

## Exhibitor Manual for MiaGreen 2016 Feb. 9, 10 & 11, 2016



### 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:** Tuesday, Feb 9 from 8:00 am – 5:00 pm  
Wednesday, Feb 10 7:00 am – 9:30 am  
**EXHIBIT HALL:** Wednesday, Feb 10 10:00 am – 6:00 pm (Opening starts 8:30 am)  
Thursday, Feb 11 10:00 am – 4:00 pm (Sessions start 8 am)  
**MOVE-OUT:** Thursday, Feb 11 4:00 pm – 7:00 pm

**Note:** The Expo itself takes place Feb 10 & 11 as per above. On Feb 9 (afternoon) MiaGreen runs accredited courses for professionals as part of the official event program.

- 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 in front of the Convention Center area (north lot) at \$5 per day (red lane). You may leave your trucks there during the Expo (park them at the rear of the lot)
- 5) **FRIENDLY UNION:** MACC is a friendly union facility. Exhibitors may unload 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. **Hint: Request show contractors an estimate on any potential order before confirming!**
- 6) **PROGRAM & PARTICIPANTS:** Listed on event website [www.MiaGreen.com](http://www.MiaGreen.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.
- 8) **FREE PASSES for CUSTOMERS & PROSPECTS:** Exhibitors from the US & Canada will receive by mail **2-Day FREE admission passes (a \$40 value each)**: 25 passes per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40. **USE THEM! Do not leave behind.** FREE passes will be exchanged on-site for an attendee **2-Day EXPO badge**. *If you need more please let us know. We may provide extras at \$10 ea.*
- 9) **TRANSLATORS & TEMP. STAFF:** **The Water Expo is a multicultural event.** We **STRONGLY SUGGEST having someone who can communicate in Spanish in your staff.** If you need to hire bilingual staff for your booth, contact **EVENTS & OFFICE CONSULTANTS (EOC)**, our official staffing company. Use the proper form in the Manual or call them (305) 442-6000. EOC may also provide other staffing services upon request.
- 10) **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.

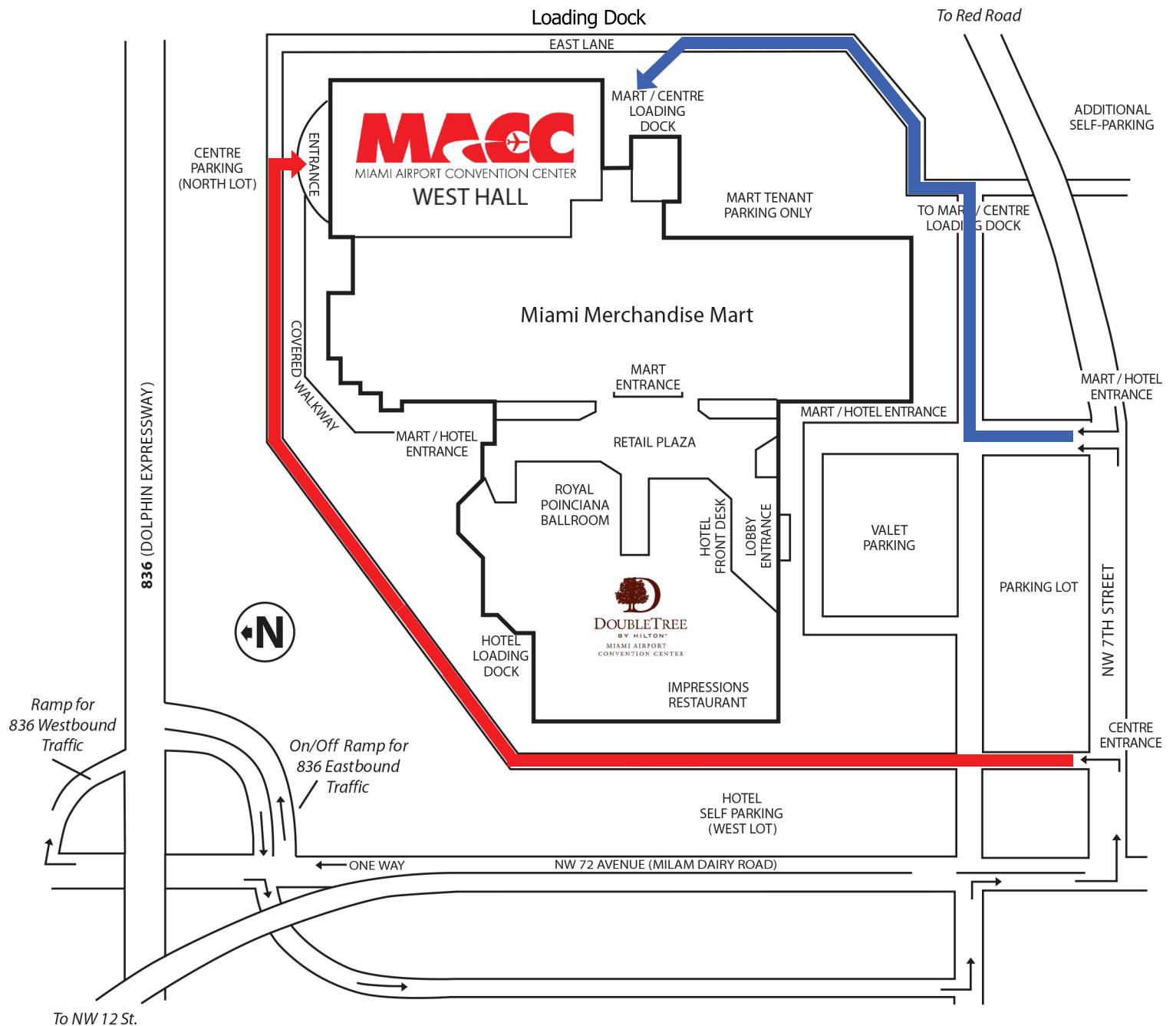
- 11) **FORM B:** Use also form B  
 a) if **you DID NOT include** standard electricity in your Agreement (115V / 5amps). **Hints:** Always bring your own extensions and/or power strips. For **non-standard** electrical requests (beyond 115V / 5 amps) use Edlen's electrical form included in this manual.  
 b) To order an **INSERT in EXPO Bag** and/or **EXTRA listing in Guide & on-line** (deadline **Jan 29**)
- 12) **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. **HINT:** Order by **January 26, 2016** for discounted rates. **EXPO Convention** offers more specialized services not included in the Manual, so call them directly if you need anything else. They will be happy to assist!
- 13) **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**. **Hint:** Order by **January 19, 2016** for discount rates.
- 14) **LEAD RETRIEVAL** by Smart Source. For complete information and to order use the proper form included here. Order by **January 23, 2016** for discounted rates. For assistance call **(800) 955-5171** or mail at [leads@smartsourcerentals.com](mailto:leads@smartsourcerentals.com)
- 15) **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](mailto:exhibitorsales@smartsourcerentals.com). Order by **February 2, 2016** to avoid surcharges.
- 16) **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.
- 17) **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 \$199 (single/double). To book by phone call (305) 261-3800 mention MiaGreen Expo. Hint: **Do not miss Hotel cut-off date of January 5, 2016. Limited availability.**
- 18) **MiaGreen Expo ASSISTANCE:** Send your question to [mail@MiaGreen.com](mailto:mail@MiaGreen.com) or call **(305) 412-0000**. We will be happy to assist.
- 19) Do not forget to read **MiaGreen Expo & Conference On-Site Rules and Regulations** (attached).

20) For:	Use:	Advanced deadline	Questions?
Badges	Form A	<b>Feb 5</b>	(305) 412-3976
Electricity (basic), 2nd listing...	Form B	<b>Jan 29</b>	(305) 412-3976
Furnishings, Deliveries, Labor...	EXPO Conv. Manual	<b>Jan 26</b>	(305) 751-1234
Water, Air & Special Electricity	Edlen form	<b>Jan 19</b>	(305) 623-5335
Lead Retrieval	Smart Source form	<b>Jan 23</b>	<b>(800) 955-5171</b>
Audio Visual equipment	Smart Source form	<b>Feb 2</b>	(800) 955-5171
Translators & Temp. Staff	EOC form	<b>Feb 5</b>	(305) 442-6000
WI-FI	Self-Serve Option		Contract on-site
Host Hotel bookings	<a href="http://www.MiaGreen.com">www.MiaGreen.com</a>	<b>Jan 5</b>	<a href="#">Book directly</a>

Welcome to **MiaGreen 2016 Expo & Conference**  
 in **Miami**, *America's Business Capital!*



711 NW 72<sup>nd</sup> Avenue | Miami, FL 33126  
Phone: 305-261-3800 | Fax: 305 260-8954  
[www.doubletreemiamimart.com](http://www.doubletreemiamimart.com)



## FORM A - EXHIBITOR BADGES

Email to [info@MiaGreen.com](mailto:info@MiaGreen.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@MiaGreen.com](mailto:info@MiaGreen.com) before February 5, 2016. **Badges will not be mailed.**

You should pick them onsite by registration area (West Hall).

Badge quotas per package:

**10x10 booth:** 4 badges.

**10x20 booth:** 6 badges.

**20x20 booth:** 8 badges.

**20x30 booth:** 10 badges.

**20x40 booth:** 12 badges

Use the 2<sup>nd</sup> page to purchase extra badges @ \$25 each (\$40 after February 5, 2016)

**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 February 5, 2016) = \$ \_\_\_\_\_

**PAYMENT VIA CREDIT CARD** VISA \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ DISC \_\_\_\_\_

No. \_\_\_\_\_ Exp: \_\_\_\_\_

Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ States: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Questions: (305) 412-0000

Email: [info@MiaGreen.com](mailto:info@MiaGreen.com)

**PAYMENT VIA CHECK**

Make payable to  
**MIAGREEN 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- 2<sup>nd</sup> Company LISTING in Pocket Guide?



Email to [info@MiaGreen.com](mailto:info@MiaGreen.com) (or fax to (305) 412-3247)

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

### ITEMS

### COST

**1- ELECTRICITY in your booth \$150** (\$180 after Feb. 5, 2016)

\$ \_\_\_\_\_

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

**2- Insert in EXPO BAG (\$795)** Deadline Feb. 5, 2016

\$ \_\_\_\_\_

Provided to all attendees by registration. Limited Availability

**3- 2<sup>nd</sup> Company LISTING in the Pocket Guide (\$495)**

\$ \_\_\_\_\_

Deadline Jan. 29, 2016 - Share your booth with other company and have the new Company info listed in the Pocket Guide. Complete below

2<sup>nd</sup> 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) 412-0000

[info@MiaGreen.com](mailto:info@MiaGreen.com)

**Ordered by:**

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

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

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

## LEAD MANAGEMENT SOLUTIONS

### All Solutions

Leads can be accessed from any computer on our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s) • Leads download during or after the show in Excel

- Can easily import to Databases • Features a free-type notes section using the on-screen keyboard

#### PRE SHOW

- Order online – easy and quick
- Take advantage of discount pricing - available for advance orders
- Make the most of your attendee interaction – include qualifiers or instant email

#### SHOW SITE

- Avoid a line - pick up your devices early at show service desk
- Forgot to order in advance? Additional scanners available for onsite ordering
- Scan attendee badges and free-type notes using the on-screen keyboard
- Technician on site during set up and show hours and 24/7 support available at 800-476-9959

#### POST SHOW

- Access your leads anytime from any computer on our secure website
- Easily download your leads data into an Excel file
- Misplaced your password – email Leads.Support@SmartSourceRentals.com

### App Software



#### Lead Retrieval App

An app built for Apple and Android devices. This badge scanning software is an installed option for use with your own phone/tablet with Apple Operating System 6 or higher or Android 4.4 or higher with rear facing autofocus camera with at least 5 megapixels. Email with instructions, log-in, password will be sent 7 days before show.

#### iPad®, App & Strap

Includes a SmartSource iPad rental with App installed for your use during the show. Strap with 360 degree rotation secures iPad in one hand.



### Customize your lead

#### Instant Email

Automatically sends a pre-written email and optional PDF attachment to each person you scan at your booth.



#### Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. A qualified lead is a much more valuable piece of information than a badge scanned with no qualification. Every badge scanned should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. Create your own Custom Qualifiers. Make sure you take advantage of this valuable tool.

Your system Includes Standard Qualifiers for free. Examples are: Decision maker • Follow up email/phone

- Set up post show meeting





p. (800) 955-5171  
e. Leads@SmartSourceRentals.com

ORDER ONLINE  
CLICK HERE



Event Date:

Discount price deadline date:

Orders accepted until:

LEAD RETRIEVAL ORDER INFORMATION

Business name:	Booth name if different:	Booth number:
Address:	City:	State: Zip Code:
Ordered by:	Phone:	Email:
Onsite contact if different from above:		Cell:
Send data access login/password to email:	Send receipt to email:	
Today's date: Email confirmation, rental agreement and credit card receipt will be sent by email within one (1) business day of submitting this form. If order is not confirmed within this time period, please call 800-955-5171.		

LEAD RETRIEVAL PRODUCTS & ACCESSORIES

	Discount available until	Orders accepted until	Qty	Total
<b>App Software*</b> Download to the Smartphone or Tablet you are bringing to the show. <i>Please note: App runs on iOS 6, 7, or 8. The following devices are supported with rear facing autofocus camera with at least five megapixels: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad, Android Phones, Android Tablets.</i>	\$250	\$295		
<b>Additional exhibitors in your booth?</b> Add an app license for your additional phones/tablets	\$150	\$150		
<b>App Software with iPad rental</b> Includes app, iPad, iPad strap for duration of show	\$370	\$410		
<b>In-Booth Delivery &amp; Training</b> If delivery is ordered, a representative must be present in the booth at the date/time specified or we cannot provide delivery. Forfeited deliveries will not be refunded and scanner must be picked up from the service desk	\$95	\$100		
<b>Delivery:</b> (Date & Time - 2 hour window required)				

**How do I get my scanner or app?** Scanners and iPads: Unless "In-Booth Delivery & Training" is ordered, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of the show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour. App: Email will be sent with instructions to download app, Log-in and Password 7 days before show. All rentals include 24/7 service and support at 800-476-9959.

**Terms and Conditions:** No refunds will be made to any order or package option cancelled within 7 days of show start. Prices and equipment are subject to change without notice. All Lead Retrieval Information is provided at the discretion of Show Management. Drayage and union fees are not included. Our rental includes damage and loss clause at no charge. If a device is lost we do require a police report to accompany the claim of your lost unit. See details of terms and conditions at [www.smartsourcerentals.com](http://www.smartsourcerentals.com)

**Subtotal:**

**% Tax:**

**Total:**

CREDIT CARD PAYMENT INFORMATION

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.				Same address as above	
Card number:		Address:			
Expiration date:	Code:	City:	State:	Zip Code:	
Cardholder name:		Cardholder signature:			
Show name:	Show venue:	Show code:			

Return Order Form to email: Leads@SmartSourceRentals.com or fax to: 917 591 8021 or order online by clicking order button above

**ON SITE RULES for the MiaGreen Expo & Conference**  
(Miami, February 9, 10 & 11, 2016)



Sponsors, exhibitors, speakers and advertisers (hereinafter Exhibitors) in the **MiaGreen Expo & Conference** (hereinafter Show Management and Expo) on February 9, 10 & 11, 2016 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 **MiaGreen Expo & Conference**

**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.



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

## EXPO QUICK FACTS

**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.





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

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

**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](mailto: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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**JANUARY 26, 2016**

## THIRD PARTY PAYMENT

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

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

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

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

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

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

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

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

### **EXHIBITING COMPANY**

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

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

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

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

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

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

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

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

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

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

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

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

**DISCOUNT DEADLINE:**  
**JANUARY 26, 2016**

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.)	\$ _____
<b>TOTAL ESTIMATED</b>	<b>\$ _____</b>

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

**Thank you for your order!**

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

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



**CONVENTION CONTRACTORS INC.**

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

Customer Service Phone: (305) 751-1234

Customer Service Fax: (305) 751-1298

## HARDWALL PACKAGE UPGRADE

**MiaGreen 2016**

**Expo & Conference**

February 10 - 11, 2016

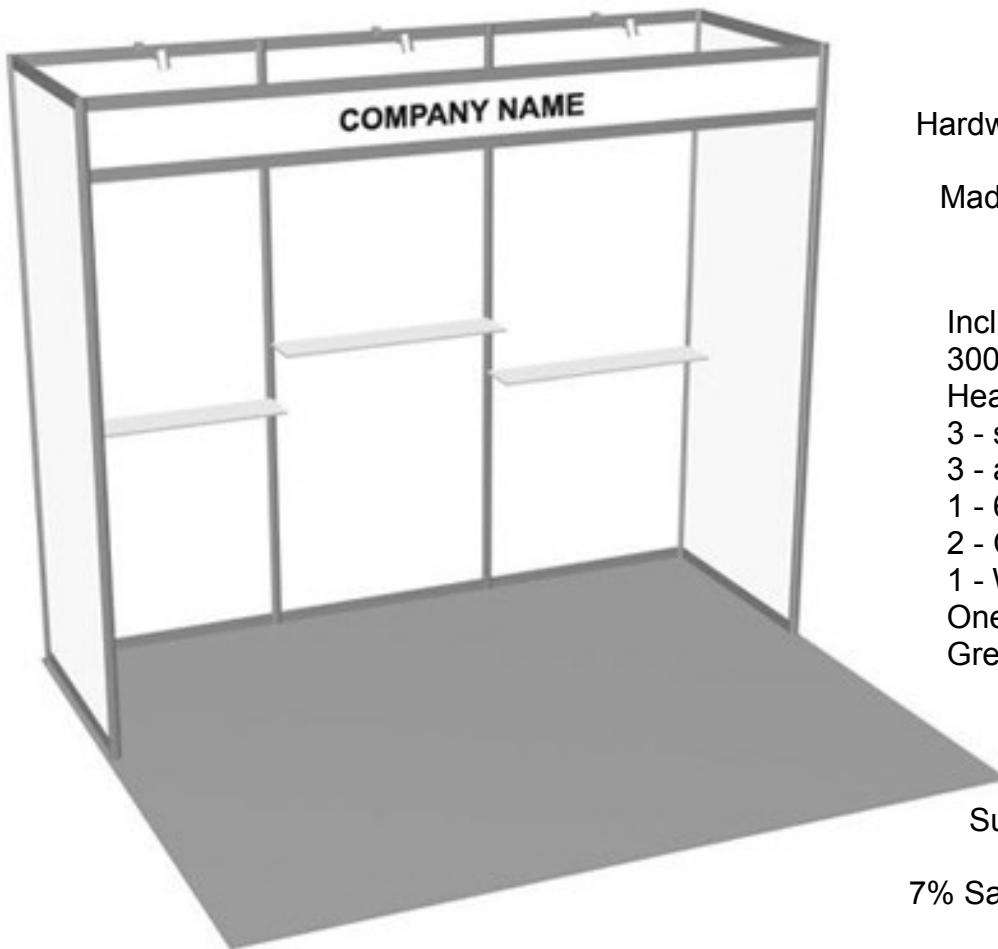
Miami Airport Convention Center

**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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**DISCOUNT DEADLINE:**  
**JANUARY 26, 2016**

## RENTAL FURNISHINGS

**MiaGreen 2016**

**Expo & Conference**

**February 10 - 11, 2016**

**Miami Airport Convention Center**

### 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			
	<b>Circle Color:</b> White Grey Red Blue Black Teal Gold Peach Burgundy			

### DRAPED TABLES

QTY	ITEM	ADVANCE PRICE	STANDARD PRICE	AMOUNT
	2' X 4' TABLES - Standard	\$111.30	\$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	
--	----------------	-------	-------	--

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

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





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## CARPETING

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

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

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



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**DISCOUNT DEADLINE:**  
**JANUARY 26, 2016**

## CUSTOM ACCESSORIES

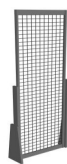
**MiaGreen 2016**

**Expo & Conference**

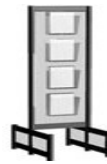
February 10 - 11, 2016

Miami Airport Convention Center

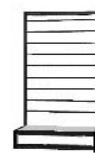
Qty	ACCESSORIES	Advance Price	Standard Price	Amount
	Free-Standing Grid	\$100.80	\$123.90	
	Literature Rack	\$197.40	\$246.75	
	Slat Wall	\$325.50	\$417.90	
	Gondola - Single Sided	\$329.70	\$406.35	
	Gondola - Double Sided	\$405.30	\$517.65	
	Black Arm Lights - 65 watts	\$56.70	\$72.45	
	White Arm Lights - 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



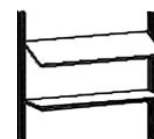
Literature Rack  
Double Sided  
1/2 m x 6 ft High



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



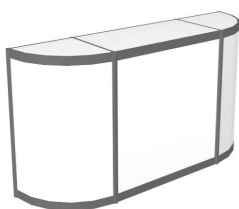
Tower Show Case  
½ mt L, ½ mt D, 6' H



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](mailto:info@expocci.com)

**CONVENTION CONTRACTORS INC.**

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

Customer Service Phone: (305) 751-1234

Customer Service Fax: (305) 751-1298

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



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**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 15<sup>th</sup> 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: \_\_\_\_\_

### 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

Please indicate number of pieces and the estimated weight:

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

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

## MATERIAL HANDLING Q & A

**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).

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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  
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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

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**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**

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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 / 3<sup>rd</sup> Party Personnel / Display.

### **IN GENERAL**

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





**CONVENTION CONTRACTORS INC.**  
15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
Customer Service Phone: (305) 751-1234  
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](mailto:info@expocci.com)





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

**DISCOUNT DEADLINE:**  
**JANUARY 26, 2016**

**NON-OFFICIAL CONTRACTOR**

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

For Exhibitors intending to use its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. **NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming EXPO Convention Contractors, Inc., 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 15<sup>th</sup> 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](mailto:info@expocci.com)



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

## GRAPHICS & SIGNS ORDER FORM

**MiaGreen 2016**

**Expo & Conference**

**February 10 - 11, 2016**

**Miami Airport Convention Center**

**DISCOUNT DEADLINE:  
JANUARY 26, 2016**

# EXPO GRAPHICS & SIGNS ORDER FORM

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

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

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

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

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

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

### HOW TO SUBMIT YOUR ARTWORK:

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

#### EPS & AI formats:

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

Please convert all fonts to outlines.

#### TIF & PSD (Photoshop) formats

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

#### Problem formats

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

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

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

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

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

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

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

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

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



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

### Simplified shipping solutions

#### Inbound to the show

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

#### Outbound from the show

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

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



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

#### Freight services:

- Ground freight
- Air freight
- Urgent

#### Package services:

- Ground
- Air
- International



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

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

## Full range of services

### Urgent

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

### Standard

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

### Package

- On-site coordination of package and freight shipping

## Tips for smoother trade show shipping

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

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

## Online resources

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

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

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## Multimodal capabilities



**METHOD OF PAYMENT FORM****Advance Payment Deadline Date: 01/19/16**

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: MiaGreen 2016 Expo and Conference****FACILITY: Miami Airport Convention Center****DATES: February 10-11, 2016****EVENT #: 026124MI****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: 01/19/16

E ☐ M ☐



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

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>MiaGreen 2016 Expo and Conf.</b>		
<b>FACILITY:</b>	<b>Miami Airport Convention Center</b>		
<b>DATES:</b>	<b>February 10-11, 2016</b>	<b>EVENT #:</b>	<b>026124MI</b>

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

<b>ORDER INSTRUCTIONS</b>
<b>120 VOLT POWER DELIVERY</b> 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.
<b>ISLAND BOOTHS</b> 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.
<b>208/480VOLT SERVICES</b> 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.
<b>24 HOUR SERVICES</b> 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.
<b>LIGHTING</b> 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.
<b>Form 120-0314MI</b>

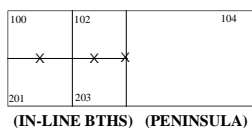
<b>ELECTRICAL OUTLETS</b> Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
	<b>QTY</b> Show Hours Only	<b>QTY</b> 24hrs/day Double rate	<b>ADVANCE PAYMENT PRICE</b>	<b>REGULAR PAYMENT PRICE</b>	<b>TOTAL COST</b>
<b>120 VOLT</b>					
500 WATTS (5 AMPS) <b>ORDER DIRECTLY FROM MiaGreen.</b> 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	
<b>MISC. REQUIREMENTS</b>					
<b>LIGHTS</b> (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	
<b>MATERIAL RENTAL</b> (Exhibitor must pick up items at electrical service center on show site)					
15' EXTENSION CORD				23.00	
POWER STRIP				23.00	
<b>ELECTRICAL LABOR</b>					
ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)				72.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)				144.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)				00.00	
<b>PLACE TOTAL HERE</b>					
<b>PRINT NAME:</b>					
<b>AUTHORIZED SIGNATURE:</b>			<b>DATE:</b>		
<b>EMAIL:</b>			<b>PHONE:</b>		
<b>TERMS &amp; CONDITIONS:</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.					
<b>The "Method of Payment" form must be completed and returned with this order form.</b>					

## TERMS & CONDITIONS

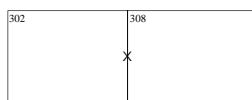
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 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.
- 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.
- 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.
- 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?

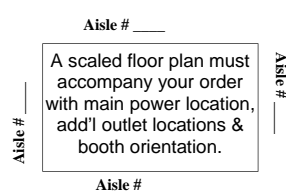
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



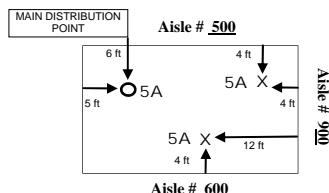
(IN-LINE BTHS) (PENINSULA)



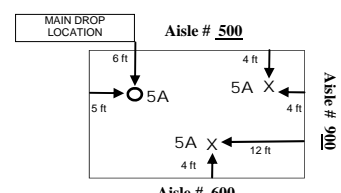
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

# PLUMBING ORDER FORM

Advance Order Deadline Date: 01/19/16 E ☐ M ☐



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

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>MiaGreen 2016 Expo and Conference</b>		
<b>FACILITY:</b>	<b>Miami Airport Convention Center</b>		
<b>DATES:</b>	<b>February 10-11, 2016</b>	<b>EVENT #:</b>	<b>026124MI</b>

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

Advance Regular Total

### COMPRESSED AIR: 90-100 LBS. Psi

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](http://www.edlen.com)

Or call the number on the front of this form.

<b>MiaGreen Expo &amp; Conference</b> February 9-11, 2016 Miami Airport Convention Center	<b>Exhibitor Form</b> <b>Booth Staff / Translators</b>	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:

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**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

☐ 
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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 \_\_\_\_\_ FAX \_\_\_\_\_  
 (please include country & city code) (please include country & city code)

**COMPLETE AND RETURN THIS FORM TO**

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

**OFFICIAL TECHNOLOGY RENTAL ORDER FORM**


QTY	LARGE LED & LCD DISPLAYS - Include Desk Stand	PRICE	TOTAL
	90" LED Display (16:9) - Includes Speakers	\$2,275.00	
	80" LED Display (16:9) - Includes Speakers	\$1,905.00	
	65" LED Display (16:9) - Includes Speakers	\$1,335.00	
	55" LED Display (16:9) - Includes Speakers	\$920.00	
	46" LED Display (16:9) - Includes Speakers	\$735.00	
	40" LED Display (16:9) - Includes Speakers	\$510.00	
	32" LED Display (16:9) - Includes Speakers	\$325.00	
	72" Dual Post Stand for 32" and Larger being used with SSR Display	\$100.00	
	Spandex Wrap for Dual Post Floor Stand	\$35.00	
	Accessory Shelf for Dual Post Stand to hold VCR, DVD, Laptop etc.	\$30.00	

QTY	TOUCH SCREEN LCD DISPLAYS	PRICE	TOTAL
	65" LED Touch Screen Overlay w/ monitor	\$2,670.00	
	55" LED Touch Screen Overlay w/ monitor	\$1,840.00	
	46" LED Touch Screen Overlay w/ monitor	\$1,470.00	
	42" LED Touch Screen	\$925.00	
	40" LED Touch Screen Overlay w/ monitor	\$1,020.00	
	32" LED Touch Screen Overlay w/ monitor	\$650.00	

QTY	TABLE TOP LCD DISPLAYS	PRICE	TOTAL
	27" LCD Widescreen Display (16:9)	\$210.00	
	24" LCD Widescreen Display (16:9)	\$130.00	
	20" LCD Display (4:3)	\$45.00	
	19" LCD Display (4:3)	\$35.00	
	Apple 23" Cinema Display	\$150.00	
	Wall Mount Bracket for 19-24" LCDs	\$25.00	
	72" Single Post Stand for 19-24" LCD Monitors being used with SSR Display	\$95.00	

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	\$275.00	
	Quad Core i7 3.4Ghz 8GB Ram 1TB 23" Touchscreen LCD (Win 7 Pro)	\$305.00	

QTY	PC DESKTOPS & LAPTOPS	PRICE	TOTAL
	Desktop: Core 2 Quad, 3GHz, 8GB RAM 500GB HD, vPro, DVD-RW, Win 7 Pro	\$170.00	
	Desktop: i7 QuadCore 2.93GHz, 8GB, 1TB HD, DVD-RW, Win 7 Pro	\$235.00	
	Laptop: HP Probook 65706 i5 2.5ghz 8GB RAM 500GB HD 15.6" LED	\$190.00	
	Laptop: i7 Quad Core, 2.2GHz, 16GB RAM, 500GB HD, DVDRW, 15" Screen, Win7	\$210.00	

QTY	APPLE EQUIPMENT	PRICE	TOTAL
	Apple 21" iMAC Intel i5 2.7ghz 4GB 500GB	\$375.00	
	Apple 30" LED Cinema Display	\$510.00	
	Apple 27" iMAC Intel Core i5 Quad 2.7ghz 8GB 1TB	\$440.00	
	Apple Mac Mini i5 Core 2.3ghz 2GB 500GB	\$155.00	
	Apple 15.4" MacBook Pro i7 QuadCore 2.4 GHz 8GB 750GB	\$310.00	

<b>EQUIPMENT SUB TOTAL</b>			
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Show Code: MIAG0216





### 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	\$1,545.00	
	NEC 55" LCD Video Wall Panel- Includes Wall Mount	\$2,060.00	
	2X2 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$6,180.00	
	3X3 Seamless 46" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$13,905.00	
	2X2 Seamless 55" LCD Video Wall- Includes Floor Stand or Wall Mounts	\$8,240.00	
	3X3 Seamless 55" LCD Video Wall - Includes Floor Stand or Wall Mounts	\$18,540.00	



QTY	APPLE IPADS- 3G and 4G options available	PRICE	TOTAL
	Apple iPad3 WiFi 64GB	\$120.00	
	Apple iPad Locking Table Top Stand	\$30.00	
	Apple iPad Lilitab Floor Stand	\$210.00	
	Apple iPad 5 Air wifi 16GB	\$145.00	
	Graphics for iPad Kiosk	\$150-\$400	
	Mifi Hotspot Device- Activation Fee Included	\$60.00	



QTY	AUDIO VISUAL EQUIPMENT	PRICE	TOTAL
	Bluray Player	\$100.00	
	3000 Lumen Projector	\$305.00	
	5000 Lumen Projector	\$850.00	
	8' x 8' Tripod Projection Screen	\$70.00	
	7.5' x 10' FastFold Screen	\$760.00	
	1 JBL Pro 10" Powered Speaker with Stand	\$175.00	
	Booth Sound System: 2 MM Meyers Speakers w/Stands, Mixer & Wireless Mic	\$685.00	
	Wireless Mic Kit - (1) Lav, (1) HH, (1) Receiver	\$305.00	



QTY	FRIENDLYWAY KIOSKS	PRICE	TOTAL
	Friendlyway 19" Kiosk	\$720.00	

QTY	CHARGING STATIONS	PRICE	TOTAL
	Select Charging Station 15"	\$980.00	
	Secure Lockable Charging Station 19"	\$1,300.00	
	Graphics for Charging Station	\$495.00	

QTY	Office Equipment	PRICE	TOTAL
	HP Black & White Laser Printer	\$180.00	
	HP Color Laser Printer	\$320.00	
	45 PPM Black & White Copier	\$720.00	
	30 PPM Color Copier	\$820.00	

EQUIPMENT SUB TOTAL

Show Code: MIAG0216

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](mailto:EXHIBITORSales@SMARTSOURCERENTALS.COM)



<p><b>UNION &amp; MATERIAL HANDLING FEES:</b> All MATERIAL HANDLING &amp; 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><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DAMAGE WAIVER/LOSS COVERAGE:</b> 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><b>DELIVERY/PICKUP:</b> 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><b>PAYMENT:</b> 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><b>CREDIT CARD:</b> 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><b>CANCELLATION:</b> 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><b>RESPONSIBILITY:</b> 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><b>EQUIPMENT SUB TOTAL FROM PAGE 1</b></p>	
	<p><input type="checkbox"/> <b>BY CHECKING THIS BOX YOU ARE DECLINING THE 10.5% FEE FOR DAMAGE WAIVER &amp; LOSS COVERAGE.</b></p>	
	<p><b>DELIVERY/SET UP &amp; PICK UP 25% OF EQUIPMENT TOTAL (Minimum \$175)</b></p>	
	<p><b>SUB TOTAL</b></p>	
	<p><b>SALES TAX</b></p>	<p><b>7.00%</b></p>
	<p><b>SALES TAX TOTAL</b></p>	
	<p><b>TOTAL*</b></p>	
<p><b>A 25% SURCHARGE MAY BE APPLIED TO EQUIPMENT RENTED WITHIN 7 DAYS OF SHOW</b></p>		

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

EXHIBITION INFORMATION		PAYMENT INFORMATION	
<p><b>Show Name</b></p> <p align="center"><b>MiaGreen 2016</b></p>	<p><b>Company Name</b></p>		
<p><b>Exhibiting Company Name</b></p>	<p><b>Billing Address</b></p>		
<p><b>Booth # &amp; Hall/Room Name</b></p>	<p><b>City</b></p>	<p><b>State</b></p>	<p><b>ZIP</b></p>
<p><b>Show Site Contact</b></p>	<p><b>Credit Card Number</b></p>	<p><b>Exp. Date</b></p>	
<p><b>Show Site Contact Cell Phone #</b></p>	<p><b>Authorized Signature</b></p>		<p><b>Security Code</b></p>
<p><b>Setup Date &amp; Time (2 hr Window Required)</b></p>	<p><b>Print Name</b></p>		
<p><b>Pick-up Date &amp; Time (2 hr Window Required)</b></p>	<p><b>Email Address</b></p>		
<p><b>Ordered By</b></p>	<p><b>Phone #</b></p>	<p><b>Fax #</b></p>	

**ORDER COMMENTS / INSTRUCTIONS**


<p><b>FAX ORDER FORM TO:</b> <b>(972) 692-7815</b></p>	<p><b>OR EMAIL ORDER FORM TO:</b> <b>EXHIBITORSales@SMARTSOURCERENTALS.COM</b></p>
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