016
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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.



ESTIMATED BILLING OF SERVICES

MiaGreen 2016
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FURNITURE AND CARPETING	\$ _____
CUSTOM ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
HARDWALL PACKAGE UPGRADE	\$ _____
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.

57 N.E. 179 STREET - MIAMI, FLORIDA 33162

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HARDWALL PACKAGE UPGRADE

MiaGreen 2016

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February 10 - 11, 2016

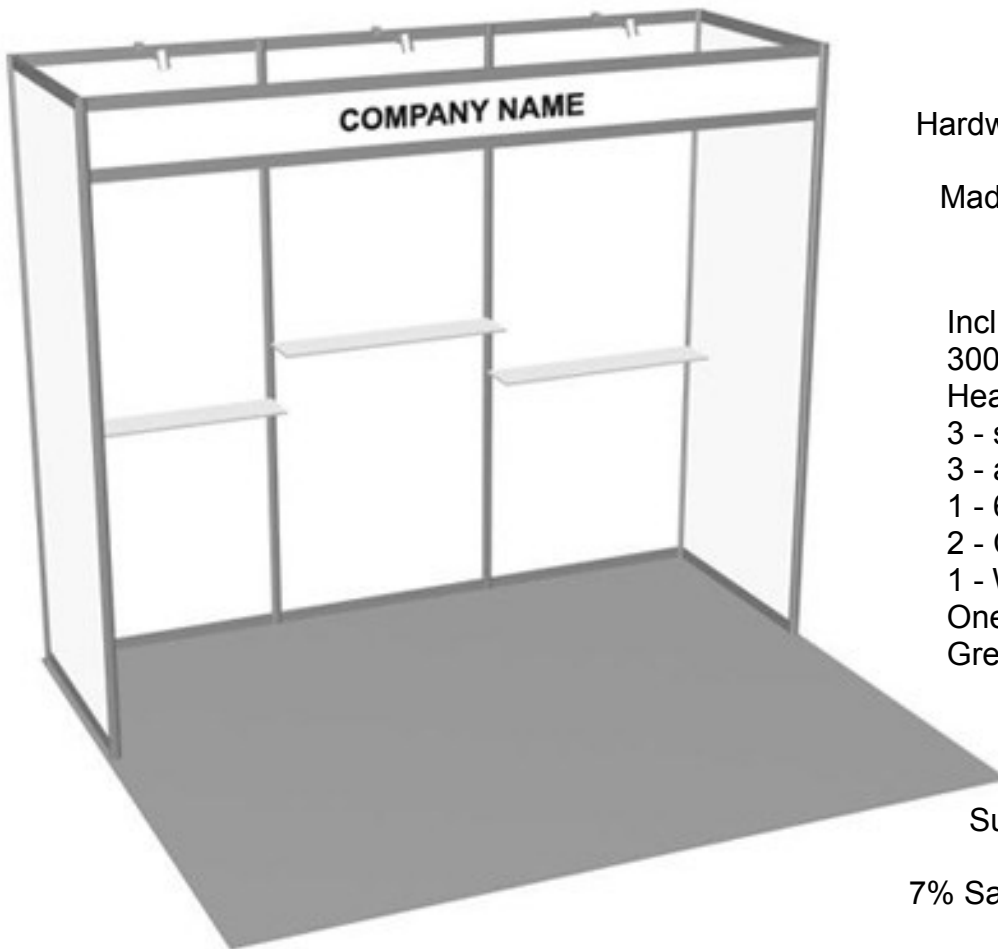
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**DISCOUNT DEADLINE:
JANUARY 26, 2016**

MIAGREEN HARDWALL PACKAGE UPGRADE

\$2,089.50

Plus sales tax



Hardwall Package Upgrade Rental
White 10' x 10'
Made of Recycled PVC panels.

Includes:

300 lbs. Material Handling
Header Sign for Company Name
3 - shelves
3 - arm lights
1 - 6' White Draped Table
2 - Chairs
1 - Wastebasket
One Day Vacuum
Grey Booth Carpet

Sub Total: \$ _____

7% Sales Tax: \$ _____

Total Due: \$ _____

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____

RETURN VIA FAX 305.751.1298



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RENTAL FURNISHINGS

MiaGreen 2016

Expo & Conference

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CHAIRS

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	Upholstered Arm Chair	\$55.65	\$69.30	
	Upholstered Side Chair	\$50.40	\$66.15	
	Executive Swivel Arm Chair	\$121.80	\$142.80	
	Padded Counter Stool w/Back	\$103.95	\$136.50	

ACCESSORIES

	6' Showcase w/light & lock	\$446.25	\$556.50	
	Deluxe Desk	\$446.25	\$556.50	
	Easel	\$28.35	\$33.60	
	Wastebasket	\$29.40	\$35.70	
	Coffee Table 20" x 36" x 15" high	\$60.90	\$71.40	
	Round Table - 30" x 30" high	\$145.95	\$184.80	
	Round Table - 30" x 42" high	\$173.25	\$214.20	
	Adjustable Arm Rack	\$56.70	\$68.25	
	2-Way Waterfall Rack	\$71.40	\$88.20	
	4-Way Arm Rack	\$91.35	\$113.40	
	Aluminum Stanchion 8' high	\$30.45	\$32.55	
	Aluminum Stanchion 3' high	\$30.45	\$32.55	
	Base	\$30.45	\$32.55	

PEGBOARDS / TACKBOARDS

Pegboards Do NOT include hooks or brackets.

	4' X 8' Pegboard - Vertical	\$98.70	\$110.25	
	4' x 8' Pegboard - Horizontal	\$98.70	\$110.25	
	2' x 8' Pegboard - Vertical	\$64.05	\$75.60	
	2' x 8' Pegboard - Horizontal	\$64.05	\$75.60	
	4' x 6' Tackboard	\$98.70	\$110.25	

SPECIAL DRAPERY

	Feet of 8' high drapery at \$16.80 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	\$111.30	\$121.80	
	2' x 6' TABLES - Standard	\$122.85	\$145.95	
	2' X 8' TABLES - Standard	\$135.45	\$156.45	
	2' X 4' TABLES - Counter High	\$159.60	\$181.65	
	2' x 6' TABLES - Counter High	\$170.10	\$205.80	
	2' X 8' TABLES - Counter High	\$192.15	\$229.95	

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	40.95	54.06	
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UNDRAPED TABLES

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$82.69	\$91.35	
	2' x 6' TABLES - Standard	\$91.35	\$108.68	
	2' X 8' TABLES - Standard	\$108.68	\$126.00	
	2' X 4' TABLES - Counter High	\$117.34	\$134.66	
	2' x 6' TABLES - Counter High	\$126.00	\$151.99	
	2' X 8' TABLES - Counter High	\$142.80	\$169.31	

TABLE RISERS

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	4' x 8" x 8" One Step Riser	\$48.30	\$66.15	
	4' x 8" x 16" Two Step Riser	\$60.90	\$72.45	
	6' x 8" x 8" One Step Riser	\$60.90	\$72.45	
	6' x 8" x 16" Two Step Riser	\$71.40	\$89.25	

Sub Total \$ _____

7% Sales Tax \$ _____

Grand Total \$ _____

Company Name: _____ Booth #: _____

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CARPETING

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DISCOUNT DEADLINE:
JANUARY 26, 2016

BOOTH DIMENSIONS

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

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



EXPO CLASSIC CARPET					
Please Circle Color Choice: Gray Teal Black Burgundy Blue Red					
Qty.	Item	Discount Price	Regular Price	Amount	
	10' x 10'	\$116.55	\$140.70		
	10' x 20'	\$232.05	\$266.70		
	10' x 30'	\$330.75	\$407.40		
	10' x 40'	\$449.40	\$535.50		

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

EXPO CUSTOM CUT CARPET			
Please Circle Color Choice: Red Blue Grey Black Teal Burgundy			
Booth Size: $\frac{\text{Length}}{\text{Length}} \times \frac{\text{Width}}{\text{Width}} = \frac{\text{Sq. Ft.}}{\text{Sq. Ft.}}$	Discount Price	Regular Price	Amount
Do you want Expo Classic Carpet	\$4.10	\$4.88	
Do you want Expo Plush Carpet	\$4.88	\$5.51	

PADDING & VISQUEEN				
Sq. Ft.	Item	Discount Price	Regular Price	Amount
	1/2" Padding	\$1.05	\$1.21	
	1" Padding	\$1.58	\$2.05	
	Visqueen	\$0.50	\$0.99	

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

Company Name: _____ Booth #: _____

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CUSTOM ACCESSORIES

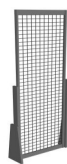
MiaGreen 2016

Expo & Conference

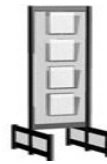
February 10 - 11, 2016

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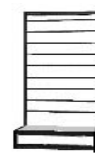
Qty	ACCESSORIES	Advance Price	Standard Price	Amount
	Free-Standing Grid	\$100.80	\$123.90	
	Literature Rack	\$197.40	\$246.75	
	Slat Wall	\$325.50	\$417.90	
	Gondola - Single Sided	\$329.70	\$406.35	
	Gondola - Double Sided	\$405.30	\$517.65	
	Black Arm Lights - 65 watts	\$56.70	\$72.45	
	White Arm Lights - 65 watts	\$56.70	\$72.45	
	Tower Showcase - ½ meter	\$405.30	\$470.40	
	Tower Showcase - 1 meter	\$510.30	\$575.30	
	1 meter Cabinet w/ sliding Doors	\$330.75	\$414.75	
	2 meter Cabinet w/ Sliding Doors	\$393.75	\$435.75	
	1 meter Curved Counter	\$330.75	\$414.75	
	2 meter Curved Counter	\$393.75	\$435.75	
	Lock for cabinet	\$15.75	\$23.10	
	1meter Shelf - Flat	\$37.80	\$45.15	
	1meter Shelf - Angled	\$37.80	\$45.15	
	2meter Shelf - Flat	\$71.40	\$76.65	
	2meter Shelf - Angled	\$71.40	\$76.65	
	3meter Shelf - Flat	\$103.95	\$108.15	
	3meter Shelf - Angled	\$103.95	\$108.15	



Free-Standing Grid
2' x 7'H



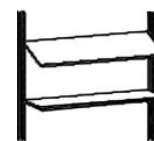
Literature Rack
Double Sided
1/2 m x 6 ft High



Slat Wall
Free standing
1m x 8 ft



Gondolas
Single Sided & Double Sided
2.4m x 1m



White Shelves & brackets
Flat or Angled
1meter, 2meter & 3meter



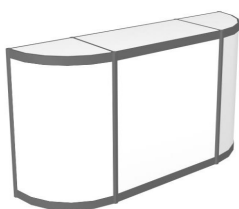
Tower Show Case
½ mt L, ½ mt D, 6' H



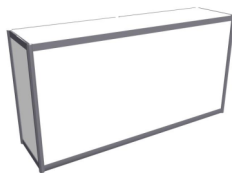
Tower Show Case
1 mt L, ½ mt D, 1.8 mt H



1 meter Curved Counter
39" L, 39" H, 18" deep



2 meter Curved Counter
65"L, 39"H, 18" deep



2 meter Cabinet
77" L, 39" h. 18" deep
with sliding doors



1 meter Cabinet
39"l x 39"h x 18"d
with sliding doors

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

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57 N.E. 179 STREET - MIAMI, FLORIDA 33162

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**DISCOUNT DEADLINE:
JANUARY 26, 2016****FORKLIFT & PORTER SERVICE****MiaGreen 2016****Expo & Conference**

February 10 - 11, 2016

Miami Airport Convention Center

IN-BOOTH FORKLIFT & PORTER SERVICE ORDER FORM

Please complete this form for all In-Booth Forklift and labor needs.

To determine if you need In-Booth Forklift and Labor, Please read this form carefully.

In-Booth Forklift and labor may be required to assemble displays or when uncrating, positioning, and re-skidding equipment and machinery.

A Forklift is required for moving equipment weighing 200 pounds or more.

If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

FORKLIFT SERVICE is provided at **\$78.75 per half hour**, with a **½ hour minimum (Overtime is \$105.00 per half hour)**. Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00AM. All exhibit labor for 8:00AM starting times will be dispatched to booth space. Confirm labor and forklift by 2:30PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the worker and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

Forklift Order

Date	Start Time	End Time	# of Hours	Rate	Total
	AM	AM		ST-\$78.75 per ½ hour	\$
	PM	PM		OT-\$105.00 per ½ hour	
	AM	AM		ST-\$78.75 per ½ hour	\$
	PM	PM		OT-\$105.00 per ½ hour	

PORTER SERVICE is provided at **\$36.75 per 20 minutes (minimum 20 minutes)**. This feature is for exhibitors using **Personally Operated Vehicle only (Overtime is \$63.00 per 20 minutes)**. One worker equipped with a flat cart will assist those exhibitors with unloading & delivery of goods to booth.

PORTER SERVICE is aimed at those exhibitors requiring minimum assistance and facilitating the move-in/out process for them.

Exhibitors who have extensive unloading requirements can use the drayage services. Arrangements for this service can be made in advance or on-site at the EXPO Service Desk.

Empty storage service will only be available to exhibitors who utilize the complete drayage service. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

ORDER PORTER SERVICE AT YOUR OWN RISK. EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES.

Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

PORTER SERVICE will be available from the loading docks. Please instruct your personnel to identify themselves as exhibitors requiring Porter Service to security personnel. They will be directed to specially designated areas.

Please remit Payment Policy Form with this Order. Fax both forms to 305-751-1298.

Exhibiting Company _____ Booth: _____

Contact Name: _____ email: _____

Phone: _____ Fax: _____



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:
JANUARY 26, 2016

VEHICLE SPOTTING FEES

MiaGreen 2016
Expo & Conference
February 10 - 11, 2016
Miami Airport Convention Center

VEHICLE SPOTTING FEES

\$94.50 ROUNDTRIP

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

Exhibitor must mail or fax orders by **JANUARY 26, 2016** to schedule move-in time.

Regulations

- * EXPO employee or Union labor shall spot each vehicle.
- * All motorized vehicles displayed shall have batteries disconnected at the "hot" lead. The lead shall be safely secured.
- * Fuel supplies in vehicles on display shall not exceed 1/4 of a tank of gas. The tank must be purged with carbon dioxide (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

MiaGreen 2016
Expo & Conference
February 10 - 11, 2016
Miami Airport Convention Center

Please complete the following information:

We plan to ship to: _____ Advance Warehouse _____ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (City, state): _____
Please provide a contact name and number for any questions EXPO may have in
Regards to this shipment.
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

COMPUTATION OF MATERIAL HANDLING SERVICES

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

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

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

Advance Shipment \$71.00 per CWT

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

**Deadline Date is February 2, 2016 - shipments received
after this date will incur an additional 25% late handling
fee.**

Direct Shipment \$68.00 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 February 9, 2016.

Advance Shipment Rates Include:

Unloading crated material.

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

Unloading materials and delivery to your booth

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

Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

Unloading materials when received and delivery to your booth

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

Reloading materials onto outbound transportation.

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

Additional Surcharges based on inbound weight.

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

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

Overtime. Add 25% to above rates.

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

EXPO Warehouse Hours are

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

Holidays excluded.

Straight Time Hours

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

Overtime Hours

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

All day Saturday, Sunday & Holidays

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

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

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

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

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

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

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____ Fax #: _____

Authorized Signature: _____ Print Name: _____

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

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

EXPO Fax # 305.751.1298

**CONVENTION CONTRACTORS INC.**15959 NW 15th Avenue, Miami, FL 33169-5607

Customer Service Phone: (305) 751-1234

Customer Service Fax: (305) 751-1298

SHIPPING INSTRUCTIONS**MiaGreen 2016****Expo & Conference**

February 10 - 11, 2016

Miami Airport Convention Center

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Consign to (Ship To): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Type of Carrier: Motor Freight _____ Air _____ Van Line _____

Name of Carrier: _____

If pre-paid bill to: _____

City, State and Zip: _____

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

1. Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they may be refused.

2. All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge. Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.

3. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration.

4. Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.

5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.

6. Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$35.00 per crate, box or carton is accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.

7. Remove all expired shipping labels before shipping to avoid confusion.

8. Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

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

INSURANCE

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

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

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

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

Company Name: _____

Address: _____

Attention: _____ Phone: _____ Fax: _____

City: _____ State: _____ Zip: _____

Authorized by (please print): _____ Title: _____

Signature: _____ Convention /Tradeshow: _____

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

EXPO CONVENTION CONTRACTORS, INC. 15959 NW 15th Avenue, MIAMI, FLORIDA 33169-5607

TEL: 305-751-1234 FAX: 305-751-1298



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

MATERIAL HANDLING INFORMATION

MiaGreen 2016

Expo & Conference

February 10 - 11, 2016

Miami Airport Convention Center

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

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

OVERTIME

Surcharge: 25%

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

LATE SHIPMENTS

Surcharge: 25%

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

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

OFF-TARGET DELIVERIES

Surcharge: 25%

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

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

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

MARSHALING YARD

Surcharge: Maximum \$20.00

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

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

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

EMPTY CRATE STORAGE

Surcharge: \$35.00 per piece

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges.

Empty crates/cartons are stored in trailers during the show. They are returned in random order after the show closes and the aisle carpet has been picked up.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

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

ACCESSIBLE STORAGE

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

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

WAREHOUSE STORAGE

Surcharge: Minimum one-hour labor fee for each trip

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

Return to Warehouse Service Fee

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

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

Receive & place in storage

Surcharge: \$6.00 per CWT

Storage per month

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

Remove from storage & load out

Surcharge: \$4.00 per CWT

MOBILE SPOTTING FEE

Surcharge: \$250.00 round trip

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

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



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

MATERIAL HANDLING Q & A

MiaGreen 2016
Expo & Conference
February 10 - 11, 2016
Miami Airport Convention Center

MATERIAL HANDLING Q & A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

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

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

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

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

OUTBOUND SHIPMENTS

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

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

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

**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:

MiaGreen 2016 Expo & Conference

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

First Day freight can arrive w/o a surcharge:
JANUARY 11, 2016

Last day freight can arrive w/o a surcharge:
FEBRUARY 2, 2016

**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:

MiaGreen 2016 Expo & Conference

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

First Day freight can arrive w/o a surcharge:
JANUARY 11, 2016

Last day freight can arrive w/o a surcharge:
FEBRUARY 2, 2016

**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:

MiaGreen 2015 Expo & Conference

Must arrive on February 9, 2016 ONLY

**R
U
S
H**

From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

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

For:

MiaGreen 2016 Expo & Conference

Must arrive on February 9, 2016 ONLY



AREA WORK RULES

MiaGreen 2016

Expo & Conference

February 10 - 11, 2016

Miami Airport Convention Center

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

FREIGHT HANDLING

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

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

EXHIBIT INSTALLATION AND DISMANTLING

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

GRATUITIES

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

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 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:
JANUARY 26, 2016

LABOR ORDER

MiaGreen 2016

Expo & Conference

February 10 - 11, 2016

Miami Airport Convention Center

Labor Information			Discount Price	Show Site Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$65.00	\$88.00
Over Time	Monday - Friday Saturday & Sunday	4:30pm - 8:00am All Day	\$97.50	\$132.00
Double Time	Holiday	All Day	\$130.00	\$176.00

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

Please note

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

INSTALLATION

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

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

DISMANTLE

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

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

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth size: _____ X _____
Forklift required? _____ Yes _____ No
Carpet is? _____ Owned _____ Rented from EXPO
Carpet padding? _____ Yes _____ No
Drawings? _____ Faxed to EXPO _____ Shipped w/exhibit crates

Electrical Information:

_____ Electrical should go under the carpet (diagram is attached)
_____ Electrical drawings are attached
_____ Electrical drawings are with exhibit in crate number
_____ Electrical drawings were sent to the official contractor

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

Electrical _____ Furniture _____ A/V Equipment _____
Booth Cleaning _____ Telephone/Internet _____

Inbound Freight Information

Carrier Company Name: _____
of pieces: _____ Weight of Shipment _____
Is Shipment? _____ Crated _____ Uncrated
Tracking/Pro#: _____
Estimated arrival date: _____
Shipment to arrive at: _____ Warehouse _____ Show Site

Outbound Freight Information

Carrier Company Name: _____
Delivery Shipment To: _____
Address: _____
City, State, Zip: _____
Type of Service (air, van line, ground, etc.): _____

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

Force freight through EXPO's preferred carrier: _____
Send shipment back to EXPO warehouse: (\$50.00 min. fee) _____

Company Name: _____ Booth #: _____

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



CONVENTION CONTRACTORS INC.
15959 NW 15th Avenue, Miami, FL 33169-5607
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DISCOUNT DEADLINE:
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NON-OFFICIAL CONTRACTOR

MiaGreen 2016
Expo & Conference
February 10 - 11, 2016
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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., Show Winners Corp., and Miami Airport Convention Center 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: _____

On-Site Supervisor _____

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by **JANUARY 26, 2016** to EXPO, the Official Decorating Contractor:

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



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

MiaGreen 2016

Expo & Conference

February 10 - 11, 2016

Miami Airport Convention Center

DISCOUNT DEADLINE:
JANUARY 26, 2016

Please indicate the Services Needed

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

Carpet Vacuuming

Rate

Booth Size**

Days

Total

(Check if Needed) Vacuuming \$0.36 per sq. ft. X _____ X _____ = \$ _____
(# Sq. Feet) (# 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: \$50.40 @ _____ X _____ = \$ _____
(Number Intervals Per Day) (Total Number Days) Total Due

(Check if Needed) 6 -15 Booths: \$60.90 @ _____ X _____ = \$ _____
(Number Intervals Per Day) (Total Number Days) Total Due

Specify Dates Needed: _____

Exhibit Cleaning

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

(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



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GRAPHICS & SIGNS ORDER FORM

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**DISCOUNT DEADLINE:
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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



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 lhl.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

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Multimodal capabilities

