



EXHIBITOR SERVICE KIT



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**CONTACT AND
BOOTH
INFORMATION**



Dear Exhibitor and/or Sponsors,

KUB Tradeshow Support, LLC is excited in welcoming you to the Orlando Condo & HOA Expo. This kit is designed to help navigate you through the exhibit process. It contains important information that can be very helpful in making your experience as an exhibitor a more memorable and successful one .

With KUB Tradeshow Support, LLC, you will experience a more intimate, one on one service which in today’s cyber society has been forgotten. We are here to send our support, our knowledge and our help to ensure that you as the exhibitor are well taken care of and that you have a very successful event.

In the interest of public health and safety, and in accordance with state guidelines, the Orlando Condo & HOA Expo has reduced capacity in meeting rooms and public spaces. At this time, it will be mandatory for all participants to wear a face mask or protective covering, and we ask that everyone observes social distancing in all public event spaces.

Below you will find our contact information. Please feel free to contact us with any questions and/or concerns you may have.

All questions regarding the convention space assignments should be directed to:

**Orlando Condo & HOA Expo
Layne Knutson
7809 Southtown Center #200
Bloomington, MN 55431
Phone: (800) 374-6463
Email: layneknutson@homeshowcenter.com**

All questions regarding shipping, storage, furniture, and labor should be directed to:

**Customer Service
KUB Tradeshow Support, LLC
19 North Texas Avenue
Orlando, FL 32805
Phone: (407) 985-3471
Fax: (407) 440-8458
Email: carmenperez@kubtss.com**

Your 10’ deep by 10’ wide booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

- 8’ High Black Back Wall
- 1 - 6’ x 30” Black Draped Table
- 2- Chairs
- 3’ High Side Rails - BLACK
- 1 - Wastebasket
- 1 - ID Sign
- 2 - Chairs





**EXHIBIT
AREA
INSTALLATION
&
DISMANTLE**



Set-up Dates & Times:

Friday, April 9, 2021, 7:00am - 10:00am

All prefabricated displays must be set and empty crates tagged for storage by 9:30am.

In the interest of public health and safety, and in accordance with state guidelines, the Orlando Condo & HOA Expo has reduced capacity in meeting rooms and public spaces. At this time, it will be mandatory for all participants to wear a face mask or protective covering, and we ask that everyone observes social distancing in all public event spaces.

Exhibit Dates & Times:

Friday, April 9, 2021 10:30am - 3:00pm

Dismantle Dates & Times:

Friday, April 9, 2021, 3:00pm - 6:00pm

Forced Freight Date & Time:

Friday, April 9, 2021, 6:00pm

Please note: Freight not picked up by the date and time indicated above will be re-routed through the house carrier. Please contact KUB for BOL details.



**ORDER RECAP
PAYMENT
&
CREDIT CARD**


**ORLANDO
CONDO & HOA EXPO**
 ORANGE COUNTY CONVENTION CENTER
 WEST HALL
 APRIL 9, 2021

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

| | |
|---|----------|
| Standard Booth Furnishings & Carpet*..... | \$ _____ |
| Booth Cleaning & Porter Service | \$ _____ |
| Special Signs* | \$ _____ |
| Labor..... | \$ _____ |
| POV..... | \$ _____ |
| Material Handling Services | \$ _____ |
| | |
| Subtotal: | \$ _____ |
| Add 6.5% Sales tax: | \$ _____ |
| Total due: | \$ _____ |

*Note: *Services taxable in the state of FL.*

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

Charge to: MasterCard VISA American Express
 Indicate: Personal Credit Card Company Credit Card

Account #

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiration Date

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER: _____

Cardholder's Name _____
 (Print or Type)
 Cardholder's Address _____ City _____ State _____ Zip _____
 Signature _____
 Company Name _____ Booth# _____
 Street Address _____ Phone# _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE



**LIMITS
OF
LIABILITY
&
RESPONSIBILITY**



1. KUB Tradeshow Support, LLC shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. KUB Tradeshow Support, LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. A Bill of Lading covering outgoing shipments, which is furnished by KUB Tradeshow Support, LLC to the exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. KUB Tradeshow Support, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event KUB Tradeshow Support, LLC maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to KUB Tradeshow Support, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



PAYMENT POLICIES



Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by KUB Tradeshow Support, LLC in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank.

2. Advance Payment by Company Check

Please make all checks payable to KUB Tradeshow Support, LLC. Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, **we require your signed Payment and Credit Card Charge Authorization form to be on file with KUB Tradeshow Support, LLC.**

3. Wire Transfer in U.S. Funds

Bank information call KUB Tradeshow Support, LLC (407) 985-3471 or e-mail: carmenperez@kubtss.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts,

KUB will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD AUTHORIZATION form on the page 5. For discount rates to apply, KUB Tradeshow Support, LLC, must receive this form by the deadline dates located on the top of the pages that pertain to services in need of deadline date.

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization form to be on file** with KUB Tradeshow Support, LLC in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, KUB Tradeshow Support, LLC is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, KUB will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

Cancellation Policy:

Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**



**STANDARD BOOTH
FURNISHINGS
&
CARPET**

DEADLINE DATE: 3/25/2021



Rental price includes delivery to and removal from your booth.

| QTY. | DISCOUNT | | STANDARD | AMT. |
|--------------------|--|----------|----------|-------|
| | RATES | RATES | | |
| SEATING | | | | |
| _____ | Side Chair..... | \$ 52.50 | \$ 68.25 | _____ |
| _____ | Padded Stool..... | \$100.35 | \$130.75 | _____ |
| ACCESSORIES | | | | |
| _____ | Round Pedestal Table (30"h x 30"d)... | \$ 87.40 | \$111.02 | _____ |
| _____ | Round Pedestal Table (42"h x 30"d).... | \$111.05 | \$143.85 | _____ |
| _____ | Wastebasket..... | \$ 25.80 | \$ 33.35 | _____ |
| _____ | Easel..... | \$ 29.15 | \$ 37.80 | _____ |
| _____ | Chrome Sign Frame (22" x 28")..... | \$ 76.65 | \$ 87.15 | _____ |
| _____ | Bag Holder..... | \$103.95 | \$136.50 | _____ |
| _____ | 8' Stanchion..... | \$ 29.15 | \$ 37.80 | _____ |
| _____ | Crossbar..... | \$ 29.15 | \$ 37.80 | _____ |
| _____ | Garment Rack..... | \$103.95 | \$136.50 | _____ |
| _____ | Literature Rack..... | \$103.95 | \$136.50 | _____ |

STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

| | | | | |
|-------|----------------|----------|----------|-------|
| _____ | 10' x 10'..... | \$128.90 | \$167.75 | _____ |
| _____ | 10' x 20'..... | \$258.85 | \$335.25 | _____ |
| _____ | 10' x 30'..... | \$385.90 | \$502.45 | _____ |
| _____ | 10' x 40'..... | \$490.25 | \$669.90 | _____ |
| _____ | 10' x 50'..... | \$643.15 | \$837.40 | _____ |

Circle color: Blue | Burgundy | Gray | Teal | Red | Black | Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

_____ ft. x _____ ft. (100 sq. ft. minimum) \$3.15 sq. ft. \$3.95 sq. ft. _____

Circle color: Blue | Burgundy | Gray | Teal | Red | Black | Hunter Green

| QTY. | DISCOUNT | | STANDARD | AMT. |
|--|----------|-------|----------|------|
| | RATES | RATES | | |
| DRAPED DISPLAY TABLES - 30" HIGH | | | | |
| Price includes white vinyl top & 3 sides | | | | |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green | | | | |

| | | | | |
|-------|----------------------------------|----------|----------|-------|
| _____ | 2' x 4' x 30"..... | \$107.65 | \$136.50 | _____ |
| _____ | 2' x 6' x 30"..... | \$121.55 | \$155.40 | _____ |
| _____ | 2' x 8' x 30"..... | \$145.95 | \$189.80 | _____ |
| _____ | 4th Side Drape 6' & 8' Only..... | \$ 38.35 | \$ 81.90 | _____ |

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue | Black | Burgundy | Purple | Gray | Red | Teal
White | Hunter Green

| | | | | |
|-------|----------------------------------|----------|----------|-------|
| _____ | 2' x 4' x 42"..... | \$154.10 | \$200.30 | _____ |
| _____ | 2' x 6' x 42"..... | \$168.55 | \$219.20 | _____ |
| _____ | 2' x 8' x 42"..... | \$195.25 | \$252.30 | _____ |
| _____ | 4th Side Drape 6' & 8' Only..... | \$38.35 | \$ 81.90 | _____ |

UNDRAPED DISPLAY TABLES - 30" HIGH

| | | | | |
|-------|--------------------|----------|----------|-------|
| _____ | 2' x 4' x 30"..... | \$ 54.10 | \$ 85.35 | _____ |
| _____ | 2' x 6' x 30"..... | \$ 66.45 | \$100.55 | _____ |
| _____ | 2' x 8' x 30"..... | \$ 79.55 | \$103.70 | _____ |

UNDRAPED DISPLAY TABLES - 42" HIGH

| | | | | |
|-------|--------------------|----------|----------|-------|
| _____ | 2' x 4' x 42"..... | \$ 66.70 | \$ 85.35 | _____ |
| _____ | 2' x 6' x 42"..... | \$ 77.45 | \$100.55 | _____ |
| _____ | 2' x 8' x 42"..... | \$ 90.60 | \$117.35 | _____ |

DRAPED RISERS

| | | | | |
|-----------------------|------------------------|----------|----------|-------|
| White Vinyl | | | | |
| _____ | 4' One Step..... | \$ 52.25 | \$ 67.50 | _____ |
| _____ | 6' One Step..... | \$ 67.75 | \$ 87.70 | _____ |
| Raise & Drape Package | | | | |
| _____ | Table to 42" high..... | \$ 69.05 | \$ 81.90 | _____ |

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO (6.5%) SALES TAX
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax # _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____



**BOOTH
CLEANING
&
PORTER
SERVICES**
DEADLINE DATE: 3/25/2021



Please indicate your requirements and totals below:

BOOTH CLEANING

- Daily - Vacuuming.....\$.37 per sq. ft.
- Once - Vacuuming before initial opening.....\$.42 per sq. ft.

Calculate total:
(Minimum charge: 100 Sq. Ft. Per Day)

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

PORTER SERVICE

KUB Tradeshow Support, LLC will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.05 per square foot per day after a minimum charge of 100 square feet.**

Calculate total:
(Minimum charge: 100 Sq. Ft. Per Day)

Size of booth: _____ x _____ = _____ sq. ft. x rate: **\$1.05** x Number Of Days: _____ = \$ _____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO KUB TRADESHOW SUPPORT, LLC BEFORE DEADLINE DATE



SPECIAL SIGNS

DEADLINE DATE: 3/25/2021



| Qty | Size | Advance Prices | Deadline Price | Amount |
|-------|---|----------------|----------------|---------|
| _____ | 7" x 44" | \$38.35 | \$47.80 | \$_____ |
| _____ | 14" x 22" | \$54.60 | \$68.25 | \$_____ |
| _____ | 22" x 28" | \$81.90 | \$102.40 | \$_____ |
| _____ | 28" x 44" | \$114.75 | \$143.35 | \$_____ |
| _____ | 1 Meter x 8' | \$191.10 | \$238.90 | \$_____ |
| _____ | 30" round graphic for pedestal tables** | \$78.75 | \$98.45 | \$_____ |

** (please call or email for details, measurements, or questions)

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS5, Photoshop CS5, or Adobe InDesign CS5. For further details, refer to the Graphic Guidelines page.

Vertical

Horizontal

Color of Background

Color of Lettering

Please type desired copy below or attach a separate sheet

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO (7%) SALES TAX
 FULL PAYMENT MUST ACCOMPANY ORDER
 TOTAL ALL ITEMS ORDERED
 ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
 ENTER TOTAL

Company Name _____ Booth # _____
 Street Address _____ Phone # _____
 City _____ State _____ Zip _____ Fax# _____
 Ordered by (Print or Type) _____ E-Mail _____
 Signature _____ Title _____

MAIL OR FAX TO KUB TRADESHOW SUPPORT, LLC BEFORE DEADLINE DATE



GUIDELINES FOR SUBMITTING GRAPHICS



E-mail: Vivian@KUBTSS.com

We can accept graphic files created with the following programs:

- Adobe Acrobat Professional 8.0**
- Adobe Illustrator CS5**
- Photoshop CS5**
- Adobe InDesign CS5**

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept:

Artwork saved as vector files, which can be resized without losing resolution.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300 dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements, please consult us before sending files

(Note: No bleeds needed on printable files)

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files which are not overly large can be sent by e-mail to email shown above. You may send larger files via Dropbox or wetransfer. You may also send us a CD to:

KUB Tradeshow Support, LLC
Attention: Vivian Garcia
19 North Texas Avenue
Orlando, FL 32805

If you have any questions, please contact us before sending your files.



**INTENT TO USE
NON-OFFICIAL
CONTRACTORS**

DEADLINE DATE: 3/25/2021



A Non-Official Contractor is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at KUB Tradeshow Support, LLC no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide KUB Tradeshow Support, LLC with a valid and current Certificate of Insurance naming KUB Tradeshow Support, LLC as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide KUB Tradeshow Support, LLC with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from KUB. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an Exhibit Crew badge at the KUB Labor Desk.

Exhibiting Firm: _____ **Booth #:** _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Non-Official Contractor Showsite Representative: _____

Type of Service to Be Performed:

Retain one copy for your files.



**LABOR
LIMITS OF
LIABILITY
&
RESPONSIBILITY**



1. KUB Tradeshow Support, LLC shall not be responsible for damage to uncrated materials, materials that are improperly packed and/or concealed.

2. KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

3. KUB Tradeshow Support, LLC shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. A Bill-of-Lading covering outgoing shipments, which is furnished by KUB Tradeshow Support, LLC to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. KUB Tradeshow Support, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event KUB Tradeshow Support, LLC maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

6. KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to KUB Tradeshow Support, LLC by an exhibitor or by any shipper, to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor of all terms and conditions set forth in this exhibitor kit..



LABOR

DEADLINE DATE: 3/25/2021



Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$69.85 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 4PM
Monday through Friday

Overtime
\$104.75 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

OT: Before 8:00AM and after 4PM
Monday through Friday and all hours
on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

____ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

| | No. Men | Date | Time | Approx. Hours |
|------------------|---------|------|------|---------------|
| Set-up | | | | |
| Dismantle | | | | |

____ **PLAN B - KUB SUPERVISION** - Hourly rate plus 35% Supervision Charge with a Minimum charge of \$42.00.

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: _____ Warehouse _____ Showsite _____ Display Includes Carpet _____ KUB's Rental Carpet _____

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: KUB SUPERVISION

After Dismantle Return Display To (Shipping Address): _____

_____ **VIA:** _____

KUB shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. KUB shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name _____ Booth _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

CREDIT CARD: M/C VISA AMEX ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____



POV

DEADLINE DATE: 3/25/2021



KUB Tradeshow Support, LLC will provide labor to unload a POV (Personally Owned vehicles defined as station wagons, mini vans, SUV's, etc.) at showsite only during Exhibitor move in schedule as outlined on page 4 of this exhibitor kit.

Unloading of POV

The advance rate for this service is **\$75.00 per vehicle, one way, 500 lbs. maximum** (this form must be received by the deadline date indicated above). Showsite service will be provided at a rate of \$85.00 per vehicle. Exhibitors may carry in their own freight (NO USE OF KUB FORKLIFT, PALLET JACKS, DOLLIES etc. - **HAND CARRY ONLY**) and will not be subject to Material Handling charges unless exhibitor requires use of forklift dollies, flat carts, or pallet jacks. Exhibitors are responsible for the storage of their own empties. KUB can store empties for an additional fee. This service can be provided by KUB as outlined on page 18.

Unloading of Pallets

Pallet rate for trucks such as pick ups or vans on-site from the dock to the booth is advance rate \$93.75 up to 1000 lbs. one way dock height. (must be able to unload at the dock). Showsite rate is \$103.75 per pallet.

_____ **POV- 500 LBS MAX AT \$75.00 EACH WAY**

_____ **NUMBER OF PALLETS TO BE UNLOADED AT \$93.75 EACH , 1000 LBS MAX**

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND PROCESSED TO KUB TRADESHOW SUPPORT, LLC BEFORE POV SHIPMENTS CAN BE HANDLED.

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|-------------|--|--|--|--|-------------------------|--|--|--|--|------------------|--|--|--|--|
| Company Name _____ | | | | | | | | | | Booth _____ | | | | | | | | | | | | | | |
| Street Address _____ | | | | | | | | | | | | | | | Phone # _____ | | | | | | | | | |
| City _____ | | | | | | | | | | State _____ | | | | | Zip _____ | | | | | Fax # _____ | | | | |
| Ordered by (Print) _____ | | | | | | | | | | | | | | | E-Mail _____ | | | | | | | | | |
| Signature _____ | | | | | | | | | | | | | | | Title _____ | | | | | | | | | |
| CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX | | | | | | | | | | | | | | | ACCOUNT NUMBER: | | | | | EXPIRATION DATE: | | | | |
| CARDHOLDERS SIGNATURE: _____ | | | | | | | | | | | | | | | CARDHOLDERS NAME: _____ | | | | | | | | | |



MATERIAL HANDLING SERVICES & RATES DEADLINE DATE: 4/1/2021



Advance Shipments to KUB Warehouse

Advance Shipments will be received at the Advance Warehouse beginning Immediately. Please round off to the nearest 100 lbs. (Please note: 200 lb. Minimum for this service)

Crated and/or skidded

Shipment Weight _____ x \$0.58/lb.= \$ _____

Uncrated or Unskidded Shipments requiring special handling

Shipment Weight _____ x \$.87/lb.= \$ _____

Small Package Shipment - Total Shipment Weight 35 lbs or less

Small Package Shipment _____ x \$35.00 ea. =\$ _____

Direct Shipments to Show Site

Direct shipments will be received starting April 9, at 8:00am. Shipments that arrive prior to this date may be refused by the facility as KUB will not have staff present prior to this date and time. Please round off to the nearest 100 lbs.

Crated or Uncrated

Shipment Weight _____ x \$64./lb.= \$ _____

Uncrated or Unskidded Shipments requiring special handling

Shipment Weight _____ x \$92lb.= \$ _____

Small Package Shipment (Total Shipment Weight of 50 lbs or less)

Small Package Shipment _____ x \$40.00 ea. = \$ _____

All shipments accepted and moved in or out on overtime will be charged 25% in addition to the above rates.

*Total estimated Material Handling \$ _____

*Pease fill out Payment & Credit Card and Authorization form on page 5 of this exhibitor kit. We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact KUB Tradeshow Support, LLC Exhibitor Service Department.



FREIGHT DEFINITIONS & INFORMATION



Crated and/or skidded Floor Load Shipments: Crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling: Uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.

Small Package Shipments: Packages or envelopes received at warehouse or show site with Maximum weight per shipment of 35 lbs requiring no round trip. Packages or envelopes without documentation will be delivered without guarantee of piece count or conditions

Freight/Overtime Rates: All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00 AM or after 4:00 PM on weekdays or all day Saturdays, Sundays and holidays. KUB is not responsible for the scheduling of move in, show days and move out dates and time.

Special Handling: Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver. Requires a surcharge for material handling and is defined as follows:

Ground Load/Unload: Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

Side Door Load/Unload: Shipments that cannot be accessed from the rear of the trailer.

Constricted Space Load/Unload: Trailers loaded 'high and tight', shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be by-passed to reach targeted freight).

Designated Piece Load: Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

Stacked Shipments: Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

Mixed Shipments: Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.



MATERIAL HANDLING SPECIAL SERVICES



Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of KUB Tradeshow Support, LLC or use the POV Service may acquire on-site storage for empty containers based on the following rates: \$ 20.00 per pallet, \$15.00 per carton and \$25.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing.

Mobile and Immobile Unit Spotting

Exhibitors authorized by show management to bring a motorized unit or an immobile unit that requires KUB to tow into the exhibit hall , you will be required to hire KUB Tradeshow Support, LLC supervision services. Please see page 24 of this manual for rates. A representative from KUB Tradeshow Support, LLC will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$52.50 up to the first 100 lbs. which includes UPS & FEDEX shipments. For shipments over 100 lbs., a fee of \$31.50 per cwt. on straight time and \$36.75 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (407) 985-3471 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$1.10 per linear foot, plus one-half hour minimum labor.



SHIPPING INFORMATION



What you should know:

- * As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- * Please prepay all shipping charges. KUB Tradeshow Support, LLC cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by KUB Tradeshow Support, LLC for such shipments. Shipments without certified weight documents will be estimated by KUB Tradeshow Support, LLC. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- * **Do not ship uncrated materials to the warehouse. Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- * Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, KUB Tradeshow Support, LLC will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- * Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered 'special handling' and are charged at higher rates.
- * All shipments for the show received either in advance or at showsite will be charged material handling by KUB Tradeshow Support, LLC. Refer to the *Material Handling Service and Rates Form on page 16*.
- * All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form on page 16*.
- * If granted permission for early move-in (off-target move-in) by show management and KUB Tradeshow Support, LLC, the exhibitor is required to use KUB Tradeshow Support, LLC labor for booth installation.

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at 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 showsite Bill-of-Lading.

Material Handling DOES NOT include:

- * Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, rekrating and reskidding of machinery and/or equipment for exhibitors.
- * Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



**SHIPPING
INSTRUCTIONS
(INBOUND)**

DEADLINE DATE: 4/1/2021



KUB Tradeshow Support, LLC is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form on page 16. KUB Tradeshow Support, LLC must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

**TO: Orlando Condo & HOA EXPO
Exhibiting Company's Name & Booth Number
C/O KUB Tradeshow Support, LLC
19 North Texas Avenue
Orlando, FL 32805**

- **To trace your shipment, please contact the Customer Service Department at (407) 985-3471 or email- carmenperez@kubtss.com.**
- Shipments will be received beginning **Immediately**.
- Shipments received after the deadline of **Thursday, April 1, 2021** may be charged an additional **25% surcharge**.
- Shipments received after **noon time** be charged an **overtime rate**.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to Noon**.
- Carriers checking in **after Noon time on Monday through Friday** will not be guaranteed unloading.

SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

**TO: Orlando Condo & HOA EXPO
Exhibiting Company's Name & Booth Number
C/O KUB Tradeshow Support, LLC
Orange County Convention Center West Hall F
9800 International Drive
Orlando, FL 32819**

Showsite shipments will be received beginning Friday, April 9, 2021 from 8am - 10:00am



SHIPPING INSTRUCTIONS (OUTBOUND)



Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show Bills of Lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

FROM: Exhibitor Name
BOOTH #:
SHOW NAME: Orlando Condo & HOA EXPO
LOCATION: Orange County Convention Center
West Hall
TO: Shipping Address

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the KUB Tradeshow Support, LLC Service Desk.
- All Bill-of-Ladings must be turned in no later than **5:30pm on Friday, April 9, 2021.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than YRC must be checked in no later than **4pm on Friday, April 9, 2021.**



LIMITS OF LIABILITY FOR MATERIAL HANDLING



Limits of Liability for Material Handling

- * KUB Tradeshow Support, LLC shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- * KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- * KUB Tradeshow Support, LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by KUB Tradeshow Support, LLC to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- * KUB Tradeshow Support, LLC shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- * KUB Tradeshow Support, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, KUB Tradeshow Support, LLC maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- * KUB Tradeshow Support, LLC shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- * The consignment or delivery of a shipment to KUB Tradeshow Support, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- * Rates are based on incoming weight only. All weights are rounded off to the next 100 lb. weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- * Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- * Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. KUB Tradeshow Support, LLC assumes no responsibility for removal of containers with old empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- * Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. KUB Tradeshow Support, LLC will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, KUB Tradeshow Support, LLC reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by KUB Tradeshow Support, LLC.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN Thursday, April 1, 2021
RECEIVING 8:00AM - NOON MONDAY - FRIDAY, CHECK IN BY 11:30AM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
19 North Texas Avenue
Orlando, FL 32805

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Orange County Convention Center drive, West Hall F
9800 International Drive
Orlando, FL 32819

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Orange County Convention Center Dr, West Hall F
9800 International Drive
Orlando, FL 32819

FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning Friday, April 9, 2021 from 8am—10am.

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Orange County Convention Center Dr, West Hall F
9800 International Drive
Orlando, FL 32819

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

Orlando Condo & HOA Expo
C/O KUB TRADESHOW SUPPORT, LLC
Orange County Convention Center Drive, West Hall F
9800 International Drive
Orlando, FL 32819