

FAST FACTS

SOUTHERN WOMEN'S SHOW

OCTOBER 9 - 12, 2014

ORANGE COUNTY CONVENTION CENTER, NORTH CONCOURSE HALL B
ORLANDO, FLORIDA

BOOTH EQUIPMENT:

Each 10 x 10 booth contains: 8' high back drape, 3' high side rail and an identification sign with your company name on it. Any additional furnishings required must be ordered.

CARPET: Purple

DRAPE: White

DISCOUNT DEADLINE: SEPTEMBER 24TH

Order by deadline to receive discount rates. Checks must be received by September 17th.

SHOW SCHEDULE:

Move - In	Tuesday, October 7	10am - 6pm
	Wednesday, October 8	8am - 7pm
Show Hours	Thursday, October 9	10am - 7pm
	Friday, October 10	10am - 7pm
	Saturday, October 11	10am - 7pm
	Sunday, October 12	10am - 5pm
Move Out	Sunday, October 12	5pm - 10pm
	Monday, October 13	8am - 11am
Freight Re-Route	Monday, October 13	11am

SHOW DECORATOR:

FM Convention Contractors, Inc., **SEE ADDRESS INFORMATION ON RIGHT**

Phone: 321-296-1888 Fax: 866-748-0186 E-mail:
customerservice@fmconventioncontractors.com

SHIPPING INFORMATION:

Advanced warehouse will be receiving until Thursday, October 2 from 8am - 4pm. Receiving at show site will begin on Monday, October 6 at 9am.

ADVANCED WAREHOUSE

SWO14/BOOTH # and COMPANY
NAME C/O FM Conventions
3315 Maggie Blvd., Ste. 300
Orlando, Florida 32811

SHOW SITE

SWO14/BOOTH # and COMPANY NAME
C/O FM Conventions
Orange County Convention Center
9860 Universal Boulevard
Orlando, Florida 32819

Advanced warehouse can only accept dock high shipments. If you must be ground unloaded, please have your shipment arrive at show site on the appropriate date.

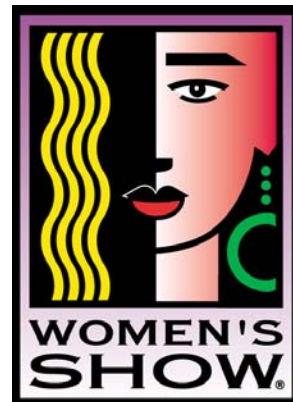
ELECTRIC/LIGHTING/GAS/PLUMBING/CABLE/PARKING SERVICES: Order forms located at end of kit. Orange County Convention Center, Phone: 407-685-9824, Fax: 407-685-9884, E-mail: exhibit.services@occc.net

TELEPHONE & INTERNET SERVICES: SMART CITY. Order form attached to the end of kit. Phone: 407-685-2000; Fax: 407-248-8081; www.smartcitynetworks.com

FLORAL SERVICES: Order form located at end of kit.

TLC Convention Plant Services, Phone: 407-889-3033, Fax: 407-880-0655, E-mail: tlcrl@aol.com

CUSTOM FURNITURE: Available upon request from FM Conventions. Phone: 321-296-1888, E-mail: customerservice@fmconventioncontractors.com



OCTOBER 9 - 12, 2014
ORLANDO, FLORIDA



PO BOX 120136
Clermont, FL 34712

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fmconventioncontractors
.com

PAYMENT METHOD

DISCOUNT DEADLINE: SEPTEMBER 24TH

Order by deadline to receive discount rates. Checks must be received by September 17th.

PAYMENT INFORMATION FOR FM CONVENTIONS ONLY:

CREDIT CARD:

Master Card; Visa; American Express

Complete the credit card authorization form on the next page of this kit.

For the advanced rate, payment must be received with order.

CHECKS:

Make check payable to: FM Conventions

Include event code on check: **SWO14**

To receive advanced rate, fax order and copy of check before discount deadline date.

Checks must be in U.S. funds, drawn on a U.S. Bank. **INCLUDE SALES TAX – 6.5%!**

For Show Site orders, we suggest that the credit card authorization form be submitted in advance.

AFTER DEADLINE DATE:

Orders received after deadline date or at show site will be billed at the higher rate.

Payment at show site must be made before services are rendered – cash or credit card only.

AT SHOW SITE: NO ORDERS WILL BE DELIVERED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

Orders received at show site will be invoiced at the standard rate.

Any discrepancies in invoicing must be resolved BEFORE the close of the event.

RECEIPTS:

Receipts are emailed as payment is processed for advanced orders.

Our Customer Service Desk at the event will also have copies of the receipt.

Show Site orders: A receipt will be provided at time of order.

CANCELLATION POLICY:

Ordered items cancelled before SEPTEMBER 24TH will be refunded at 50%.

NO REFUNDS after SEPTEMBER 24TH.

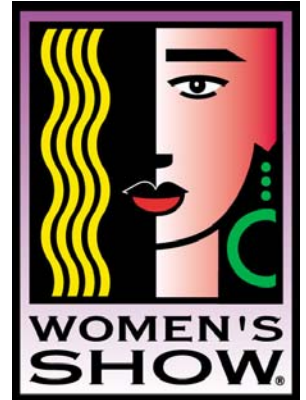
NO REFUNDS ON ORDERED ITEMS DELIVERED TO THE BOOTH.

NOTE

All furnishings are on a rental basis for the duration of the show and remain the property of FM Conventions. Any damage to rental items will result in invoicing for complete replacement cost of said item.

Any injury resulting from mis-use of items are of no liability to FM Conventions. Staples are used to affix skirts to tables.

Should staples dislodge during the event and not reported to FM Conventions for repair and injury should result, this is of no liability to FM Conventions.



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PAYMENT FORM

DISCOUNT DEADLINE: SEPTEMBER 24TH

Order by deadline to receive discount rates. Checks must be received by September 17th.

CHOOSE CARD TYPE: Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/>			
ACCOUNT #			
EXP. DATE		SECURITY CODE	
Cardholder Name			
Signature			
Cardholder Billing Address			
City	State	Zip	
Email			

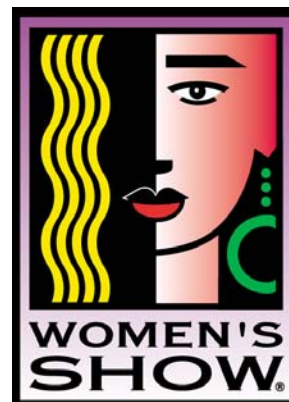
PAYMENT BY CHECK: Fax order and copy of check for advanced pricing discount		
CHECK #	DATE:	AMOUNT:

COMPANY NAME:		
STREET ADDRESS:		
CITY	STATE	ZIP
PHONE	FAX	
EVENT:		
EMAIL:		
ORDERED BY:		
SIGNATURE/TITLE:		

ENTER TOTALS HERE

DÉCOR PACKAGE	
TABLES	
ACCESSORIES	
CARPET	
CLEANING	
LABOR	

SIGNS	
CUSTOM RENTAL UNITS	
ESTIMATED MATERIAL HANDLING CHARGES	
CUSTOM FURNITURE	
TAX - 6.5%	
ESTIMATED TOTAL	



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DÉCOR PACKAGE ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 24TH

Order by deadline to receive discount rates. Checks must be received by September 17th.

DÉCOR PACKAGE

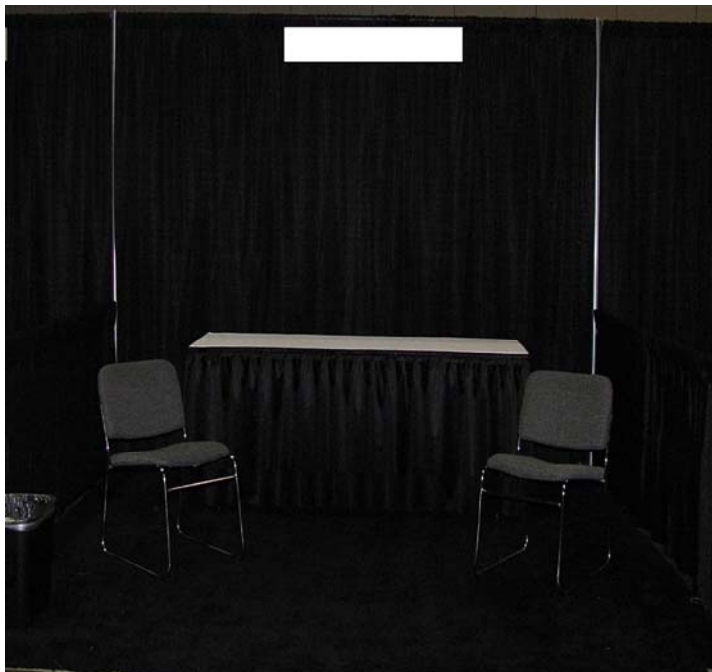
DRAPE COLOR IS WHITE; SIDE RAIL COLOR IS WHITE

NOT AS PICTURED

SKIRT & CARPET COLOR (choose below)

Special applies to 10 x 10 exhibits only. Payment policy applies. Substitutions not permitted

Décor Package **will** be available at show site at price listed below.



1 – 6' x 24" x 30" DRAPED TABLE (choose color)

Blue _____ Black _____ Red _____ White _____

2 – CHAIRS

1 – WASTEBASKET

OPTION 1 ONLY:

1 – 10' x 10' STANDARD CARPET (choose color)

Blue _____ Black _____ Red _____ Green _____ Gray _____ Spearmint _____

Discount Rate

before SEPTEMBER 24TH: \$168 + 6.5% TAX

AFTER SEPTEMBER 24TH \$202 + 6.5% TAX

ENTER DÉCOR PACKAGE TOTAL HERE

\$

COMPANY NAME

BOOTH #



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TABLE ORDER FORM

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Order by deadline to receive discount rates. Checks must be received by September 17th.

DRAPED TABLES 30" HIGH	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
4' LONG	\$ 50.00		\$ 62.00		\$
6' LONG	\$ 60.00		\$ 90.00		\$
8' LONG	\$ 70.00		\$101.00		\$
4 TH SIDE DRAPE ADD	\$ 21.00		\$ 23.00		\$

DRAPED TABLES 42" HIGH	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
4' LONG	\$ 50.00		\$ 70.00		\$
6' LONG	\$ 60.00		\$ 95.00		\$
8' LONG	\$ 70.00		\$110.00		\$
4 TH SIDE DRAPE ADD	\$ 21.00		\$ 24.00		\$

UNDRAPED TABLES 30" HIGH	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
4' LONG	\$ 45.00		\$ 49.50		\$
6' LONG	\$ 56.00		\$ 60.00		\$
8' LONG	\$ 77.00		\$ 83.00		\$
42" HIGH ADD	\$ 24.00		\$ 30.00		\$

ROUND TABLES (30" DIAMETER) UNSKIRTED ONLY	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
30" HIGH	\$102.00		\$117.00		\$
40" HIGH	\$105.00		\$117.00		\$

CHOOSE TABLE SKIRT COLOR:



If colors are not specified, we reserve the right to choose to expedite set up of show.

ENTER TABLE TOTAL HERE

\$

COMPANY NAME	BOOTH #



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CARPET ORDER FORM

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CARPET & PADDING	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
10X10	\$ 97.00		\$111.50		\$
10X20	\$184.00		\$211.50		\$
10X30	\$272.00		\$312.00		\$
10X40	\$372.00		\$427.00		\$
PADDING: 10X10	\$ 35.00		\$ 50.00		\$
PADDING: 10X20	\$ 70.00		\$100.00		\$
PADDING: 10X30	\$105.00		\$150.00		\$
PADDING: 10X40	\$140.00		\$200.00		\$

VISQUEEN: _____ SQ FT X \$1.00 [PRICE PER SQ FT] = \$ _____

Rental price includes installation, removal and tape.

Cleaning may be ordered on the cleaning form.

Standard size carpet will not be cut or trimmed to fit booth.

CHOOSE CARPET COLOR:

Blue _____

Gray _____

Black _____

Red _____

Hunter Green _____

If colors are not specified, we reserve the right to choose to expedite set up of show.

CUSTOM CARPET: Call for color availability.

Rental price: \$3.75 per square foot

Booth size: _____ ft. by _____ ft. = _____ sq. ft.

ENTER CARPET TOTAL HERE

\$

COMPANY NAME

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CHAIR & ACCESSORIES ORDER FORM

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CHAIR / SEATING	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
Upholstered Side Chair	\$ 38.00		\$ 43.50		\$
Upholstered Arm Chair	\$ 40.00		\$ 46.00		\$
Counter Stools	\$ 47.00		\$ 54.05		\$

ACCESSORIES	DISC. PRICE	QTY	SHOW SITE	QTY	TOTAL
Wastebasket	\$ 11.00		\$ 13.00		\$
Easel	\$ 22.00		\$ 30.00		\$
Clothing Rack	\$ 63.00		\$ 75.00		\$
Bag Rack	\$ 37.00		\$ 49.00		\$
Literature Rack	\$ 80.00		\$ 97.00		\$
Peg Board	\$120.00		\$134.00		
Showcase 6' horizontal	\$315.00		N/A		\$
Showcase 6' vertical	\$315.00		N/A		\$
4'x8'x12" RISER	\$ 24.00		N/A		\$
4'X8'X6" RISER	\$ 17.00		N/A		\$
6'X8"X12" RISER	\$ 29.00		N/A		\$
6"X 8"X6" RISER	\$ 23.00		N/A		\$
8"X8"X12" RISER	\$ 35.00		N/A		\$
8"X8"X6" RISER	\$ 32.00		N/A		\$



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**ENTER CHAIR &
ACCESSORIES TOTAL HERE**

\$

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SIGN ORDER FORM - 1

DISCOUNT DEADLINE: SEPTEMBER 24TH

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1). *Retractable Banner Stand + Graphic* -- The Retractable Banner Stand is a great way to bring a high-quality display to your trade show booth. **Includes Soft Travel Case.

Size: 31.5" x 78.5" Viewable -- \$240



2). *Fabric Hop Up Tension Display -- 8' Wide* -- The Hop Up has a light weight frame that holds a fabric graphic mural. It sets up in seconds and can be packed away just as quickly. The durable stretch fabric attaches to the display using Velcro. **Includes Soft Travel Case

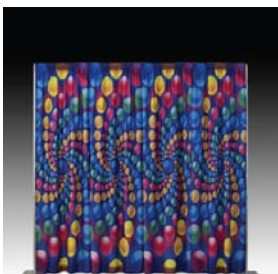
Size: 8' - 89" x 89" x 12" -- \$2,000



3). *Curve Pop Up Display -- 8' Wide & 10' Wide* -- The Pop Up Display system combines strength and reliability with style and ease of use. This type of display is one of the most portable tradeshow solutions available. **Includes Hard Travel Case

Sizes: 8' - 97.25" x 87.56" x 25" -- \$1,800

10' - 118" x 87.56" x 36" -- \$2,100



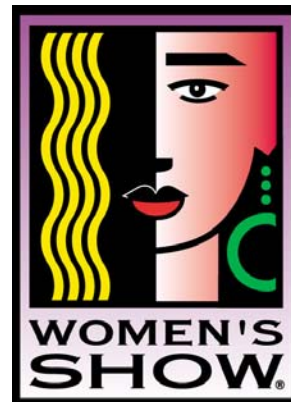
4). *Custom Booth Back & Side Curtains* -- Custom Printed Smooth Fabric; Comes with a sewn pole pocket on top with hemmed sides and bottom. The Custom booth back curtain is a great way to create a noticeable exhibit booth.

Sizes: 10' x 8' -- \$700

10' x 3' -- \$500 Set of Two Side Curtains

PIPE TO HANG CUSTOM CURTAINS: \$150.00

LABOR, IF DESIRED, ADDITIONAL



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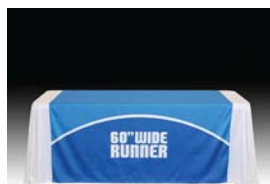
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SIGN ORDER FORM - 2



5). *Custom Printed Table Runners* -- Trade Show table runners are custom made and the perfect finishing touch for your trade show event. Set your company apart from the trade show crowd with your logo on a custom printed table runner.

Sizes: 24" x 84" -- \$175.00 30" x 84" -- \$225 60" x 84" -- \$525



6). *Digitally Imprinted Table Throw* -- 6' & 8' Tables - 3 Sided Table Throw (open back); 11 standard colors (Red, Royal Blue, Purple, Yellow, Navy, Black, White, Burgundy, Gray, Hunter Green, Beige) Covers front and 2 sides of table. Heat Transfer Vinyl lettering made for fabric application.

Sizes: 6' - 132" x 74" including a 36" x 24" Graphic -- \$230

8' - 156" x 74" including a 50" x 24" Graphic -- \$325



7). *Custom Printed Table Throw* -- 6' & 8' Tables -- Full Color Custom Printed Table Throw with 3 sides (open back); Help your business make a striking visual impact by incorporating a unique table throw.

Sizes: 6' - 132" x 74" -- \$325 8' - 156" x 74" -- \$400



8). *Grand Format Matte Banner* -- Market your company name, event or products in a grand way. Our banners are printed in Full Color to make your graphics really stand out.

Size: 8' x 8' or larger -- \$6 Per Square Foot

DESIGN FEES MAY APPLY IF NOT RECEIVED IN CAMERA READY FORMAT.

Sign to order

Price

--	--

ENTER SIGN TOTAL HERE

\$

COMPANY NAME

BOOTH #



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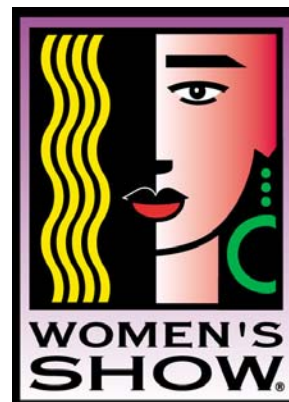
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CLEANING ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 24TH

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CLEANING, ONE TIME (includes vacuuming & emptying wastebaskets)	PRICE / 10 X 10 BOOTHS	# OF 10 X 10 BOOTHS	TOTAL
	\$ 33.00		
CLEANING, DAILY (FOUR DAYS) (includes vacuuming & emptying wastebaskets)	PRICE / 10 X 10 BOOTHS	# OF 10 X 10 BOOTHS	TOTAL
	\$132.00		
CLEANING, EXHIBIT ONE TIME (Includes cleaning & dusting of display background and furnishings)	PRICE / 10 X 10 BOOTHS	# OF 10 X 10 BOOTHS	TOTAL
	\$ 35.00		
CLEANING, EXHIBIT (FOUR DAYS) (Includes cleaning & dusting of display background and furnishings)	PRICE / 10 X 10 BOOTHS	# OF 10 X 10 BOOTHS	TOTAL
	\$140.00		
PORTER SERVICE (includes emptying wastebaskets and policing floor during show hours)	PRICE / HR	# OF HOURS	TOTAL
4-hour minimum – straight time	\$68.00		
4-hour minimum – overtime	\$102.00		
Straight time: 8:00am – 4:30pm, Monday-Friday Overtime : All other hours weekdays, Saturday, Sunday & Holidays will be billed at overtime rates			



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ENTER CLEANING TOTAL HERE

\$

COMPANY NAME

BOOTH #

INSTALL/DISMANTLE ORDER FORM

Why use anyone but FM to install and dismantle your booth?
We bill hourly - no 4 hour minimum!!

LABOR - EXCLUDES FORKLIFT LABOR

Labor is performed by trained & skilled personnel.

To insure availability of labor, **please order in advance**. Labor will be assigned when the exhibitor reports to the FM customer service desk. The only time that can be guaranteed is at 8:00am unless official set-up time is to begin later in the day.

Labor is billed on a 1 man / 1 hour minimum. Should exhibitor be a "no show" at the service desk to request labor, billing will be at the minimum per man rate.

RATES:

Straight time: \$59.50/hour Overtime: \$92/hour

Straight time: 8:00am – 4:30pm, Monday-Friday

Overtime : All other hours weekdays, Saturday, Sunday & Holidays will be billed at overtime rates

LABOR	# of men	Dates Required	Time	Approx. Hours
Installation				
Dismantle				

PLAN A	Work performed & supervised by FM personnel. Please send any necessary information, blue prints, photos, etc. The charge for the supervisory services is 30% of total labor bill with a \$50.00 minimum charge. Please provide outbound shipping information
PLAN B	Work performed by FM personnel under the direct supervision of exhibitor or exhibitor's representative.

Please indicate:

Set-up plans attached ____ Self Contained Unit ____ Number of Crates ____

Photo attached ____ Set-up plans in crate number ____

Additional Services (please indicate if needed)

Forklift labor (1 man, 5,000 lb. lift) Straight Time \$138/HOUR Overtime \$207/HOUR
_____ hours @ /hour – straight time | _____ hours @ /hour – overtime

Note: This is for work within your booth **only**. Loading and unloading of freight is included in the material handling schedule of rates.

Banding per crate: \$75.00 PER CRATE \$_____

Shrink wrapping per skid: \$75.00 PER SKID \$_____

EXHIBITOR'S (REP) NAME: _____ CELL # _____

**ENTER INSTALL / DISMANTLE
TOTAL HERE**

\$

COMPANY NAME	BOOTH #



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UNLOADING/CADDY SERVICE ORDER FORM

UNLOADING AT SHOW SITE - if you need our help.

FOR TRUCKS/VANS, **MATERIAL HANDLING RATES APPLY**
(refer to material handling rate section)

- No exhibitor forklifts or pallet jacks permitted.

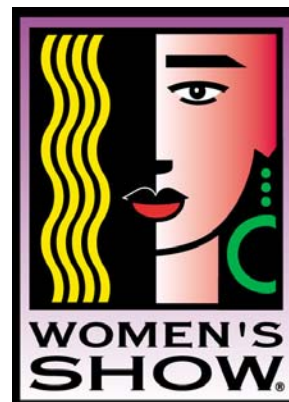
GENERAL UNLOADING

- Use of exhibitor forklifts and/or pallet jacks are not permitted.
- Exhibitor may use their own small flat carts or two-wheel dollies.
- FM cannot loan any flat carts, forklifts, pallet jacks or dollies.
- If unloading assistance is required, please refer to the caddy/cartload service below. For large loads, the material handling rates would apply.

CADDY/CARTLOAD SERVICE

- Available for POV's (personally owned vehicles) only
- **\$65.00 per trip or round trip of \$85.00**
- FM will use a flat cart to assist the exhibitors with unloading for a 20 minute period.
- If more than one trip is necessary, an **additional fee of \$32.50** per trip will be assessed.

	# OF TRIPS	TOTAL
CADDY SERVICE (first trip - \$65)		\$
CADDY SERVICE (after first trip - \$32.50)		\$
TOTAL CADDY SERVICE		\$



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ENTER UNLOADING TOTAL HERE	\$
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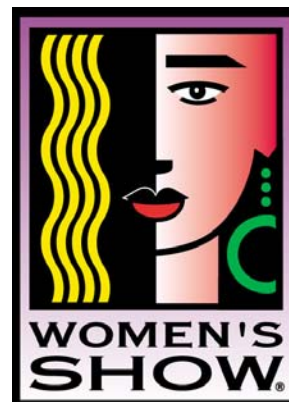
COMPANY NAME	BOOTH #

EXHIBITOR APPOINTED CONTRACTOR FORM

This form, completed in its entirety, plus a certificate of insurance must be submitted together to FM Conventions at the address below by **SEPTEMBER 24TH**. Use one form per Exhibitor requested. Please keep a copy of this completed form for your records.

INSURANCE CERTIFICATE MUST LIST FM CONVENTIONS, AS THE INSURED. IF THE ASSOCIATION OR THE EVENT FACILITY REQUIRES INSURANCE CERTIFICATES, THESE MUST BE ISSUED SEPARATELY FROM THE FM CONVENTION CONTRACTORS CERTIFICATE. ADDITIONALLY, IF THE EXHIBITING COMPANY'S NAME IS NOT INCLUDED ON THE INSURANCE CERTIFICATE, ADMITTANCE MAY BE DENIED YOUR EXHIBITOR. WE MUST BE ABLE TO FILE EACH INSURANCE CERTIFICATE WITH THE EXHIBITOR'S FILE AND BOOTH NUMBER.

EACH EAC FIRM IS REQUIRED TO PAY, IN ADVANCE, A \$200 RETURN TO CONDITION FEE. PLEASE USE THE CREDIT CARD FORM ON PAGE 3 OF THIS EXHIBITOR SERVICE MANUAL



**OCTOBER 9 - 12, 2014
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EXHIBITOR FIRM:		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL ADDRESS		
CONTACT:		
SERVICE TO BE PROVIDED:		
ON-SITE SUPERVISOR NAME:		
REQUEST SUBMITTED BY <small>Note: Must be authorized representative of exhibiting company.</small>		
SIGNATURE		
CERTIFICATE OF INSURANCE ENCLOSED YES <input type="checkbox"/> NO <input type="checkbox"/>		

This form and the certificate of insurance must be received **TOGETHER** at FM Conventions no later than **SEPTEMBER 24TH**.

Requests received after this day may not receive consideration or approval.

Note: Exhibitor Appointed Contractors are only those for installation and dismantle of exhibitor's display. All other services such as floral, custom furniture, a/v, etc., must be those as listed by FM Conventions.



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COMPANY NAME	BOOTH #

SHIPPING INBOUND

SHIPPING INBOUND

- Labels for inbound shipping included in this section
- Materials will be received at the advanced warehouse for up to 30 days prior to the show
- FM recommends that all items be shipped together to avoid extra charges.
- Personal Trucks/Van Lines: Be prepared with a certified weight ticket to accurately compute your material handling charges.
- Collect shipments will not be accepted
- FM will not be responsible for loose or uncrated materials, pad-wrapped or shrink-wrapped materials that might conceal damage, carpets in bags or ply, or improperly packed materials.
- FM will not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage.
- Crates & packaging should be of a design to adequately protect contents for handling by forklift and/or similar means.
- Note material handling fees on rate page.
- For complete instructions, please refer to the "Shipping Limits of Liability & Responsibility – General Information" section.
- Estimated # of pieces being shipped: _____
- Shipping to advanced receiving warehouse _____
- Shipping directly to show site: _____

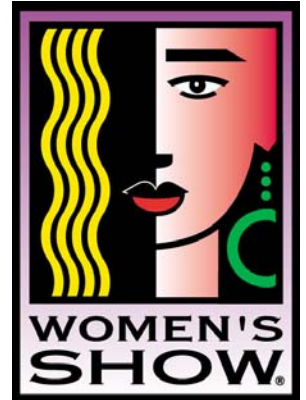
ADVANCED RECEIVING WAREHOUSE ADDRESS (until 10/2/14)

**SWO14 / BOOTH #
C/O FM CONVENTIONS
3315 MAGGIE BLVD., STE. 300
ORLANDO, FLORIDA 32811**

RECEIVING HOURS: 8 AM – 4 PM WEEKDAYS

DIRECTLY TO SHOW SITE ADDRESS (begin receiving on 10/6/14)

**SWO14 / BOOTH #
C/O FM CONVENTIONS
ORANGE COUNTY CONVENTION CENTER
9860 UNIVERSAL BOULEVARD
ORLANDO, FLORIDA 32819**



**OCTOBER 9 - 12, 2014
ORLANDO, FLORIDA**



**PO BOX 120136
Clermont, FL 34712**

**Phone: 321-296-1888
Fax: 866-748-0186
Email:
customerservice@
fmconventioncontractors
.com**

SHIPPING INFORMATION

SHIPPING INFORMATION

- Please read the information carefully as they apply to the Limits of Liability and Responsibility.

SHIPPING CHARGES

- See material handling rate page. Please prepay all shipping charges. FM cannot accept or assume responsibility for collect shipments.

CONSIGNMENT

- All shipments must be consigned c/o FM Conventions to enable us to accept them for handling. Convention Centers and hotels will not accept direct shipments consigned to them as they have no facilities for receiving or storing freight.

MATERIAL HANDLING INCLUDES

- Storage of freight at our advance warehouse site for up to 30 days in advance of the show.
- Delivery of materials to your booth at show site.
- Removing empty containers from your booth, storing them for the duration of the show, and then returning them to your booth at the close of the show.
- Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE

- Labor and/or equipment for uncrating, un-skidding, assembling, positions, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.
- Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

EMPTY CONTAINERS

- Labels for empty containers are available at the service desk. Labels are available for materials received either at the advanced warehouse or at show site by FM. If show materials were hand-carried or otherwise brought to show site by EXHIBITOR or its representatives, empty container labels will be provided and a storage charge for those empty containers will be assessed to the EXHIBITOR. Affixing of these labels is the responsibility of the EXHIBITOR or its representative. All previous labels must be removed or camouflaged in some fashion.
- FM assumes no responsibility for: ERROR IN THE ABOVE PROCESS,
- REMOVAL OF CONTAINERS WITH OLD EMPTY LABELS AND WITHOUT FM LABELS.

INBOUND CONTAINERS

- Per standard industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or its representative, and during such time the materials will be left unattended. FM will not be responsible or accept liability for any loss, damage, theft or disappearance of EXHIBITOR'S materials after same have been delivered to the EXHIBITOR'S booth at show site. FM suggests and recommends that EXHIBITOR or its representative avail themselves of the security service available from show management.



OCTOBER 9 - 12, 2014
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SHIPPING INFORMATION

OUTBOUND SHIPMENTS

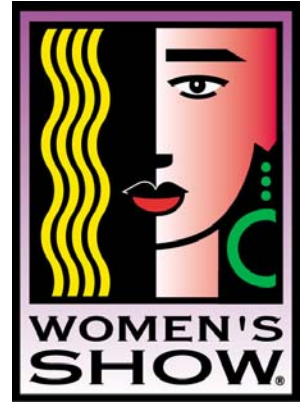
- Per standard industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended.
- FM will not be responsible or accept liability for any loss, damage, theft or disappearance of EXHIBITOR'S materials before same has been picked up for reloading at the conclusion of the event. FM suggests and recommends that EXHIBITOR or its representatives avail themselves of the security service available from show management.
- All material handling agreements submitted to FM by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FM and the actual count of such items in the booth at the time of pickup.
- Any materials not properly crated and left loose will be considered waste and will be disposed of by FM'S cleaning crew.

RELOADING SHIPMENTS TO CARRIER

- FM assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper or agent for transportation after the conclusion of the show.
- FM loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FM assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that may arise out of improperly loaded materials

DESIGNATED CARRIERS

- In order to expedite removal of materials from show site as required by Show Management and/or the facility, FM shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FM be responsible for any loss resulting from such rerouting designation.
- FM requires that the EXHIBITOR or its representative complete an FM bill of lading for all outbound shipments. This includes shipments being sent outbound by show carrier. FM will not release EXHIBITOR shipments to designated carrier without completion of this bill of lading. This includes if EXHIBITOR or its representatives have a pre-printed bill of lading for their designated carrier. EXHIBITOR must not leave this pre-printed bill of lading on outbound shipments without following proper outbound procedure.
- FM provides a "dismantle notice" prior to show close and these procedures are clearly outlined for EXHIBITOR or its representatives. FM will not assume responsibility for any loss or damage resulting from improper procedure of EXHIBITOR.



OCTOBER 9 - 12, 2014
ORLANDO, FLORIDA



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SHIPPER NUMBER/PRO NUMBER

Date _____

Booth No _____

Complete all shaded areas. Return
completed agreement to service desk when
materials are packed and ready for shipment

Date Rec'd _____

Time: _____ AM PM

FROM:

TO:

In the event your selected carrier fails to show up on final
move-out day, please indicate your preference:

_____ REROUTE VIA FM'S CHOICE

_____ DELIVER BACK TO WAREHOUSE AT
EXHIBITOR'S EXPENSE

Signature: _____

REROUTE VIA _____ BY _____

DATE _____ TIME _____ AM PM

SPECIAL INSTRUCTIONS

DECLARED VALUE:

\$ _____

(optional)

CARRIER

PHONE #

COMPANY VEHICLE

CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE

Desired Level of Service

Ground

Specialized

Next Day Air

2nd Day Air

3 - 5 Day Service

Air Freight will be billed on Actual or Dimensional

CHECKER	# PIECES	Description and exceptions, used/repacked paraphernalia, exhibition or show, NOI	WEIGHT (LB) SUBJECT TO CORRECTION	DATE/TIME CARRIER SIGNED
		Crates (wooden)		
		Cartons (cardboard)		
		Trunks / Cases (fiber) Color _____		
		Skids / Pallets Shrink-wrapped _____ Loose _____		
		Carpets - Color _____ Loose _____ Wrapped _____		
		Carpet Padding Rolls Loose _____ Wrapped _____		
				Total Weight:

BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FM'S
TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR
SHOW KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNING
BELOW, YOU ACKNOWLEDGE THE YOU HAVE READ, UNDERSTOOD AND
AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR
SHALL BE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES AND
WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

CHECKER NAME	DATE
PRINT	LOADED
TRAILER NO.	START TIME
	FINISH TIME
EXHIBITOR:	
SIGNATURE	PRINT NAME
EMERGENCY PHONE	

IF NEITHER BOX IS CHECKED,
SHIPMENT WILL BE SENT COLLECT.

COLLECT

☐

PREPAID

☐

BILL FREIGHT CHARGES TO:

BY SIGNING THIS I AGREE TO ENTER AT MY OWN RISK AND HOLD FM
CONVENTION CONTRACTORS HARMLESS FROM ALL LIABILITY ARISING

CARRIER

DRIVER SIGNATURE

DRIVER PRINT NAME

DATE

PIECES REC'D

MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES

ADVANCED WAREHOUSE RATES The rate includes receiving at advanced warehouse, 30 days free set-off storage prior to show, deliver to booth, removal of empty containers to storage area, return to booth for repacking at close of the convention, moved to the loading area, reloaded on exhibitor vehicles, van lines or common carrier at the convention facility, furnishing labels and clerical assistance for preparing Bills of Lading or any of the above mentioned Services. Uncrated or pad wrapped pieces will not be accepted in advance	In and Out on Straight Time Per CWT	Minimum Per Shipment
	\$42.00	200#
DIRECTLY TO SHOW SITE RATES This rate includes receiving at Exhibit Hall, delivery to the booth, removal of empty containers to storage area, return to booth for repacking at close of show, shipments picked up at exhibitor's booth at the close of show, moved to the loading area, reloaded on exhibitor vehicles, van lines or common carrier at the convention facility, furnishing of labels and clerical assistance for preparing of Bills of Lading or any of the above mentioned services	\$22.75	200#
RETURN TO WAREHOUSE RATES This rate includes shipment back to FM Convention Contractors, Inc. warehouse.	\$25.00	200#
NO SURCHARGES TO OUR EXHIBITORS		
COMPUTING FREIGHT CHARGES $(\text{Pounds} / 100) \times \text{Rate} = \$$ Note: Rates are rounded to the next 100 pounds. 200 pound minimum.		

OTHER MATERIAL HANDLING CHARGES

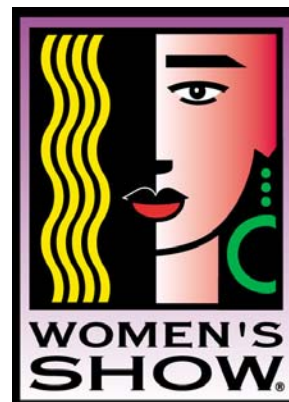
ITEM		QTY	TOTAL
SMALL PACKAGE:	\$25.00 PER SHIPMENT		
LETTERS/ENVELOPES:	\$15.00 PER SHIPMENT		
MOBILE UNIT SPOTTING:	\$75.00 ROUND TRIP		

ENTER MATERIAL HANDLING TOTAL HERE

\$

COMPANY NAME

BOOTH #



OCTOBER 9 - 12, 2014
ORLANDO, FLORIDA



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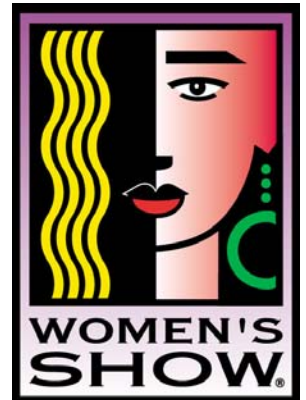
ADVANCED WAREHOUSE SHIPPING

EXHIBITOR MATERIALS

FROM:
(SHIPPER) _____

TO: _____ SWO14
(EXHIBITOR NAME) (BOOTH)

**C/O FM CONVENTIONS
3315 MAGGIE BLVD., STE. 300
ORLANDO, FLORIDA 32811**



OCTOBER 9 - 14, 2014
ORLANDO, FLORIDA

EXHIBITOR MATERIALS

FROM:
(SHIPPER) _____

TO: _____ SWO14
(EXHIBITOR NAME) (BOOTH)

**C/O FM CONVENTIONS
3315 MAGGIE BLVD., STE. 300
ORLANDO, FLORIDA 32811**



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Clermont, FL 34712

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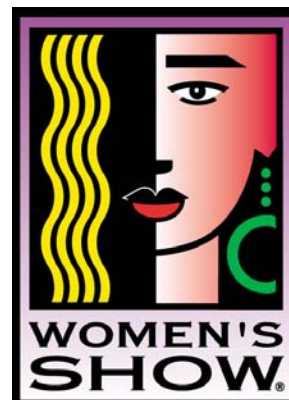
DIRECT TO SHOW SITE SHIPPING

EXHIBITOR MATERIALS

FROM:
(SHIPPER) _____

TO: _____ SWO14
(EXHIBITOR NAME) (BOOTH)

C/O FM CONVENTIONS
ORANGE COUNTY CONVENTION CENTER
9860 UNIVERSAL BOULEVARD
ORLANDO, FLORIDA 32819



OCTOBER 9 - 12, 2014
ORLANDO, FLORIDA

EXHIBITOR MATERIALS

FROM:
(SHIPPER) _____

TO: _____ SWO14
(EXHIBITOR NAME) (BOOTH)

C/O FM CONVENTIONS
ORANGE COUNTY CONVENTION CENTER
9860 UNIVERSAL BOULEVARD
ORLANDO, FLORIDA 32819



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OUTBOUND SHIPMENT INFORMATION

SHIPPING OUTBOUND FROM SHOW SITE

All outbound shipments must be accompanied by OUR official material handling form. You may obtain show material handling forms after reviewing your invoice and making full payment at show site. When shipping to separate destinations, a separate material handling form is required for each destination.

SHIPPING LABELS

Shipping labels are available from our service desk for your convenience. Pick up a material handling form from the service desk—even if you already have a material handling form prepared for your preferred carrier. We must have our own material handling form completed by the booth personnel to release your freight to your carrier.

AFTER SHIPMENT IS PACKED

Once your shipment is packed and labeled, return your material handling forms to the FM Conventions Service Desk. **DO NOT LEAVE MATERIAL HANDLING FORMS IN YOUR BOOTH! Be sure to confirm pickup day(s) and time(s) with your selected carrier. PLEASE BE CERTAIN THAT YOUR CARRIER HAS DIRECTIONS TO SHOW SITE.**

CARRIERS

All outside carriers must arrive at show site **BEFORE** freight reroute time of 11AM.

FREIGHT WILL BE RE ROUTED USING THE SHOW CARRIER to ENABLE US TO COMPLETE SHOW TEARDOWN.

STEEL BANDING AND/OR SHRINKWRAP

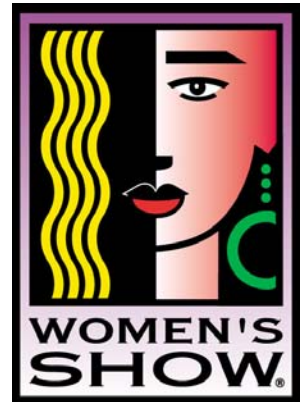
Steel banding and/or shrink wrapping is available for:
\$75.00 per skid

Services can be ordered from the FM customer service desk.

MATERIALS LEFT AT SHOW SITE

Any exhibitor display materials remaining at show site after the designated time for move out will be removed by FM Conventions—at no liability to FM Conventions. Some items may be deemed trash and discarded as such. Others will be removed by FM personnel to FM warehouse for retrieval by exhibitor and at exhibitor's expense.

Again, FM Conventions, accepts no liability for any damage that may occur and no compensation for any damage will be rendered to exhibitor.



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LIMITS OF LIABILITY - 1

FM'S RESPONSIBILITIES:

FM will be responsible only for those services which it directly provided. FM assumes no responsibility for any persons, parties, or other contracting firms not under FM's direct supervision and control. FM's performance hereunder is subject to and FM shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FM's reasonable control, nor for ordinary wear and tear in the handling of materials.

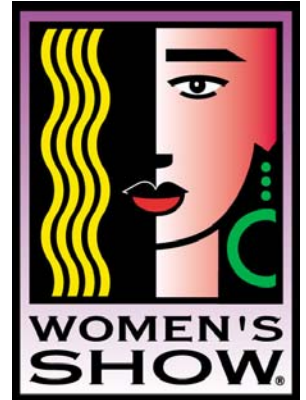
CLAIM(S) FOR LOSS:

EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FM immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FM's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FM more than one (1) year after the date of the loss or damage occurred.

PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and FM, relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to FM for its services as an offset against the amount of any alleged loss or damage. Any claims against FM shall be considered a separate transaction and shall be resolved on their own merits.

MAXIMUM RECOVERY. If found liable for any loss, FM'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.25 (USD) per pound per article with a maximum liability OF \$50.00 (USD) per item, or \$900.00 per shipment, whichever is less.

BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. FM'S liability shall be limited to any loss or damage which results from FMCCI's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FM be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, or indirect incidental or consequential damages whether such damages occur either prior or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of FM or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FM has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.



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LIMITS OF LIABILITY - 2

DECLARED VALUE:

Declarations of Declared Value are between the EXHIBITOR and the selected carrier ONLY and are in no way an extension of FM'S maximum liability stated herein. FM will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier, however, FM WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF OR FAILURE TO TRANSMIT DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

JURISDICTION/ARBITRATION:

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF FLORIDA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ORANGE COUNTY, FLORIDA. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to the Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

INDEMNIFICATION:

EXHIBITOR agrees to indemnify and forever hold harmless FM and its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out or contributed to by any of the following:

EXHIBITOR'S negligent supervision of any labor secured through FM, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC).

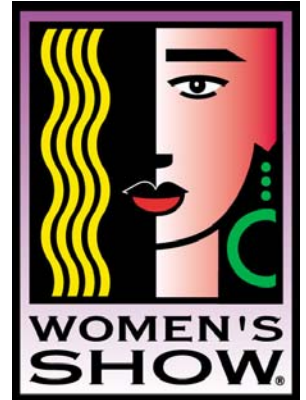
EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FM'S equipment.

EXHIBITOR'S violation of Federal, State, County or Local ordinances.

EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility Show Management.

WAIVER & RELEASE:

EXHIBITOR, as a material part of the consideration to FM for material handling services, waives and releases all claims against FM with respect to all matters for which FM has disclaimed liability pursuant to the provisions of this Contract.



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MODULAR RENTAL UNITS

MODULAR RENTAL UNITS

No need to ship your display!
PRICES ON NEXT PAGE

FM MRU #1



FM MRU #2



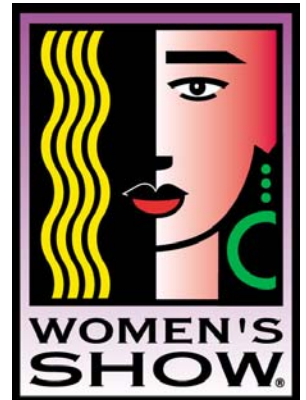
FM MRU #3



FM MRU #4



All 10X10 Packages Include: Installation & Dismantle
of Exhibit Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights



OCTOBER 9 - 12, 2014
ORLANDO, FLORIDA



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MODULAR RENTAL UNIT ORDER FORM

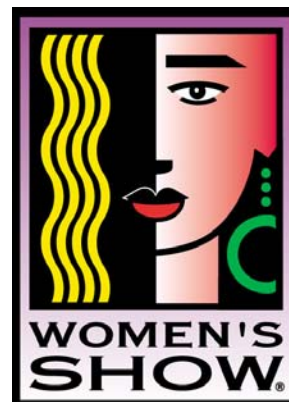
MODULAR RENTAL UNIT PRICING & ACCESSORIES

Larger Sizes Available Upon Request

Add 25% if ordering after the deadline date of SEPTEMBER 24TH

ITEM	QTY	PRICE	TOTAL
FM MRU#1 Copy for standard header (black) Includes 10x10 carpet.		\$1,485.00	\$
FM MRU#2 Copy for standard header (black) Includes 10x10 carpet		\$1,485.00	\$
FM MRU#3 Copy for standard header (black) Includes 10x10 carpet.		\$1,760.00	\$
FM MRU#4 Copy for standard header (black) Includes 10x10 carpet.		\$3,410.00	\$
Velcro Receptive Panels: Grey White PVC Panels (add 20% for grey PVC)		Add 20%	\$
Shelves: 1 meter straight – white only		\$72.00	\$
Counter: 1 meter x ½ meter x 42" tall		\$182.00	\$
Stem light: Black (fixture only)		\$72.00	\$
Literature Holder: Plexiglas (holds 8 ½" x 11")		\$75.00	\$
SUBTOTAL			\$

Note: Lighting and/or electrical services are NOT included with Rental Unit



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ENTER MODULAR RENTAL	\$
----------------------	----

COMPANY NAME	BOOTH #

FREQUENTLY ASKED QUESTIONS

What do I get with my booth? *Please see page 1 of this kit to see what materials are included in your kit.*

Why should I order in advance? *Ordering in advance not only saves money, but also time. Advanced ordering insures the items you need will be available. Although we endeavor to bring the appropriate amount of rental furnishings to show site, this stock can often become depleted of items you may desire. Last minute ordering is at the higher posted rate.*

What if I ordered items incorrectly? *FM Conventions gladly offers a 50% discount on incorrectly ordered items by the discount order date. Once items have been brought to show site per your order and specifications, there is a 100% restocking fee. Should you need to order other items, those items would be at the show site rate.*

How do I ship in my merchandise? *Please note all of the information provided to you in the shipping section of this exhibitor service kit. A telephone call to our customer service department can offer any guidance you request.*

How do I ship back my merchandise? *All information for outbound shipping is provided to you in the shipping section of this exhibitor service kit. FM Conventions service desk personnel would be happy to offer any advice or assistance at show site.*

How do I unload my items from my personal vehicle? *If your merchandise can be hand carried or unloaded with a two-wheel dolly, you may unload your own items. The dock area must be kept free for FM Conventions use and the use of those vehicles requiring FM Conventions' assistance. Self-unloading must be done quickly and the vehicle moved. If your merchandise requires a pallet jack or a forklift, FM must provide this service and the posted material handling charges will apply. FM Conventions will gladly offer their unloading assistance (see Shipping Section for fees).*

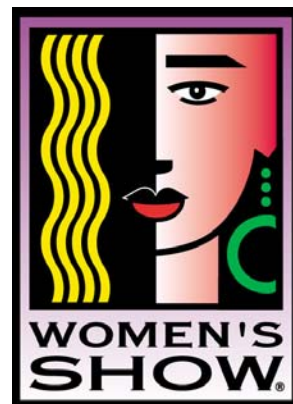
Who should know this information? *We understand that often the person who receives this exhibitor service kit is not the person at show site. This information must be relayed by recipient to the booth personnel.*

What if I need tools to assemble my booth items? *Due to insurance regulations, FM Conventions cannot loan equipment or tools. However, FM Conventions does offer labor services (see labor section of this exhibitor service kit).*

Should I tip FM Conventions personnel? *FM Conventions has a strict policy against tipping of our employees which would result in immediate dismissal of this employee. Whatever services you require for your booth should be ordered and paid for at the customer service desk.*

Please do not hesitate to contact us by phone, fax or email with any questions. It is our desire to make this event successful for all of our exhibitors.

Thank you!



OCTOBER 9 - 12, 2014
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Phone: 321-296-1888
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Email:
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fmconventioncontractors
.com

Web Site: WWW.TLCCONVENTIONPLANTS.COM
NOTE: If order was faxed with a credit card, you need not send original.

Hospitality Suites
Fountains
Gardens
For information please call
us at
(407) 889-3033

WE WOULD LIKE TO ORDER THE FOLLOWING ITEMS FOR OUR EXHIBIT:

FLORAL ORDER FORM

[illegible]



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911
702-943-6001 (Fax)



EXHIBITOR SERVICES

Company Name		Booth / Room	Show Name: SOUTHERN WOMEN'S SHOW
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: 10 / 9 / 14 To 10 / 12 / 14
Billing Address		Incentive Order Deadline: SEPTEMBER 15TH, 2014	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa Expire Date (MM / YY): Sec Code:			
Credit Card Billing Street Address		Credit Card Billing City, State / Country, Zip	
Print Credit Card Holder Name (as it appears on card)		Card Holder Signature and/or Acceptance of T's & C's	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T) – Non Routable					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium)	IA-SP		\$ 125	\$ 150	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard)	IA-SN		\$ 125	\$ 150	
e. Wireless Internet (5GHz only) (See T&C 9)	WI		(Call 888-614-2637 for quote)		
2. Internet – Networking Services: (10 / 100 Base - T) – Routable					
a. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
b. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
c. Additional Services (if applicable)	MI		(Call 888-614-2637 for quote)		
3. Internet – Networking Services: Equipment and Labor					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
d. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 75	\$ 75	
4. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Single Line w/ Single Line, Touchtone Instrument (unrestricted long distance)	SL		\$ 302	\$ 386	
c. Multi-Line Spk Phone w / 1 main Number & 1 rollover line (unrestricted LD)	MS		\$ 465	\$ 575	
d. Teleconference Spk Phone line w / Polycom Instrument (unrestricted LD)	PL		\$ 465	\$ 575	
e. Dedicated Line / LD Restrictions (Credit Card / Intl) / Voice Mail / Special Eng.	MT		(Call 888-614-2637 for quote)		
5. Special Line Services (For 3 rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Other – Analog, ISDN BRI or DSL Extended circuit / line from Demarc to Booth	DP/IS/HL		(Call 888-614-2637 for quote)		
d. Point-to-Point / Special Engineering / DHCP / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-614-2637 for quote)		
6. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-614-2637 for quote)		
7. Move - In / On - Site order fee of \$250 Internet/Network / \$75 Telephone - per line (if ordering service after show move-in has started).					
8. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2014 - 075 -702
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ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=075>

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider of all Voice, Data and Network** services (wired and wireless). Smart City provides **cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals**.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional on-site fee of \$250 (Internet) / \$75 (Telephone) – per line.**
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
13. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 22-3810189.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name

Authorized Signature

Date

FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2014 - 075 - 702
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ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=075>

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Orlando's OCCC (075) - FL

Show: SOUTHERN WOMEN'S SHOW

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 075 - 702

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Wireless Performance Agreement

Center: Orlando's OCCC (075) - FL
Show: SOUTHERN WOMEN'S SHOW

Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2014 - 075 - 702

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 a / g / n network. Smart City operates multiple Cisco wireless networks utilizing over 1000 access points throughout the Orange County Convention Center. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

Pay-Per-Day Products

- 2.4 GHz 802.11 g / n: Complementary basic Wi-Fi® available in the Facility's public space. For business class speeds utilizing a 2.4 GHz network Instant Internet (up to 512 Kb) is available as an on-site pay per day service in the Facility's public space.
- 5 GHz 802.11 a / n: Exhibitor Internet (up to 1.5 Mb) is available as an on-site pay per day service in all areas of the Facility including the Exhibit Hall, Meeting Rooms and Public Space. 5 GHz wireless adaptors are available for purchase on-site at the Smart City Service Desk or by calling Smart City at (407) 685-2000.
- Wireless speeds and accessibility depend on the wireless environment in a local area.

Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired CAT5 connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Email: _____ Contact Phone #: _____



Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL

Show: SOUTHERN WOMEN'S SHOW

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 075 - 702

Voice and Data communications cabling. Smart City is the **exclusive provider** of Voice and Data communications services. Smart City provides cabling to meeting rooms, booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Show Name: Southern Women's Show
Incentive Deadline Date: September 15th, 2014
OCCC Exhibitor Services Coordinator: Wanda Thomas
Direct Phone: (407) 685-1507
Email: Wanda.Thomas@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

How To Order:

The fastest and easiest way to order OCCC services is through our online ordering system at www.occc.net/exhibitor - instantly get a confirmation of your order and a preliminary invoice!

If not ordering OCCC services online, please complete all applicable order forms and a required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. Forms can be emailed, faxed or mailed to the OCCC for order processing. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

Order Online:

www.occc.net/exhibitor

Email: Exhibitor.Services@occc.net

Fax: (407) 685-9884

Mail: Orange County Convention Center
9860 Universal Blvd.
ATTN: Exhibitor Services
Orlando, FL 32819-8199

OCCC Exhibitor Payment Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers. Orders without payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment and diagram is received by OCCC.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over the base rates.
4. Modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move-in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.

OCCC Exhibitor Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any addition charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any Third Party Authorization Request, in which case the exhibitor will be responsible for all charges.

NAME OF EVENT: **Southern Women's Show**

**E
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EXHIBITING COMPANY: _____
PHONE: _____ FAX: _____
ADDRESS: _____
CITY: _____ STATE: _____
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

**B
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ORDER CONTACT NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
PHONE: _____ FAX: _____
ORDER CONTACT EMAIL: _____ EMAIL FOR INVOICES: _____

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

☐ INLINE ☐ ISLAND
☐ PENINSULA ☐ OTHER

I AM:

☐ THE EXHIBITOR
☐ AN EAC/I&D: _____
☐ OTHER: _____

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

Southern Women's Show

OCCC EXHIBITOR SERVICES COORDINATOR:

Wanda Thomas
(407) 685-1507
Wanda.Thomas@occc.net

PLACE ORDER VIA PHONE, FAX, MAIL OR ONLINE:

ORDER ONLINE: www.occc.net/exhibitor

EMAIL US: exhibitor.services@occc.net

SEND VIA FAX: (407) 685-9884

CALL US: (407) 685-9824 or (800) 345-9898

OCCC MAILING ADDRESS:

Orange County Convention Center
9860 Universal Blvd.
ATTN: Exhibitor Services
Orlando, FL 32819-8199

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

SIGNATURE: _____

DATE: _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____

SIGNATURE: _____

NAME: _____

SIGNATURE: _____

NAME: _____

SIGNATURE: _____



NAME OF EVENT: **Southern Women's Show**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision			Incentive Rate If Ordered & Paid By:				Base Rate If Ordered & Paid After:				On-Site Rates After:
			September 15th, 2014				September 15th, 2014				October 6th, 2014
Quantity	Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
Floor	Ceiling										
		120V 5 Amp (500w) Single Outlet*	\$103.86	\$10.39	\$6.75	\$121.00	\$166.52	\$16.65	\$10.83	\$194.00	
		120V 10 Amp (1000w) Single Outlet*	\$118.45	\$11.85	\$7.70	\$138.00	\$190.56	\$19.05	\$12.39	\$222.00	
		120V 15 Amp (1500w) Single Outlet*	\$133.05	\$13.31	\$8.64	\$155.00	\$213.73	\$21.38	\$13.89	\$249.00	
		120V 20 Amp (2000w) Single Outlet*	\$148.50	\$14.85	\$9.65	\$173.00	\$236.91	\$23.69	\$15.40	\$276.00	
Please Select Any 208V Services											
		208V 20 Amp Single Phase*	\$191.41	\$19.14	\$12.45	\$223.00	\$307.29	\$30.73	\$19.98	\$358.00	
		208V 20 Amp Three Phase*	\$293.56	\$29.36	\$19.08	\$342.00	\$471.24	\$47.12	\$30.64	\$549.00	
		208V 30 Amp Single Phase*	\$252.36	\$25.24	\$16.40	\$294.00	\$403.43	\$40.34	\$26.23	\$470.00	
		208V 30 Amp Three Phase*	\$419.74	\$41.97	\$27.29	\$489.00	\$673.82	\$67.38	\$43.80	\$785.00	
		208V 40 Amp Single Phase*	\$310.72	\$31.08	\$20.20	\$362.00	\$494.41	\$49.45	\$32.14	\$576.00	
		208V 40 Amp Three Phase*	\$534.76	\$53.48	\$34.76	\$623.00	\$855.79	\$85.58	\$55.63	\$997.00	
		208V 50 Amp Single Phase*	\$386.26	\$38.63	\$25.11	\$450.00	\$618.88	\$61.89	\$40.23	\$721.00	
		208V 50 Amp Three Phase*	\$666.94	\$66.70	\$43.36	\$777.00	\$1,068.66	\$106.87	\$69.47	\$1,245.00	
		208V 60 Amp Single Phase*	\$465.23	\$46.53	\$30.24	\$542.00	\$733.04	\$73.31	\$47.65	\$854.00	
		208V 60 Amp Three Phase*	\$800.00	\$80.00	\$52.00	\$932.00	\$1,282.40	\$128.24	\$83.36	\$1,494.00	
		208V 80 Amp Single Phase*	\$605.14	\$60.52	\$39.34	\$705.00	\$968.23	\$96.83	\$62.94	\$1,128.00	
		208V 80 Amp Three Phase*	\$1,068.66	\$106.87	\$69.47	\$1,245.00	\$1,708.15	\$170.82	\$111.03	\$1,990.00	
		208V 100 Amp Single Phase*	\$774.24	\$77.43	\$50.33	\$902.00	\$1,237.76	\$123.78	\$80.46	\$1,442.00	
		208V 100 Amp Three Phase*	\$1,335.61	\$133.57	\$86.82	\$1,556.00	\$2,137.33	\$213.74	\$138.93	\$2,490.00	
NOT AVAILABLE FROM THE FLOOR		208V 150 Amp Single Phase*	\$1,084.11	\$108.42	\$70.47	\$1,263.00	\$1,733.90	\$173.39	\$112.71	\$2,020.00	
		208V 150 Amp Three Phase*	\$1,872.10	\$187.21	\$121.69	\$2,181.00	\$2,993.99	\$299.40	\$194.61	\$3,488.00	
		208V 200 Amp Single Phase*	\$1,446.34	\$144.64	\$94.02	\$1,685.00	\$2,315.01	\$231.51	\$150.48	\$2,697.00	
		208V 200 Amp Three Phase*	\$2,495.27	\$249.53	\$162.20	\$2,907.00	\$3,993.12	\$399.32	\$259.56	\$4,652.00	
		208V 400 Amp Single Phase*	\$2,891.84	\$289.19	\$187.97	\$3,369.00	\$4,627.46	\$462.75	\$300.79	\$5,391.00	
		208V 400 Amp Three Phase*	\$5,782.82	\$578.29	\$375.89	\$6,737.00	\$9,254.07	\$925.41	\$601.52	\$10,781.00	
Select Any Related and/or Required Services											
	Ceiling Drop Charge†					\$250.00					\$370.00
	208V Connection Plug‡					\$87.32					\$93.00
	25' Extension Cord					\$22.53					\$24.00
	Six Outlet Power Strip					\$22.53					\$24.00
	European Power Strip					\$22.53					\$24.00
*LABOR, PLACEMENT & 24-HOUR POWER INCLUDED †REQUIRED FOR ALL CEILING DROPS ‡REQUIRED FOR EACH 208V OUTLET											TOTAL:

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY



Orange County Convention Center



RIGGING ORDER FORM

NAME OF EVENT: **Southern Women's Show**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

PHONE: _____ FAX: _____

BOOTH TYPE:

EMAIL: _____

☐ INLINE ☐ ISLAND

ADDRESS: _____

☐ PENINSULA ☐ OTHER

CITY: _____ STATE: _____

I AM:

ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

☐ THE EXHIBITOR

ORDER CONTACT NAME: _____

☐ AN EAC/I&D: _____

PHONE: _____ FAX: _____

☐ OTHER: _____

EMAIL: _____

****TO COMPLETE THIS ORDER AN OCCC METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION****

RIGGING LABOR	Incentive Rate If Ordered & Paid By: September 15th, 2014	Base Rate If Ordered & Paid After: September 15th, 2014
Initial Rigging Charge, Three-Person Team, First Hour In & Out	\$504.00 <input type="checkbox"/> Select	\$732.00 <input type="checkbox"/> Select
Dedicated Rigging Team, 4 Hour Minimum, In or Out Only	\$1,008.00 <input type="checkbox"/> Select	\$1,464.00 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$84.00	\$122.00
Holiday or Overtime (After 8 hours), Per Rigger, Per Hour	\$126.00	\$183.00

REQUESTED RIGGING INSTALL DATE: _____ REQUESTED RIGGING STRIKE DATE: _____

DESCRIPTION OF ITEM(S): _____

DOES THIS ITEM REQUIRE:

SIZE: _____ WEIGHT: _____ QUANTITY: _____

☐ POWER

REQUESTED HEIGHT FROM FLOOR TO BOTTOM OF SUSPENDED ITEM: _____

☐ OCCC TRUSS OR HOISTS

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

IF SO, PLEASE ATTACH ORDER FORM

ADDITIONAL COMMENTS:

OCCC RIGGING TERMS & CONDITIONS

- A credit card on file with a Method of Payment form is required for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge as noted above when this order is received. Additional charges, if any, for additional labor or hardware needed to suspend items will be charged separately to the credit card.
- After you assemble your sign and you're ready for rigging to commence, the on-site authorized person must visit the Exhibitor Services desk to sign paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the Exhibitor Services desk or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.
- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed before initiating services.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- All labor in excess of one (1) hour for installation and one (1) hour for removal (the Initial Rigging Charge) will be billed in 1/2 hour increments.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Orders received on site are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

FOR OFFICE USE ONLY

NAME OF EVENT: **Southern Women's Show**

BOOTH NUMBER: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****TO COMPLETE THIS ORDER YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

		Incentive Rate If Ordered & Paid By: September 15th, 2014			Base Rate If Ordered & Paid After: September 15th, 2014			On-Site Rates After: October 6th, 2014
Quantity	Item Description	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	1000w Theatrical Par Can Overhead Light*	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25	
	Lights Out, Per Pod	Per Show MGMT Approval		\$55.00	Per Show MGMT Approval		\$75.00	
*INSTALLATION, REMOVAL, ELECTRICITY & ONE (1) FOCUS <u>INCLUDED</u>								TOTAL:

TO EXPEDITE THE INSTALLTION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

**ADJACENT BOOTH
OR AISLE #:**

**ADJACENT BOOTH
OR AISLE #:**

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS/COMMENTS/NOTES:

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the 21-day incentive rate deadline are subject to base rates.
- Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a refund. Cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

NAME OF EVENT: **Southern Women's Show**

EXHIBITING COMPANY: _____ BOOTH #: _____

THIRD PARTY COMPANY: _____

PHONE: _____ FAX: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE/PROVIDENCE: _____ COUNTRY: _____

THIRD PARTY CONTACT NAME: _____

DIRECT PHONE: _____ FAX: _____

ORDER CONTACT EMAIL: _____

EMAIL FOR INVOICES: _____

PLEASE SELECT PAYMENT TYPE AND SERVICES TO BE INVOICED

Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. By submitting this form, the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balances at the end of a show, all charges will revert to the exhibitor. This form must be submitted with an accompanying Method of Payment form and order form(s). The OCCC reserves the right to deny any Third Party Authorization request, in which case the exhibitor will be responsible for all charges.

☐ COMPANY CHECK

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ ELECTRONIC FUNDS TRANSFER

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the third party's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

☐ CREDIT / DEBIT CARD

OCCC will charge your credit/debit card in full for your advance order and any addition charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____ EXPIRATION DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electrical, rigging, lighting, water & drain, compressed air, propane & natural gas, cable TV and firewatches.

SIGNATURE: _____ DATE: _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

SERVICE PLACEMENT DIAGRAM FORM

NAME OF EVENT: **Southern Women's Show** BOOTH #: _____

EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

ORDER CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT
BOOTH OR
AISLE #:

ADJACENT
BOOTH OR
AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS/COMMENTS/NOTES:

NAME OF EVENT: **Southern Women's Show** BOOTH #: _____

EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

AGREEMENT CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

****TO COMPLETE THIS AGREEMENT YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____ DATE: _____

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC for this service order shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
14. Obstructions blocking utility floor boxes are subject to relocation as necessary.
15. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
16. All electrical services are to be billed to the next greatest wattage (i.e. 15amp 208v single phase = 20amp 208v single phase).
17. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing, Compressed Air & Gas Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. Booth anchoring/drilling must have prior approval by Show Management and the OCCC and must be performed by the OCCC.
4. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
5. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
6. Please provide an attached drawing indicating location of your connection(s). If a drawing is not provided, the OCCC will install the service in the most convenient location and charges will apply for relocation.
7. Labor charges will apply for service calls.
8. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
9. Claims will NOT be considered unless filed by Exhibitor before the close of show at the OCCC Exhibitor Services desk.
10. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
11. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.
12. The exhibitor must notify the OCCC Exhibitor Services desk for installation if no detailed diagram has been submitted indicating the location of the ordered services.

The Orange County Convention Center is a UL-certified manufacturing facility. Exhibitors will need to provide proper UL-certified plugs for connection to equipment. If you are unable to supply a UL-certified plug to match the power you have ordered in your booth, you may rent one from the OCCC. Exhibitors are responsible for leaving all rented UL-certified plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.**

20 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground.
Our standard plug is a **L21-20**.

20 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground.
Our standard plug is a **L21-20**.



30 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground.
Our standard plug is a **L21-30**.

30 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground.
Our standard plug is a **L21-30**.



40 - 60 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground.
Our standard plug for 208V is a Hubbell 560 P9W and for 480V is a Hubbell 560 P7W.

40 - 60 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground.
Our standard plug for 208V is a Hubbell 560 P9W and for 480V is a Hubbell 560 P7W.

80 - 100 Amp Single Phase

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground.
Our standard plug for 208V is a Hubbell 5100 P9W and for 480V is a Hubbell 5100 P7W.

80 - 100 Amp Three Phase

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground.
Our standard plug for 208V is a Hubbell 5100 P9W and for 480V is a Hubbell 5100 P7W.



150 - 400 Amp Single Phase

Industry standard for high amperage industrial equipment. Two hots, neutral and a ground.
Our standard plugs are cam locks.

150 - 400 Amp Three Phase

Industry standard for high amperage industrial equipment. Three hots, neutral and a ground.
Our standard plugs are cam locks.



The OCCC is the exclusive rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following rigging guidelines are applicable to all show managers, service contractors, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
5. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC's Rigging department can be reached by phone (407) 685-5555, or via fax (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the OCCC.
16. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

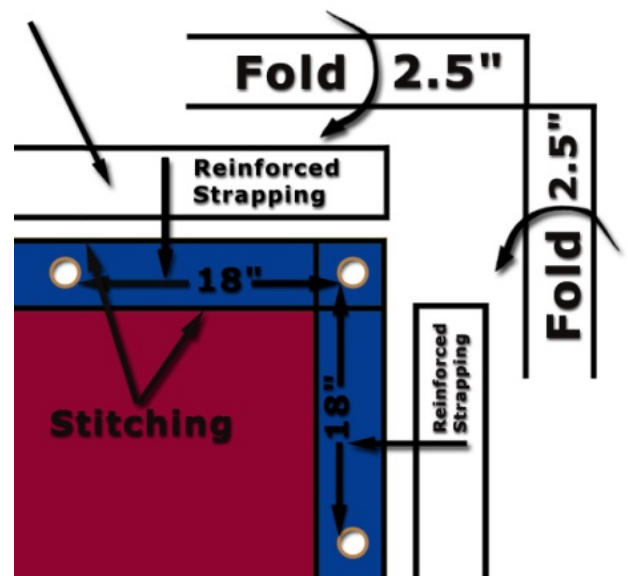
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, we require double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Exterior Banners:

1. Banners to be installed on the exterior of the building must be designed with the elements in mind.
2. The banner must be constructed of a material that allows the wind to flow easily through it. If the banner is made of vinyl, construction wind pockets must be cut into the banner, or we recommend the use of a 70 percent mesh material for banner construction.
3. Banners must have grommets horizontally along the top and bottom of the banner at a minimum of 18 inches to 2 foot intervals.
4. Banners must have grommets vertically placed along both sides of the banner at a minimum of 48 inches if the banner is 8 feet tall or greater.
5. All edges of the banner will be folded over, glued and double stitched, and preferably webbing reinforced before installation of the grommets. All mesh banners must be webbing-reinforced in between all folds before grommet installation.
6. The grommets in the corners will be reinforced due to this area handling most of the stress in the banner.
7. Banners must be made of lightweight materials.
8. The material should be water-resistant so there will not be a substantial increase in weight when it becomes wet.
9. All banners are subject to removal without notice in the event of SEVERE WEATHER NOTICE.



Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

Manufactured or Custom Built Signs:

1. All signs must be well-made and in good condition to be suspended.
2. All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.
3. All signage is subject to on-site inspection for final approval.
4. An engineer's certification may be required under certain conditions.
5. All hardware and equipment must be approved by the manufacturer for overhead suspension.

1. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
2. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
3. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
4. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
5. If permitted by show management, exhibitor rigging services are available through OCCC Exhibitor Services. A rigging form should be included in your exhibitor kit. If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
6. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
7. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
8. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
9. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
10. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
11. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
12. Painting signs, exhibits or other objects is not permitted in the OCCC.
13. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
14. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area; e.g., restrooms, concourses. Smoking is prohibited in exhibition halls during move-in and move-out. The Lessee or its general contractor shall post appropriate signage and enforce this policy.
15. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
16. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
17. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

The OCCC maintains 24-hour security presence, 7 days a week. The OCCC Security Division is responsible for providing a safe and secure environment for everyone. Additionally, the Orange County Deputy Sheriff's Office has dedicated a squad of deputies to patrol the OCCC. The following guidelines are applicable at the OCCC:

1. All show management, exhibitors and attendees must wear an approved show management badge for admittance to any exhibit hall. We recommend show management provide badges to their staff, exhibitors and service providers in advance of the show. All other personnel working at the Center must be badged with an approved Show Management or OCCC badge.
2. Any person without an approved event badge or OCCC badge requesting access into the exhibit hall will be provided with a "Temporary Day Badge (TDB)" issued by OCCC Security. The locations for issuance of the "TDB" are West Building – West Command Dock 7 and North/South Building – North and/or South employee checkpoints. To obtain a TDB an approved form of photo identification (valid driver's license, passport, valid state, federal or military identification card) must be surrendered prior to issuance, and will be returned upon completion of the day.
3. OCCC Security maintains closed circuit TV monitoring of the OCCC to include parking lots and surrounding grounds.
4. Criminal background checks are conducted on all full-time and part-time OCCC employees as a condition of employment.
5. Security personnel will conduct random vehicle and package inspections.
6. The OCCC Security Division will assign an Event Security Liaison Officer to assist in the review of the event's contract security provider's plan to ensure all security needs are met and in compliance with OCCC requirements.
7. Should you require additional assistance, please contact OCCC Security.

Medical Emergencies & First Aid at the OCCC

In the event of a medical emergency while on-site at the Orange County Convention Center (OCCC), please do not call 911. The OCCC is extremely large and emergency personnel must be directed to the location of the incident as promptly as possible. This can only be achieved by directing the emergency through the Building Security Section. The following steps should be followed to ensure a timely response:

For Serious Medical Emergencies:

- In the West Building dial ext. 5-1119 from any house phone in the building and/or notify a uniformed security representative. Please have as much information about the emergency as possible (location, type of individual, nature of the emergency). Alert security to contact the paramedic on-site, if applicable.
- In the North/South Building dial ext. 5-7119 from any house phone in the building and/or notify a uniformed security representative. Please have as much information about the emergency as possible (location, type of individual, nature of the emergency). Alert security to contact the paramedic on-site, if applicable.
- Once security has been called, the Security Rep will respond to evaluate and stabilize until paramedics, if applicable, arrive and assess. Ambulance service will be provided by the paramedic service, if applicable.

For Minor Incidents/First Aid:

- For minor incidents in the West Building, notify the Building Security Section via any house phone in the building at ext. 5-9828 or 5-1128. In case of an emergency, dial ext. 5-1119.
- For minor incidents in the North/South Building, notify the Building Security Section via any house phone in the building at ext. 5-7102. In case of an emergency, dial ext. 5-7119.
- Notify uniformed security personnel or paramedic. Provide as much detailed information regarding the incident.

West Building Med Rooms:

- Med 1 – In front of Hall D/2, across from W-Room 224
- Med 2 – In front of Hall E, across from W-Rooms 230 & 231
- Med 3 – In Central Lobby by Hall C
- Med 4 – South Lobby – Level 1

North/South Med Rooms:

- Med 5 – South A – Dock Side
- Med 6 – South B – Concourse – Level 2
- Med 7 – North B – Dock Side
- Med 8 – North A – Concourse – Level 2