

# VISTA

**CONVENTION SERVICES SOUTH**



ORLANDO  
CONDO & HOA EXPO

Orange County Convention Center  
October 3, 2018

Orange County Convention Center  
October 3, 2018

6901 NW 26TH AVE.  
MIAMI, FL 33147  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: VISTASOUTH@VISTACS.COM

**Exhibitor Kit Forms:**

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**Additional Vendor Forms:**

Electrical Services (OCCC)  
Audio/Visual Services (LMG)  
Telecommunications (Smart City)  
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Accent Furniture

		<b>BOOTH PACKAGE &amp; EXHIBIT TIMES</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

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

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

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

**Customer Service**  
**Vista Convention Services South**  
**6901 NW 26th Avenue**  
**Miami, FL 33147**  
**Tel: (305) 673-1123**  
**Fax: (305) 673-8713**  
**Email: vistasouth@vistacs.com**

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

<b>Booth Package:</b>	<b>8' High Back Wall - Black</b> <b>3' High Side Rails - Black</b> <b>1 - 7" x 44" ID Sign</b>	<b>1 - 6' Draped Table - Black</b> <b>1 - Wastebasket</b> <b>2 - Side Chairs</b>
<b>Table Top package:</b>	<b>1 - 7" x 44" ID Sign</b> <b>2 - Side Chairs</b>	<b>1 - 6' Draped Table - Black</b> <b>1 - Wastebasket</b>

**Please Note: The exhibit floor is carpeted.**

		EXHIBIT AREA INSTALLATION & DISMANTLE
Orange County Convention Center October 3, 2018	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

## Exhibit Area Installation & Dismantle

### Set-up Dates & Times

Wednesday, October 3, 2018      7:00am-10:00am

All prefabricated displays must be set and empty crates tagged for storage by  
[9:00am on Wednesday, October 3, 2018.](#)

### Exhibit Dates & Times

Wednesday, October 3, 2018      10:30am-3:00pm

### Dismantle Dates & Times

Wednesday, October 3, 2018      3:00pm-7:00pm

**Please Note: Freight not picked up by [7:00pm on Wednesday, October 3, 2018](#) will be re-routed through the house carrier.**



PAYMENT & CREDIT CARD AUTHORIZATION FORM

Orange County Convention Center
October 3, 2018

6901 NW 26TH AVE. MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE: TUESDAY, SEPTEMBER 18, 2018

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 with Vista Convention Services. 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.

ORDER RECAP

Table with columns for item description and amount. Items include Standard Booth Furnishings & Carpet Order Form, Plush Booth Carpet Order Form, VCS Modular Rental Unit Order Form, Special Signs Order Form, Booth Cleaning Order Form, Estimated Labor Order Form, Estimated Material Handling Order Form, Subtotal, Add 6.5% Sales Tax, and Net Amount due Vista.

\*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 \_\_\_\_\_

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

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

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		<b>LIMITS OF LIABILITY &amp; RESPONSIBILITY</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	

## **Limits of Liability and Responsibility**

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South 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. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South 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. Vista Convention Services South 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 Vista Convention Services South 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.

		<b>PAYMENT POLICIES</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, SEPTEMBER 18, 2018</b>

**Payment Options**

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South 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**

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 Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

**3. Wire Transfer in U.S. Funds**

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.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, Vista Convention Services South 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 CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Tuesday, September 18, 2018.

**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 Vista Convention Services South 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, Vista Convention Services South 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, Vista 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.**

**Please Note:** All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.

**Orange County Convention Center  
October 3, 2018**

**6901 NW 26TH AVE.  
MIAMI, FL 33147  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: VISTASOUTH@VISTACS.COM**

**DEADLINE DATE:  
WEDNESDAY, OCTOBER 4, 2017**

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
<b>SEATING</b>		
Side Chair .....	\$49.60	\$67.80
Padded Stool .....	\$92.90	\$120.20
<b>ACCESSORIES</b>		
Round Pedestal Table (30"h x 30"d)...	\$89.90	\$139.15
Round Pedestal Table (42"h x 30"d)...	\$139.10	\$151.90
Wastebasket.....	\$22.40	\$29.00
Easel.....	\$30.90	\$38.10
Chrome Sign Frame (22" x 28").....	\$78.30	\$90.45
Bag Holder.....	\$102.50	\$133.15
8' Stanchion.....	\$26.80	\$36.40
Crossbar.....	\$26.80	\$36.40
Garment Rack.....	\$82.20	\$106.70
Literature Rack.....	\$102.50	\$133.15

**STANDARD CARPET**

Price includes installation & taping front edge.  
No guarantee of color match when ordering multiple carpets.

10'x 10'.....	\$133.70	\$173.70
10'x 20'.....	\$267.10	\$347.30
10'x 30'.....	\$397.50	\$521.20
10'x 40'.....	\$533.90	\$695.15
10'x 50'.....	\$667.60	\$868.80

**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) \$3.30 sq. ft. \$4.15 sq. ft.  
**Circle color:** Blue Burgundy Gray Teal Red Black Hunter Green

**CARPET PADDING**

INDICATE OVERALL DIMENSION:  
\_\_\_ ft. x \_\_\_ ft. (100 sq. ft. minimum) \$1.45 sq. ft. \$1.70 sq. ft.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>		
Price includes white vinyl top & 3 sides		
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green		
2' x 4' x 30".....	\$91.50	\$118.30
2' x 6' x 30".....	\$108.60	\$141.10
2' x 8' x 30".....	\$122.40	\$158.50
4th Side Drape 6' & 8' Only.....	\$41.40	\$90.40

**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".....	\$123.50	\$161.00
2' x 6' x 42".....	\$138.90	\$183.60
2' x 8' x 42".....	\$162.10	\$213.40
4th Side Drape 6' & 8' Only.....	\$41.40	\$90.40

**UNDRAPED DISPLAY TABLES - 30" HIGH**

2' x 4' x 30".....	\$50.70	\$66.50
2' x 6' x 30".....	\$60.65	\$79.10
2' x 8' x 30".....	\$73.30	\$95.70

**UNDRAPED DISPLAY TABLES - 42" HIGH**

2' x 4' x 42".....	\$67.00	\$86.60
2' x 6' x 42".....	\$75.80	\$98.70
2' x 8' x 42".....	\$89.00	\$116.10

**DRAPED RISERS**

White Vinyl

4' One Step.....	\$46.60	\$60.60
6' One Step.....	\$71.10	\$77.50
Raise & Drape Package Table to 42" high.....	\$72.50	\$90.40

**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 SALES TAX (6.5%)  
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 VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



		<b>PLUSH BOOTH CARPET ORDER FORM</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, SEPTEMBER 18, 2018</b>

**INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.**

## PLUSH BOOTH CARPET - 28 OZ.

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 200 square feet minimum)

<b>QTY</b>		<b>TOTAL</b>
_____ Square feet (200 square feet minimum)	\$4.20 per sq. ft.	_____

Please circle your selection:

FRENCH BEIGE	
COLONY BLUE	BLACK
CHARCOAL GRAY	WHITE

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%.  
**NO REFUND AFTER DEADLINE DATE.**

**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 and placed at 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.

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

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

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE**

		<b>BOOTH CLEANING &amp; PORTER SERVICES ORDER FORM</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, SEPTEMBER 18, 2018</b>

### BOOTH CLEANING RATES

**Please indicate your requirements:**

- Daily - Vacuuming.....\$.40 per sq. ft.
- Once - Vacuuming before initial opening.....\$.45 per sq. ft.

**Calculate total:**

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: \_\_\_\_\_ x No. Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
**(Minimum charge: 100 Sq. Ft. Per Day)**

*Price is based on total square footage of your booth space.*

**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

Vista Convention Services South 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 **\$1.10 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: **\$1.10** x Number Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
**(Minimum charge: 100 Sq. Ft. Per Day - \$110.25)**

**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 VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

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**DEADLINE DATE:  
TUESDAY, SEPTEMBER 11, 2018**

**☐ VCS TableTop**

**Unit contains**

- Lit Header - 70"x8"
- 6' Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available



**Price \$573.30**

**☐ VCS 10G**

**Unit contains**

- Custom Header 10.5"x117"
- 3-Graphic Panels (Panel size - 38 1/4"x 87")
- 2 -Arm Lights



**Price \$1,146.60**

**Optional Rental Accessories**

Qty	Item	Price	Total
___	Side Rail (each)	\$123.00	\$ ___

**Extra Shelves**

Qty	Item	Price	Total
___	1 - Shelf & 2 - Brackets	\$57.30	\$ ___

**☐ VCS 20G**

**Unit contains**

- 2-Custom Headers 10.5"x117"
- 6-Graphic Panels (Panel Size - 38 1/4"x87")
- 4-Arm Lights



**Price \$2,178.55**

**☐ Lockable Counters (White only)**



Qty	Item	Price	Total
___	40"L x 42"H x 22"W	\$286.70	\$ ___
___	80"L x 42"H x 22"W	\$358.30	\$ ___

**Custom units available.  
Please call for pricing.**

**- All graphics must be sent per the graphic guidelines.  
- Sizes for graphics will be given upon request.**

**Header Copy:**

**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 SALES TAX (6.5%)  
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 \_\_\_\_\_

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DEADLINE DATE:  
TUESDAY, SEPTEMBER 11, 2018

### Special Signs

Qty	Size	Advance Prices	Deadline Price	Amount
_____	7" x 44"	\$40.30	\$50.20	\$_____
_____	14" x 22"	\$57.30	\$71.70	\$_____
_____	22" x 28"	\$86.00	\$107.50	\$_____
_____	28" x 44"	\$120.50	\$150.50	\$_____
_____	1 Meter x 8'	\$200.70	\$250.80	\$_____
_____	30" round graphic for pedestal tables**	\$82.70	\$103.40	\$_____

\*\* (please call 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 (15) 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 SALES TAX (6.5%)  
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 VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

		<b>GRAPHIC GUIDELINES</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, SEPTEMBER 11, 2018</b>

## GUIDELINES FOR SUBMITTING GRAPHICS

### Vista Convention Services-Design/Graphics Department/Miami, Florida

#### Vista Convention Services

6901 NW 26th Ave.  
Miami, FL 33147  
E-mail: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.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: Whenever possible 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 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files

**(\*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. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files

		<b>INTENT TO USE NON-OFFICIAL CONTRACTORS</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, SEPTEMBER 18, 2018</b>

### Intent to Use Non-Official Contractors

**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 Vista Convention Services South 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 Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South 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 Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. 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 Vista Convention Services South 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:** \_\_\_\_\_

**Certificate of Insurance Included:**     Yes     No

**Non-Official Contractor "Show Site" Representative:** \_\_\_\_\_

**Type of Service to Be Performed:** \_\_\_\_\_

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*Retain one copy for your files.*

		<b>LIMITS OF LIABILITY &amp; RESPONSIBILITY FOR LABOR</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	

## Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South 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. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South 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. Vista Convention Services South 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 Vista Convention Services South 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.



LABOR ORDER FORM

Orange County Convention Center  
October 3, 2018

6901 NW 26TH AVE.  
MIAMI, FL 33147  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:  
TUESDAY, SEPTEMBER 18, 2018

**Display Labor for Installation and Dismantling of Exhibits**

**Display Labor Rates:**

<p><b>Straight Time</b> \$73.30 per hour One hour minimum per worker Thereafter 1/2 hr. increments <b>ST:</b> 8:00AM to 3:30PM Monday through Friday</p>	<p><b>Overtime</b> \$110.00 per hour One hour minimum per worker Thereafter 1/2 hr. increments <b>OT:</b> Before 8:00AM and after 3:30PM Monday through Friday and all hours on Saturday and Sunday</p>
--	---

**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 - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$44.10

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

Shipped to:        Warehouse        Showsite        Display Includes Carpet        Vista's Rental Carpet

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

After Dismantle Return Display To (Shipping Address): \_\_\_\_\_

VIA: \_\_\_\_\_

**Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista 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: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER: 
CARDHOLDERS SIGNATURE:	CARDHOLDERS NAME:

**E-MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH**



		UNION JURISDICTIONS
<b>Orange County Convention Center</b> <b>October 3, 2018</b>	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

## Union Jurisdictions

### Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

### Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

### Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

### In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



MATERIAL HANDLING SERVICES & RATES

Orange County Convention Center  
October 3, 2018

6901 NW 26TH AVE.  
MIAMI, FL 33147  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:  
**TUESDAY, SEPTEMBER 25, 2018**

### Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. **Please note: 200lbs. minimum for this service.**

<p><b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b>            <b><u>\$65.60</u></b>  <b>Showsite Rate</b>                <b><u>\$71.40</u></b></p>	<p><b><u>Crated and/or Skidded Floor Load Shipments</u></b> These <u>round trip rates</u> apply to 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.</p>
<p><b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>Warehouse Rate</b>            <b><u>\$97.30</u></b>  <b>Showsite Rate</b>                <b><u>\$103.10</u></b></p>	<p><b><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u></b> These <u>round trip rates</u> apply to 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.</p>
<p><b>Per CWT (100 lbs.)</b>  <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Overtime Rates</u></b> <b>All rates quoted above are straight time rates.</b> All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>
<p><b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i> <b>A 25% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Deliveries to Warehouse AFTER DEADLINE DATE</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <b><u>Tuesday, September 25, 2018</u></b> will be charged in addition to the above rates.</p>
<p>*First Package  <b><u>\$44.10</u></b>  ***Each additional package \$33.10</p>	<p><b><u>Small Package Shipments</u></b> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p>

		<b>SHIPPING &amp; MATERIAL HANDLING RECAP</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	<b>DEADLINE DATE: TUESDAY, SEPTEMBER 25, 2018</b>

## Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

<b>Computation of Order:</b> When recording weight, round up to the next 100 pounds.	
<u><b>Crated and/or Skidded Floor Load Shipments</b></u>	
<b>Warehouse</b>	
We will ship _____ lbs. @ \$65.60 per 100 lbs. (200 lb. minimum/\$131.20)	\$ _____
<b>Showsite</b>	
We will ship _____ lbs. @ \$71.40 per 100 lbs. (200 lb. minimum/\$142.80)	\$ _____
<u><b>Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling</b></u>	
<b>Warehouse</b>	
We will ship _____ lbs. @ \$97.30 per 100 lbs. (200 lb. minimum/\$194.60)	\$ _____
<b>Showsite</b>	
We will ship _____ lbs. @ \$103.10 per 100 lbs. (200 lb. minimum/\$206.20)	\$ _____
<u><b>Overtime Rates</b></u>	
All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>in or out</b> of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates.	
<u><b>Deliveries to Warehouse AFTER Deadline Date</b></u>	
Shipments received at the warehouse after 3:30PM or after the deadline date of <b>Tuesday, September 25, 2018</b> will be charged 25% surcharge, for each occurrence, in addition to the above rates.	
<b>Payment Enclosed</b>	\$ _____

**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 Vista Convention Services South, Exhibitor Service Department.

<b>COMPANY NAME:</b>	<b>BOOTH #</b>
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*Fax or Email to Vista Convention Services South at [VistaSouth@vistacs.com](mailto:VistaSouth@vistacs.com)*

		SHIPPING INFORMATION
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	

## 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. Vista Convention Services South 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 Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. 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, Vista Convention Services South 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 Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- \* 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*.
- \* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South 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, position, leveling, dismantling, recrating and reskidding 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).

		SHIPPING INSTRUCTIONS (INBOUND)
<b>Orange County Convention Center October 3, 2018</b>	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

## Inbound Shipping Instructions

### Freight Handling Services:

Vista Convention Services South 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. Vista Convention Services South 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)  
**VISTA CONVENTION SERVICES SOUTH**  
**C/O JM FREIGHT LOGISTICS**  
**3315 MAGGIE BLVD, SUITE 300**  
**ORLANDO, FL 32811**

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Monday, September 10, 2018.
- Shipments received after the deadline of Tuesday, September 25, 2018 will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

### 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 VISTA CONVENTION SERVICES SOUTH**  
**ORANGE COUNTY CONVENTION CENTER**  
**9800 INTERNATIONAL DRIVE**  
**ORLANDO, FL 32811**

**Show site shipments will be received beginning 9:00am-3:00pm on Tuesday, October 2, 2018.**  
**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**

 <b>ORLANDO CONDO &amp; HOA EXPO</b>		<b>SHIPPING INSTRUCTIONS (OUTBOUND)</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	

## Outbound Shipping Instructions

### 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:** (Your Company Name)  
**BOOTH #:**  
**SHOW NAME:** **ORLANDO CONDO & HOA EXPO**  
**LOCATION:** **ORANGE COUNTY CONVENTION CENTER**  
**TO:** (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **4:00pm on Wednesday, October 3, 2018.**

**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 overtime 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 **UPS Tradeshow Freight Services**) must be checked in no later than **4:00pm on Wednesday, October 3, 2018.**

		<b>LIMITS OF LIABILITY FOR MATERIAL HANDLING</b>
<b>Orange County Convention Center October 3, 2018</b>	<b>6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM</b>	

**Limits of Liability for Material Handling**

- \* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- \* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- \* Vista Convention Services South 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 Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- \* Vista Convention Services South 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.
- \* Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's 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.
- \* Vista Convention Services South 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 Vista Convention Services South 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 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. Vista South 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. Vista 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, Vista South 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 Vista South.

Orange County Convention Center  
October 3, 2018

6901 NW 26TH AVE.  
MIAMI, FL 33147  
PHONE: (305) 673-1123 FAX: (305) 673-8713  
E-MAIL: VISTASOUTH@VISTACS.COM

## Important Freight Information

### Definition of Special Handling:

**“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver.”**

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **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 bypassed 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.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.



		MATERIAL HANDLING SPECIAL SERVICES
Orange County Convention Center October 3, 2018	6901 NW 26TH AVE. MIAMI, FL 33147 PHONE: (305) 673-1123 FAX: (305) 673-8713 E-MAIL: VISTASOUTH@VISTACS.COM	

## **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 Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$22.10 per carton and \$33.10 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. Please refer to the union regulations included in this manual.

### **Mobile Unit Spotting**

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$303.20 round-trip per mobile unit. A representative from Vista Convention Services South 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 \$55.10 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$33.10 per cwt. on straight time and \$38.60 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

### **Special Rates and Services**

Steel banding is available at \$3.05 per linear foot, plus one-half hour minimum labor.

Shrink Wrap Skid: \$38.60 per skid, labor included

Clear Tape: \$14.30 per roll

Double Face Tape: \$23.10 per roll

### **UPS & FEDEX Shipments**

A fee of \$82.70 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
**VISTA CONVENTION SERVICES SOUTH**  
**C/O JM FREIGHT LOGISTICS**  
**3315 MAGGIE BLVD, SUITE 300**  
**ORLANDO, FL 32811**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
**VISTA CONVENTION SERVICES SOUTH**  
**C/O JM FREIGHT LOGISTICS**  
**3315 MAGGIE BLVD, SUITE 300**  
**ORLANDO, FL 32811**

# FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN **TUESDAY, SEPTEMBER 25, 2018.**  
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY **3:00PM**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
**VISTA CONVENTION SERVICES SOUTH**  
**C/O JM FREIGHT LOGISTICS**  
**3315 MAGGIE BLVD, SUITE 300**  
**ORLANDO, FL 32811**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
**VISTA CONVENTION SERVICES SOUTH**  
**C/O JM FREIGHT LOGISTICS**  
**3315 MAGGIE BLVD, SUITE 300**  
**ORLANDO, FL 32811**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
C/O VISTA CONVENTION SERVICES SOUTH  
ORANGE COUNTY CONVENTION CENTER  
9800 INTERNATIONAL DRIVE  
ORLANDO, FL 32811

ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
C/O VISTA CONVENTION SERVICES SOUTH  
ORANGE COUNTY CONVENTION CENTER  
9800 INTERNATIONAL DRIVE  
ORLANDO, FL 32811

# FOR ON-SITE DIRECT SHIPMENTS ONLY

Show site shipments will be received beginning [9:00am-3:00pm on Tuesday, October 2, 2018.](#)

ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
C/O VISTA CONVENTION SERVICES SOUTH  
ORANGE COUNTY CONVENTION CENTER  
9800 INTERNATIONAL DRIVE  
ORLANDO, FL 32811

ON-SITE DIRECT SHIPMENTS ONLY

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**ORLANDO CONDO & HOA EXPO**  
C/O VISTA CONVENTION SERVICES SOUTH  
ORANGE COUNTY CONVENTION CENTER  
9800 INTERNATIONAL DRIVE  
ORLANDO, FL 32811

**Show Name:** Orlando Condo & HOA Expo 2018  
**Incentive Deadline Date:** September 11th, 2018  
**Base Rates Start On/After:** September 12th, 2018  
**OCCC Exhibitor Services Coordinator:** Jessica Del Valle  
**Direct Phone:** (407) 685-5166  
**Contact Email:** Jessica.DelValle@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor 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 OCCC Services:**

<b>Order Online:</b> www.occc.net/exhibitor	<b>Order via Email:</b> Exhibitor.Services@occc.net	<b>Fax:</b> (407) 685-9884	<b>Mail:</b> OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199
<p>If not ordering OCCC services online, please complete all applicable order forms and the 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 &amp; Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines &amp; Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at <b>(800) 345-9898</b> or <b>(407) 685-9824</b>.</p>			

**OCCC Exhibitor Ordering 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 for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment **AND** finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive 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. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All 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.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

**OCCC Payment Options:**

**Credit / Debit Cards:** OCCC will charge your credit/debit card in full for your advance order and any additional 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 billing, in which case the exhibitor will be responsible for all charges.

**EVENT: Orlando Condo & HOA Expo 2018**

<b>EXHIBITOR</b>	EXHIBITING COMPANY: _____
	PHONE: _____ FAX: _____
	ADDRESS: _____
	CITY: _____ STATE: _____
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____
<b>BILLING</b>	BILL-TO COMPANY (IF DIFFERENT): _____
	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

A 3RD PARTY (EAC/I&D):

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

<p><u>Orlando Condo &amp; HOA Expo 2018</u></p> <p><b>Incentive Deadline Date: September 11th, 2018</b></p> <p>To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: <b>September 11th, 2018</b></p>	<p><u>Place Your Order Online or Via Email or Fax:</u></p> <p><b>Order Online:</b> www.occc.net/exhibitor</p> <p><b>Email Forms:</b> exhibitor.services@occc.net</p> <p><b>Send Via Fax:</b> (407) 685-9884</p> <p><b>Call:</b> (800) 345-9898</p>	<p><u>OCCC Mailing Address:</u></p> <p>Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199</p>
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**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 exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

**\*ACH Payments now available Online**

**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: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

I, the undersigned cardholder, by submitting an order to the OCCC, 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: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or 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: _____

**EVENT: Orlando Condo & HOA Expo 2018**

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

**EXHIBITING COMPANY:** \_\_\_\_\_

**BOOTH SIZE:** \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete 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 Or Paid On/After:				On-Site Rates Start:
		<b>September 11th, 2018</b>				<b>September 12th, 2018</b>				October 2nd, 2018
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*	\$114.16	\$11.42	\$7.42	<b>\$133.00</b>	\$183.69	\$18.37	\$11.94	<b>\$214.00</b>	
	120V 10 Amp (1000w) Single Outlet*	\$130.47	\$13.05	\$8.48	<b>\$152.00</b>	\$209.45	\$20.95	\$13.61	<b>\$244.01</b>	
	120V 15 Amp (1500w) Single Outlet*	\$146.78	\$14.68	\$9.54	<b>\$171.00</b>	\$236.05	\$23.61	\$15.34	<b>\$275.00</b>	
	120V 20 Amp (2000w) Single Outlet*	\$163.95	\$16.40	\$10.66	<b>\$191.00</b>	\$257.51	\$25.75	\$16.74	<b>\$300.00</b>	
<b>208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	208V 20 Amp Single Phase*	\$210.30	\$21.03	\$13.67	<b>\$245.00</b>	\$338.20	\$33.82	\$21.98	<b>\$394.00</b>	
	208V 30 Amp Single Phase*	\$278.11	\$27.81	\$18.08	<b>\$324.00</b>	\$444.64	\$44.46	\$28.90	<b>\$518.01</b>	
	208V 40 Amp Single Phase*	\$342.49	\$34.25	\$22.26	<b>\$399.00</b>	\$545.07	\$54.51	\$35.43	<b>\$635.01</b>	
	208V 50 Amp Single Phase*	\$425.75	\$42.58	\$27.67	<b>\$496.00</b>	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>	
	208V 60 Amp Single Phase*	\$512.45	\$51.25	\$33.31	<b>\$597.00</b>	\$807.73	\$80.77	\$52.50	<b>\$941.00</b>	
	208V 80 Amp Single Phase*	\$666.95	\$66.70	\$43.35	<b>\$777.00</b>	\$1,066.95	\$106.70	\$69.35	<b>\$1,243.00</b>	
	208V 100 Amp Single Phase*	\$853.22	\$95.32	\$55.46	<b>\$994.00</b>	\$1,363.95	\$136.40	\$88.66	<b>\$1,589.00</b>	
N/A	208V 150 Amp Single Phase*	\$1,084.11	\$70.47	\$108.42	<b>\$1,263.00</b>	\$1,733.90	\$112.71	\$173.39	<b>\$2,020.00</b>	
	208V 200 Amp Single Phase*	\$1,446.34	\$94.02	\$144.64	<b>\$1,685.00</b>	\$2,315.01	\$150.48	\$231.51	<b>\$2,697.00</b>	
	208V 400 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75	<b>\$5,391.00</b>	
<b>208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	208V 20 Amp Three Phase*	\$322.75	\$32.28	\$20.98	<b>\$376.00</b>	\$518.46	\$51.85	\$33.70	<b>\$604.01</b>	
	208V 30 Amp Three Phase*	\$462.66	\$46.27	\$30.07	<b>\$539.00</b>	\$742.49	\$74.25	\$48.26	<b>\$865.00</b>	
	208V 40 Amp Three Phase*	\$588.84	\$58.88	\$38.27	<b>\$686.00</b>	\$943.35	\$94.34	\$61.32	<b>\$1,099.00</b>	
	208V 50 Amp Three Phase*	\$699.57	\$69.96	\$45.48	<b>\$815.01</b>	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	
	208V 60 Amp Three Phase*	\$881.55	\$88.16	\$57.30	<b>\$1,027.01</b>	\$1,413.73	\$141.37	\$91.89	<b>\$1,647.00</b>	
	208V 80 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,884.12	\$188.41	\$122.47	<b>\$2,195.00</b>	
	208V 100 Amp Three Phase*	\$1,472.10	\$147.21	\$95.69	<b>\$1,715.00</b>	\$2,356.22	\$235.62	\$153.15	<b>\$2,745.00</b>	
N/A	208V 150 Amp Three Phase*	\$1,872.10	\$121.69	\$187.21	<b>\$2,181.00</b>	\$2,993.99	\$194.61	\$299.40	<b>\$3,488.00</b>	
	208V 200 Amp Three Phase*	\$2,495.27	\$162.20	\$249.53	<b>\$2,907.00</b>	\$3,993.12	\$259.56	\$399.32	<b>\$4,652.00</b>	
	208V 400 Amp Three Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41	<b>\$10,781.00</b>	
<b>Select Any Related and/or Required Services</b>										
	Ceiling Drop Charge†				<b>\$262.00</b>				<b>\$388.00</b>	
	25' Extension Cord	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>	
	Six Outlet Power Strip	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>	
	20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74	<b>\$176.00</b>	
	400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90	<b>\$195.00</b>	
	<input type="checkbox"/> <b>CHECK HERE IF NO PLUG RENTAL NEEDED</b>									
<p>*Labor, Placement &amp; 24-Hour Power <u>Included</u> † <u>Required</u> For All Ceiling Drops ‡ <u>Required</u> For Each 208V Connection</p>										<b>TOTAL:</b>

**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 and floor plan 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 incentive deadline are subject to base or onsite rates.
- 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.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**



**SERVICE PLACEMENT  
 DIAGRAM FORM**

EVENT: **Orlando Condo & HOA Expo 2018**

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:



EVENT: **Orlando Condo & HOA Expo 2018** \_\_\_\_\_ 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 With Your 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 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. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. 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 & Gases 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. 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.
4. 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.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. 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.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

## Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. 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.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. 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.
5. 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.
6. "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.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. 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.
9. 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.
10. 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.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. 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.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. 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.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. 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.
17. 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.
18. 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.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

**20 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



**20 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

**30 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



**30 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

**60 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

**60 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



**100 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**100 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**Rental Price: \$98.00 (\$92.02 + \$5.98 tax)**

**150 - 200 Amp Single Phase** - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**150 - 200 Amp Three Phase** - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**Rental Price: \$176.00 (\$165.26 + \$10.74 tax)**

**200 - 400 Amp Single Phase** - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

**200 - 400 Amp Three Phase** - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

**Rental Price: \$195.00 (\$183.10 + \$11.90 tax)**



## Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

## Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
  - Fryers
  - Grills, Ranges, Griddles, Broilers, Chain-broilers
  - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

## Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

## Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

## Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

## Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

### **Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

### **Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ [www.occc.net/exhibitor](http://www.occc.net/exhibitor). **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

## Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

## **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

## **Open Flame, Pyrotechnics and Special Effects**

### **Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

### **Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

### **Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

### **Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1) The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

### **Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

## Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

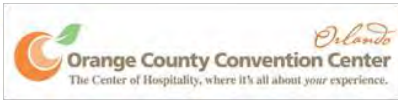
- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

## Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

## Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.



**INCENTIVE Rates on orders signed 21 DAYS PRIOR to show!**

LMG, LLC, P.O. Box 691509, Orlando, FL 32869-1509  
(888) 226-3100 | Fax (407) 685-9897 | exhibits@lmg.net

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

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

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Show Name:** \_\_\_\_\_

Booth#: \_\_\_\_\_ Room #: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: 8a-12p 12p-3p 3p-6p

Event Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pick-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_

Onsite Contact's Cell #: \_\_\_\_\_

### What is your Display Source/Connection?

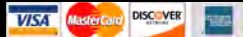
Laptop:  HDMI  VGA  Display Port  Mini Display Port

Smart Device:  30 pin  Lightning  Thunderbolt

Mini Display Port  Other \_\_\_\_\_

USB:  Photos  Video/File Type \_\_\_\_\_

### Payment:



***My signature below confirms my understanding of the following.***

- LMG accepts payment using major credit cards. There is a convenience fee associated with this service. **The convenience fee is 3%.** Convenience fee does not apply if payment is made in the form of electronic funds transfer/ACH or check.
- I am aware that this form will be kept on file.
- The signed charge slip may be used for payment of rental charge.
- I agree to supply LMG a copy of my credit card (front & back), and of my valid driver's license. *(Orders cannot be processed without copy of credit card and driver's license)*

**Check Enclosed\*: YES NO** *(Please make payable to LMG, Inc.)*  
\*Payment is due in advance of equipment delivery.

**Credit Card #:** \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monitors & Displays:	QTY	Incentive Daily Rate	Daily Rate	Totals
24" LCD Monitor (16:9)		\$120	\$175	
32" LCD Monitor (16:9)*		\$190	\$275	
42" LCD Monitor (16:9)*		\$225	\$325	
47" LCD Monitor(16:9)*		\$260	\$375	
50" Plasma Monitor (16:9)*		\$300	\$425	
55" LCD Monitor (16:9)*		\$315	\$450	
60" Plasma Monitor (16:9)*		\$490	\$700	
65" LCD Monitor (16:9)*		\$630	\$900	
80" LCD Monitor (16:9)			Please Call	
103" Plasma Monitor (16:9)			Please Call	
LED Display/Wall			Please Call	

*\*Prices includes 6' floor stand, shelf and attached speakers*

**Monitor to be on:**  Floor Stand  Table-top  Wall Mounted  
**Shelf for computer/DVD Player Needed?:**  Yes  No

Projectors & Misc.:	QTY	Incentive	Standard	Totals
Flipchart Package (w/Marker)		\$20	\$30	
DVD Player w/ Auto Repeat		\$35	\$50	
LCD Projector (4000 lumens) (4:3)		\$300	\$425	
LCD Projector (5200 lumens) (16:9)		\$385	\$550	
LCD Projector Support Package		\$17.50	\$25	
Laptop/Desktop Rental Package			Please Call	

Screens: (Front Projection)	QTY	Incentive	Standard	Totals
5' x 7' Pull-up Screen		\$20	\$30	
8' x 8' Tripod Screen		\$20	\$30	
7.5' x 10' Screen w/Dress Kit (4:3)		\$155	\$225	
9' x 12' Screen w/Dress Kit (4:3)		\$195	\$275	
5.75' x 10' Screen w/Dress Kit (16:9)		\$225	\$325	
7.5' x 13' Screen w/Dress Kit (16:9)		\$300	\$425	

Audio Equipment:	QTY	Incentive	Standard	Totals
12 Input Mixer (4 Mic/4 Stereo)		\$49	\$70	
14 Input Mixer (6 Mic/4 Stereo)		\$56	\$80	
CD Player w/ Auto Repeat		\$30	\$50	
Computer/Laptop Audio Interface		\$8.40	\$12	
Wired Mic (Handheld/Podium)		\$21	\$30	
Wired Mic (Lavalieri)		\$21	\$30	
Wireless Mic (Handheld)		\$105	\$150	
Wireless Mic (Lavalieri)		\$105	\$150	
Wireless Mic (with Headset)		\$140	\$200	
Small Sound System**		\$140	\$200	
Large Sound System**		\$210	\$300	

*\*\*Prices includes floor stand & 4-input mixer*

Order Total:	
1 - Equipment Total	\$
2 - Total # of Show Days Equipment is used	
3 - Subtotal ( Line 1 x 2 )	\$
4 - Sales Tax 6.5% (Line 3 x .065 ) ***	\$
5 - Delivery/Set-up Fee (25% of Line [3], \$100 min.)	\$
<b>6 - Total Amount Due (line 3+4+5)</b>	<b>\$</b>

**\*\*\*If Tax Exempt In Florida please provide FL Tax Exempt Certificate.**



**ADDITIONAL SERVICES:**

*This order form lists some of our basic audio visual equipment and services. If you do not see what you need on this form, please call (888) 226-3100 for assistance. LMG maintains one of the largest inventories on the East Coast and our Corporate Headquarters is just a few minutes from the Orange County Convention Center. LMG invests in a full line of high-end video, audio, lighting, and audio visual equipment to handle all your needs. Call an LMG representative today for a detailed quote for your next event.*

**IMPORTANT ADDITIONAL INFORMATION**

- ◆ Payment is due in advance via check or major credit card.
- ◆ Prices are based upon standard configurations or set-up's.
- ◆ Additional labor charge may apply for custom configurations.
- ◆ You will receive a faxed/emailed confirmation of your order.
- ◆ On site cancellations will result in a minimum one-day charge.
- ◆ You will be billed directly for any applicable house charges.

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## **LMG TERMS & CONDITIONS**

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**NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

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**RENTAL AGREEMENT**

All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that RENTER is renting LMG equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to LMG in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify LMG of any damage to the rental equipment, and RENTER hereby agrees to be billed for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other exhibiting parties other than the named RENTER without prior consent of LMG in each instance.

**CANCELLATIONS**

Cancellation of equipment rental and services must be received by the deadline date to avoid minimum charges on equipment. If equipment and services have been provided at time of cancellation, minimum charges will apply.

**PAYMENT TERMS**

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LMG except where specifically identified as a sale. It is the RENTER'S responsibility to advise our Exhibit Service personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit.

If you are exempt from payment of sales tax, LMG requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless RENTER is rebilling these charges to its customers. For International exhibitors, LMG requires 100% prepayment of advance orders, and any orders and services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between the RENTER and LMG relative to any loss, damage, or claim, such RENTER shall not be entitled to and shall not withhold payment, or any partial payment, due to LMG for its services, as an offset against the amount of any alleged loss or damage. Any claims against LMG shall be considered a separate transaction, and shall be resolved on its own merits. LMG reserves the right to charge RENTER for the difference between the RENTER'S estimate of charges and the actual charges incurred by RENTER, or for any charges that LMG may be obligated to pay on behalf of RENTER, including without limitation, any shipping charges.

**UNPAID BALANCES**

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Orlando, Florida upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LMG shall be either applied to reduce the principal unpaid balance or refunded to the payer.



## Exhibitor Services

**INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT**

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>21 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

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.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=075](https://orders.smartcitynetworks.com/tc.aspx?center=075)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
--	---

<p style="text-align: center; color: blue;"><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up <b>Required for:</b></p> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p style="text-align: center; color: blue;"><b>Premium High Speed Wired Internet No Wired or Wireless Routers</b></p> <p>Shared Connection speeds up to 10Mbps <b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <p><b>Includes 1 Static Private IP Address</b></p>	<p style="text-align: center; color: blue;"><b>Wireless Internet Custom Order</b></p> <p style="text-align: center;"><b>5GHz only in Exhibit Hall</b></p> <p style="text-align: center;"><b>Call 888-614-2637 for pricing and availability</b></p>
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**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/Ordering.aspx](https://orders.smartcitynetworks.com/Ordering.aspx)**

\*\*\*Incentive rate applies to orders received with payment 21 days prior to 1<sup>st</sup> day of show move-in\*\*\*

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee - \$500 Internet/\$100 Phone for each line outside convention venue x (# of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
				<b>SUBTOTAL</b>	
Send Completed Orders with Payment and Floor Plan To: SMART CITY SOLUTIONS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>				<b>ESTIMATED 10% TAX / FEES</b>	
				<b>GRAND TOTAL</b>	

Effective January 1, 2018 – December 31, 2018

Customer No: **2018 - 075 -**

# Network Security Declaration

Center: Orlando's OCCC (075) - FL

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2018 - 075 -

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 Connecting to Smart City's Network: \_\_\_\_\_

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: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2018 - 075 -

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

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2018 - 075 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to 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# \_\_\_\_\_

**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.



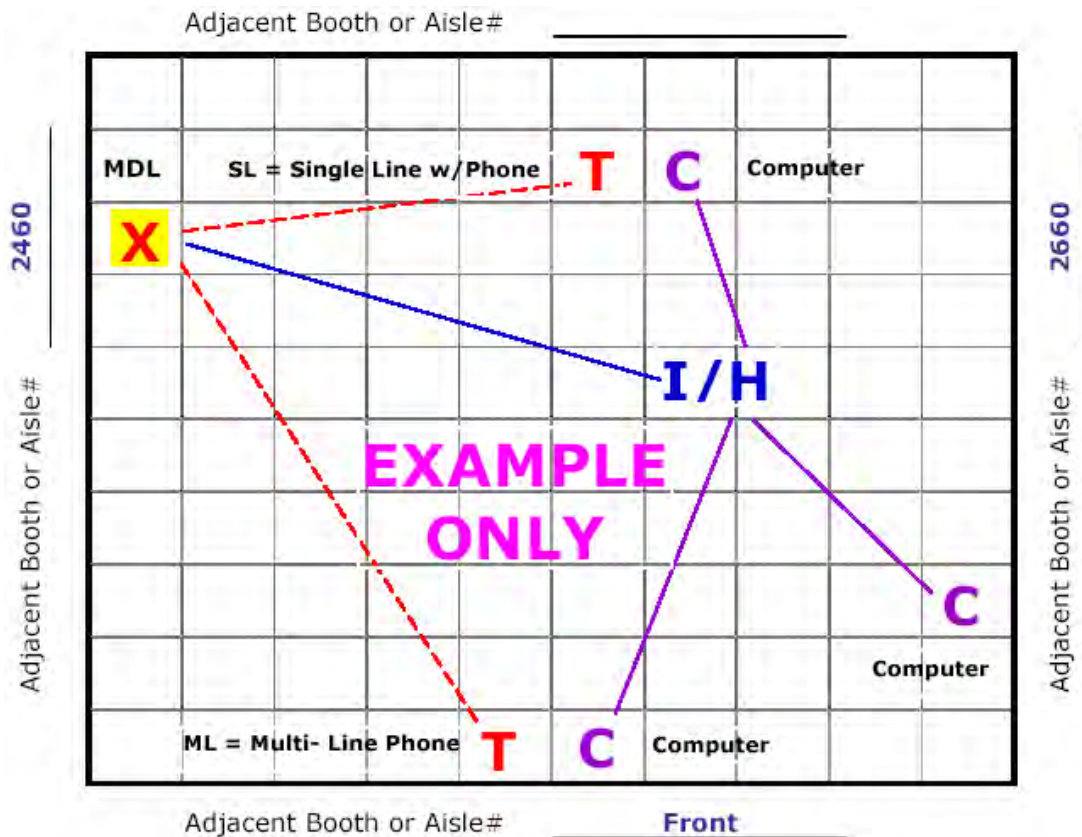
# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 - 075 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to 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).



**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) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



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

### Simplified shipping solutions

#### Inbound to the show

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

#### Outbound from the show

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

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



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

#### Freight services:

- Ground freight
- Air freight
- Urgent

#### Package services:

- Ground
- Air
- International

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

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

## Full range of services

### Urgent

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

### Standard

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

### Package

- On-site coordination of package and freight shipping

## Tips for smoother trade show shipping

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

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

## Online resources

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

Visit us at:

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

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## Multimodal capabilities





# Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE



*Accent* on Service...  
*Accent* on Excellence

[www.GetAccent.com](http://www.GetAccent.com)

CORDOBA... BLACK LEATHER



CM-1 Cordoba Sofa - Black Leather



CM-2 Cordoba Loveseat - Black Leather



CM-3 Cordoba Chair - Black Leather

CM-1 Sofa - Black Leather  
80"L x 31"D x 33"H

CM-2 Loveseat - Black Leather  
56"L x 31"D x 33"H

CM-3 Chair - Black Leather  
33"L x 31"D x 33"H



**CHARGED!**



**CONCORD... WHITE LEATHER**



C-4 Concord Sofa - White Leather



 C-4C Concord Sofa w/ Charging Console - White Leather



C-5 Concord Loveseat  
White Leather



 C-5C Concord Loveseat w/ Charging Console  
White Leather



C-6 Concord Chair  
White Leather

C-4 Sofa - White Leather 79.5"L x 32"D x 34.5"H	C-5 Loveseat - White Leather 56"L x 32"D x 34.5"H	C-6 Chair - White Leather 33"L x 32"D x 34.5"H
C-4C Sofa - White Leather w/ Charging Console 87"L x 32"D x 34.5"H	C-5C Loveseat - White Leather w/ Charging Console 63.5"L x 32"D x 34.5"H	



**CONCORD**



**CONTEMPO...WHITE OR BLACK LEATHER**



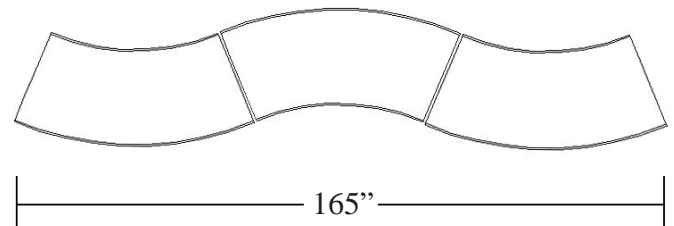
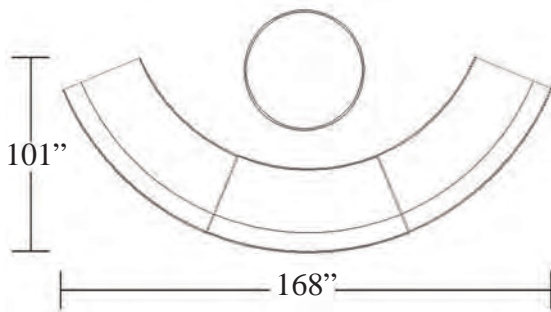
- I-1 Contempo Curve Sofa  
White Leather
- I-4 Contempo Curve Sofa  
Black Leather



- I-2 Contempo Curve Bench  
White Leather
- I-5 Contempo Curve Bench  
Black Leather



- I-3 Contempo Round Ottoman  
White Leather
- I-6 Contempo Round Ottoman  
Black Leather



I-1 Curve Sofa - White Leather  
71"L x 34"D x 30"H

I-4 Curve Sofa - Black Leather  
71"L x 34"D x 30"H

I-2 Curve Bench - White Leather  
71"L x 34"D x 17"H

I-5 Curve Bench - Black Leather  
71"L x 34"D x 17"H

I-3 Round Ottoman - White Leather  
40"L x 40"D x 17"H

I-6 Round Ottoman - Black Leather  
40"L x 40"D x 17"H

**LAREDO... BLACK LEATHER**



C-1 Laredo Sofa - Black Leather



C-2 Laredo Loveseat - Black Leather



C-3 Laredo Chair - Black Leather

**SOUTH BEACH... WHITE OR RED LEATHER**



E-1 South Beach Sofa - White Leather  
 E-4 South Beach Sofa - Red Leather



E-2 South Beach Chair White Leather  
 E-5 South Beach Chair Red Leather



E-3 South Beach Bench White Leather  
 E-6 South Beach Bench Red Leather

C-1 Sofa - Black Leather  
 77"L x 34"D x 32"H

C-2 Loveseat - Black Leather  
 54"L x 34"D x 32"H

C-3 Chair - Black Leather  
 32"L x 34"D x 32"H

E-1 Sofa - White Leather  
 85"L x 34"D x 32"H

E-2 Chair - White Leather  
 53"L x 34"D x 32"H

E-3 Bench - White Leather  
 53"L x 27"D x 16"H

E-4 Sofa - Red Leather  
 77"L x 34"D x 32"H

E-5 Chair - Red Leather  
 53"L x 34"D x 32"H

E-6 Bench - Red Leather  
 53"L x 27"D x 16"H



## MELROSE... RED SUEDE



G-1 Melrose Sofa - Red Suede



G-2 Melrose Chair - Red Suede



G-3 Melrose Bench - Red Suede

G-1 Sofa - Red Suede  
78"L x 41"D x 30"H

G-2 Chair - Red Suede  
40"L x 36"D x 30"H

G-3 Bench - Red Suede  
61"L x 21"D x 17"H



## MODERN... WHITE LEATHER & CHROME

H-5 Modern Sofa  
White Leather  
72"L x 31"D x 26"H

H-6 Modern Chair  
White Leather  
35"L x 32"D x 27"H



H-5 Modern Sofa - White Leather



H-6 Modern Chair - White Leather

I-10 Da Vinci Sofa  
White Leather  
74"L x 35"D x 36"H  
Flat (74"L x 48"D x 18"H)



I-10 Da Vinci Sofa - White Leather



*Sofa Folds into Flat Bench*

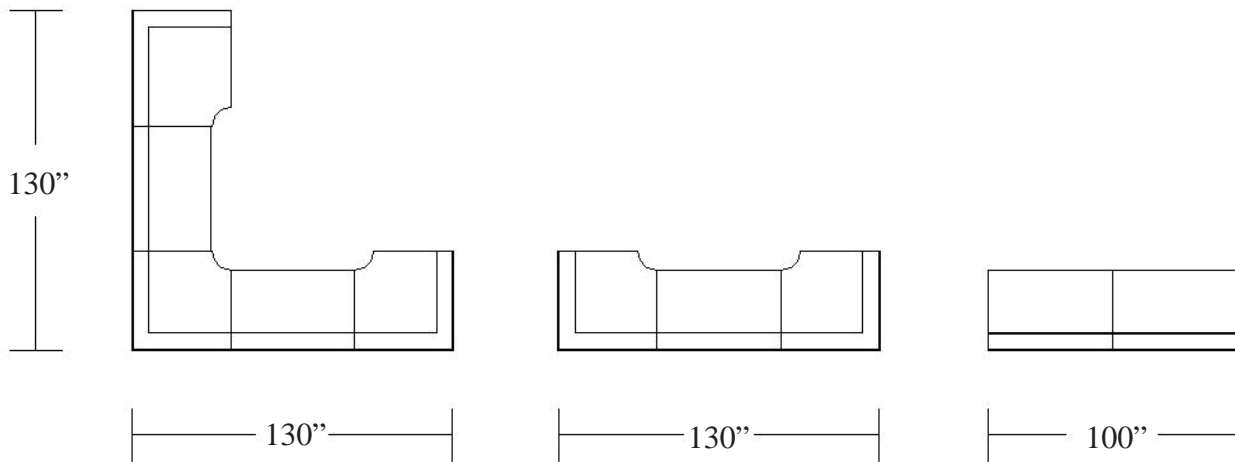


**MONTE CARLO...WHITE OR BLACK LEATHER**



- H-1 Monte Carlo Loveseat  
Black Leather
- H-3 Monte Carlo Loveseat  
White Leather

- H-2 Monte Carlo Corner  
Black Leather
- H-4 Monte Carlo Corner  
White Leather



H-1 Loveseat - Black Leather  
50"L x 38"D x 29"H

H-2 Corner - Black Leather  
40"L x 40"D x 29"H

H-3 Loveseat - White Leather  
50"L x 38"D x 29"H

H-4 Corner - White Leather  
40"L x 40"D x 29"H



## UPTOWN... BLACK SUEDE



A-1 Uptown Sofa - Black Suede



A-2 Uptown Loveseat - Black Suede



A-3 Uptown Chair - Black Suede



A-4 Uptown Bench - Black Suede

A-1 Sofa - Black Suede  
83"L x 32"D x 32"H

A-2 Loveseat - Black Suede  
59"L x 32"D x 32"H

A-3 Chair - Black Suede  
39"L x 32"D x 32"H

A-4 Bench - Black Suede  
61"L x 20"D x 17"H



## NEWPORT... TAN SUEDE



B-1 Newport Sofa - Tan Suede



B-2 Newport Loveseat - Tan Suede



B-3 Newport Chair - Tan Suede

B-1 Sofa - Tan Suede  
79"L x 34"D x 32"H

B-2 Loveseat - Tan Suede  
54"L x 34"D x 32"H

B-3 Chair - Tan Suede  
32"L x 34"D x 32"H





**ACCENT CHAIRS...**

F-7 Stage Chair  
Black Leather  
27"L x 23"D x 35"H

F-8 Stage Chair  
Burgundy Leather  
27"L x 23"D x 35"H

F-9 Stage Chair  
White Leather  
27"L x 23"D x 35"H



F-7



F-8



F-9

I-9 Glove Chair - White Leather  
30"L x 30"D x 32"H

E-18 Aspen Chair  
White Leather  
30.5"L x 28"D x 30"H



I-9



E-18



F-1



F-3



F-5



F-2



F-4



F-6

F-1 Barcelona Chair - Red Leather  
31"L x 35"D x 33"H

F-2 Barcelona Ottoman - Red Leather  
24"L x 24"D x 17"H

F-3 Barcelona Chair - White Leather  
31"L x 35"D x 33"H

F-4 Barcelona Ottoman - White Leather  
24"L x 24"D x 17"H

F-5 Barcelona Chair - Black Leather  
31"L x 35"D x 33"H

F-6 Barcelona Ottoman - Black Leather  
24"L x 24"D x 17"H



# CHARGED!

*\*Electric Required for following CHARGED products*



E-14C



E-15C



M-5J



I-1C



P-13C

E-14C Tall Pub Table - White Charged  
60"L x 25"D x 42"H

E-15C Short Pub Table - White Charged  
60"L x 25"D x 30"H

ADD LIGHTING  
\*E-UL Under Lighting Add-on  
\*Available on E-8C, E-14C, and E-15C

M-5J Bar Table - White/Chrome Charged  
30"Dia x 42"H

I-1C Contempo Curve Sofa  
White Leather - Charged  
71"L x 34"D x 30"H

P-13C White Laminant  
Conference Table - Charged  
53"L x 33"D x 29"H



# CHARGED!

*\*Electric Required for following CHARGED products*



E-11 Charged Sofa  
White Leather



E-12 Charged Loveseat  
White Leather



E-13 Charged Chair  
White Leather



E-11 Sofa - White Leather - Charged  
72"L x 31"D x 32"H

E-12 Loveseat - White Leather - Charged  
55"L x 31"D x 32"H

E-13 Chair - White Leather - Charged  
33"L x 31"D x 32"H



E-10C

White Cube End Table - Charged  
(Multi Device Charging Cable)



D-6C

Black Cube End Table - Charged  
(Multi Device Charging Cable)



E-8C

E-10C End Table - White Cube - Charged  
20"L x 20"D x 20"H

D-6C End Table - Black Cube - Charged  
24"L x 24"D x 20"H

E-8C Cocktail - White Rectangle - Charged  
47"L x 23"D x 16"H

OCCASIONAL TABLES...



I-7



I-8



A-10



A-11



B-4



B-5



D-4



D-5



D-6

*\* Also Available Charged (D-6C)*

I-7 Cocktail - Chrome / Glass  
45"L x 32"D x 18"H

A-10 Cocktail - Black / Glass  
48"L x 24"D x 17"H

B-4 Cocktail - Natural  
48"L x 24"D x 17"H

D-4 Cocktail - Black Square  
30"L x 30"D x 16"H

I-8 End Table - Chrome / Glass  
21"Dia x 21"H

A-11 End Table - Black / Glass  
21"L x 21"D x 21"H

B-5 End Table - Natural  
24"Dia x 21"H

D-5 Cocktail - Black Cylinder  
30"Dia x 15"H

D-6 End Table - Black Cube  
24"L x 24"D x 20"H



## OCCASIONAL TABLES...



E-7



E-8

*\* Also Available Charged (E-8C)*



E-9



E-10

*\* Also Available Charged (E-10C)*



E-19



CM-4



CM-5



CM-6



CM-7

E-7 Cocktail - White Square  
31"L x 31"D x 15"H

E-8 Cocktail - White Rectangle  
47"L x 23"D x 16"H

E-9 End Table - White Square  
20"L x 20"D x 19"H

E-10 End Table - White Cube  
20"L x 20"D x 20"H

E-19 Side Table - White  
10"L x 18"D x 25"H

CM-4 Cocktail Table - Wood Grain  
44"L x 22"D x 17"H

CM-5 End Table - Wood Grain  
19.5"L x 19.5"D x 21"H

CM-6 Cocktail Table - White  
44"L x 22"D x 17"H

CM-7 End Table - White  
19.5"L x 19.5"D x 21"H



**OTTOMANS & BENCHES...**

- J-12 Black Cube Ottoman  
17"L x 17"D x 17"H
- J-13 Orange Cube Ottoman  
17"L x 17"D x 17"H
- J-14 White Cube Ottoman  
17"L x 17"D x 17"H
- J-15 Red Cube Ottoman  
17"L x 17"D x 17"H
- J-16 White Swivel Ottoman  
18"Dia x 17.25"H
- J-17 Orange Swivel Ottoman  
18"Dia x 17.25"H
- J-18 Black Swivel Ottoman  
18"Dia x 17.25"H
- G-4 LED Cube - Glow  
20"L x 20"D x 20"H
- J-10 White Storage Cube  
18"L x 18"D x 17"H
- J-11 Black Leather Ottoman  
18"L x 18"D x 18"H



J-12



J-13



J-14



J-15



J-16



J-17



J-18



**GLOW** G-4  
ADJUSTABLE COLORS



J-10



J-11



E-6



E-3

E-6 South Beach Bench  
Red Leather  
53"L x 27"D x 16"H

E-3 South Beach Bench  
White Leather  
53"L x 27"D x 16"H



J-19



A-4

J-19 Rustic Wood Bench  
59"L x 16"D x 17.5"H

A-4 Uptown Bench  
Black Suede  
61"L x 20"D x 17"H

WORK STATIONS...



E-14

*\*Also Available Charged (E-14C)*



E-15

*\*Also Available Charged (E-15C)*

E-14 Tall Pub Table - White  
60"L x 25"D x 42"H

E-15 Short Pub Table - White  
60"L x 25"D x 30"H

O-10 Parson Desk - Black  
48"L x 24"D x 29"H

J-20 Work Station - Black  
57"L x 24"D x 40"H

J-21 Work Station - White  
57"L x 24"D x 40"H



O-10



J-21



J-20

L-24 Anaheim Chair - White  
18"L x 20"D x 36"H

J-1 Dynamic Chair - Black  
23"L x 24"D x 32"H

J-2 Dynamic Chair - Green  
23"L x 24"D x 32"H

J-3 Dynamic Chair - Orange  
23"L x 24"D x 32"H

J-4 Dynamic Chair - White  
23"L x 24"D x 32"H

L-3 Maple / Chrome Chair  
16"L x 18"D x 31"H

L-9B Chair - Black / Chrome  
16"L x 18"D x 31"H

L-9R Chair - Red / Chrome  
16"L x 18"D x 31"H

L-9W Chair - White / Chrome  
16"L x 18"D x 31"H

K-5 Euro Chair - Black  
22"L x 23"D x 28"H

K-6 Jet Black Chair  
16"L x 18"D x 31"H

M-16 Gunmetal Chair  
18"L x 21"D x 34"H

L-21 Chrome Chair  
24"L x 18"D x 29"H

M-1 Chair - Blue / Black  
20"L x 20"D x 32"H

M-3 Chair - Red / Black  
20"L x 20"D x 32"H

M-3B Chair - Black / Black  
20"L x 20"D x 32"H



L-24

## SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



K-5



K-6



M-16



L-21



- M-1 Blue / Black
- M-3 Red / Black
- M-3B Black / Black





L-7W

L-1 Table - Maple / Chrome  
30" Dia x 29"H

L-2 Table - Maple / Chrome  
36" Dia x 29"H

L-7W Table - White / Chrome  
30" Dia x 29"H

L-7S Table - White Square  
30" L x 30" D x 29"H

L-7 Table - Black / Chrome  
30" Dia x 29"H

L-8 Table - Black / Chrome  
36" Dia x 29"H

K-1 Table - Black  
24" Dia x 29"H

K-2 Table - Black  
30" Dia x 29"H

K-3 Table - Black  
36" Dia x 29"H

K-4 Table - Black  
42" Dia x 29"H

L-7R Table - Rustic  
30" L x 30" D x 30" H

L-20 Table - Chrome  
30" Dia x 29" H

L-14 Glass Table - Black  
(Rounded Corners)  
42" Dia x 29" H

L-15 Glass Table - Chrome  
36" Dia x 29" H

## SHORT TABLES...



L-1 (30"Diam)  
L-2 (36"Diam)



L-7W



L-7S



L-7 (30"Diam)  
L-8 (36"Diam)



K-1 (24"Diam)  
K-2 (30"Diam)  
K-3 (36"Diam)  
K-4 (42"Diam)



L-7R



L-20



L-14



L-15

L-6 Barstool - Maple / Chrome  
16"L x 18"D x 42"H

L-12W Barstool - White / Chrome  
16"L x 18"D x 42"H

L-12B Barstool - Black / Chrome  
16"L x 18"D x 42"H

L-12R Barstool - Red / Chrome  
16"L x 18"D x 42"H

L-18 Swivel Stool  
White / Chrome - Adj  
15"L x 15"D x 25" - 33"H

L-18B Swivel with Back  
White / Chrome - Adj  
23"L x 17"D x 42"H

L-19 Swivel Stool  
Black / Chrome - Adj  
15"L x 15"D x 25" - 33"H

K-10 Euro Stool - Black  
21"L x 20"D x 41"H

K-11 Jet Black Stool  
16"L x 18"D x 42"H

L-23 Stool - Chrome  
20"L x 16"D x 39"H

M-6 Curve Barstool  
White / Chrome - Adj  
17"L x 18"D x 35"H

M-14 Crescent Stool  
White / Chrome - Adj  
22"L x 19"D x 40"H

M-15 Gunmetal Barstool  
18"L x 18"D x 29"H

M-13 Scoop - White  
17"L x 22" - 33"H - Adj

M-10 Scoop - Red  
17"L x 22" - 33"H - Adj

M-11 Scoop - Grey  
17"L x 22" - 33"H - Adj

M-12 Scoop - Black  
17"L x 22" - 33"H - Adj

M-4 Barstool - Red / Black  
20"L x 22"D x 45"H - Swivel

M-4B Barstool - Black / Black  
20"L x 22"D x 45"H - Swivel

M-2 Barstool - Blue / Black  
20"L x 22"D x 45"H - Swivel



L-6



L-12W



L-12B



L-12R

## SEATING... BARSTOOLS



L-18



L-18B



L-19



K-10



K-11



L-23



M-6



M-14



M-15



□ M-13 White Scoop

■ M-10 Red Scoop

■ M-11 Grey Scoop

■ M-12 Black Scoop



■ M-4 Red / Black

■ M-4B Black / Black

■ M-2 Blue / Black



L-10 (30"Diam)  
L-11 (36"Diam)

L-4 Bar Table - Maple / Chrome  
30"Dia x 42"H

L-5 Bar Table - Maple / Chrome  
36"Dia x 42"H

M-5 Bar Table - White / Chrome  
30"Dia x 42"H

M-5S Bar Table - Square  
White / Chrome  
30"L x 30"D x 42"H

L-10 Bar Table - Black / Chrome  
30"Dia x 42"H

L-11 Bar Table - Black / Chrome  
36"Dia x 42"H

K-7 Bar Table - Black  
24"Dia x 42"H

K-8 Bar Table - Black  
30"Dia x 42"H

K-9 Bar Table - Black  
36"Dia x 42"H

M-5R Bar Table - Square  
Rustic  
30"L x 30"D x 42"H

L-17 Bar Table - Glass / Chrome  
31.5"Dia x 42"H

L-22 Bar Table - Chrome  
30"Dia x 42"H

M-7 Gelato Table - White  
24"Dia x 31" - 40"H - Adj

M-8 Gelato Table - Grey  
24"Dia x 31" - 40"H - Adj

M-9 Gelato Table - Black  
24"Dia x 31" - 40"H - Adj

TALL BAR TABLES...



L-4 (30"Diam)  
L-5 (36"Diam)



M-5

*\* Also Available Charged (M-5J)*



M-5S



L-10 (30"Diam)  
L-11 (36"Diam)



K-7 (24"Diam)  
K-8 (30"Diam)  
K-9 (36"Diam)



M-5R



L-17



L-22



M-7



M-8



M-9

N-1 Pedestal - Black  
12"L x 12"D x 30"H

N-2 Pedestal - Black  
12"L x 12"D x 36"H

N-3 Pedestal - Black  
12"L x 12"D x 42"H

N-4 Pedestal - Grey  
12"L x 12"D x 30"H

N-5 Pedestal - Grey  
12"L x 12"D x 36"H

N-6 Pedestal - Grey  
12"L x 12"D x 42"H

N-7 Pedestal - Black  
18"L x 18"D x 36"H

N-8 Pedestal - Black  
18"L x 18"D x 42"H

N-9 Pedestal - Grey  
18"L x 18"D x 36"H

N-10 Pedestal - Grey  
18"L x 18"D x 42"H

N-15 Pedestal - White  
18"L x 18"D x 36"H

N-16 Pedestal - White  
18"L x 18"D x 42"H

N-11 Pedestal - Black  
24"L x 24"D x 42"H

N-12 Pedestal - Grey  
24"L x 24"D x 42"H

N-13 Locking Pedestal - Black  
24"L x 24"D x 42"H

N-13C Locking Pedestal - Black  
(Charged) 24"L x 24"D x 42"H

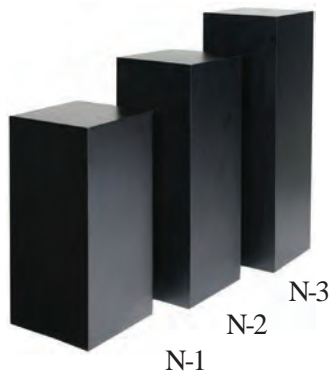
N-14 Locking Pedestal - White  
24"L x 24"D x 42"H

N-14 C Locking Pedestal - White  
(Charged) 24"L x 24"D x 42"H



N-13

DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



■ N-13 Black  
□ N-14 White



■ N-13C Black - Charged  
□ N-14C White - Charged



\*Electric Required for Bar Lighting Options

O-4

O-1 Martini Bar  
50" L x 50" D x 47" H

O-2 Martini Bar with  
Colored Lighting.  
50" L x 50" D x 47" H

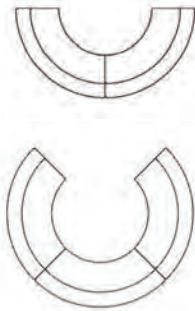
O-3 Cosmopolitan Bar  
72" L x 27" D x 42" H

O-4 Cosmopolitan Bar with  
Lighting Option  
72" L x 27" D x 42" H

**BARS & RECEPTION COUNTERS...**



O-1



O-2

O-5 Reception  
Counter - Black  
48" L x 16" D x 42" H

O-6 Contour  
Counter with Literature  
Holder - Black  
45" L x 21" D x 41" H

O-7 Contour  
Counter with Literature  
Holder - Grey  
45" L x 21" D x 41" H



O-3



O-5



O-6



O-7

P-16 Table - White  
79"L x 36"D x 30"H

P-1 Table - Maple 6ft  
72"L x 36"D x 29"H

P-2 Table - Maple 8ft  
96"L x 48"D x 29"H

P-3 Table - Mahogany 6ft  
72"L x 36"D x 29"H

P-4 Table - Mahogany 8ft  
96"L x 48"D x 29"H

P-5 Table - Mahogany 10ft  
120"L x 48"D x 29"H

P-6 Table - Honey Oak 6ft  
72"L x 36"D x 29"H

P-6B Table - Honey Oak 6ft  
72"L x 36"D x 29"H  
(Charged)

P-6C Table - Honey Oak 8ft  
96"L x 36"D x 29"H  
(Charged)

P-7 Table - Black Oval 6ft  
72"L x 36"D x 29"H

P-8 Table - Black Oval 8ft  
96"L x 48"D x 29"H

P-9 Table - Black Oval 10ft  
120"L x 48"D x 29"H

P-10 Table - Grey Oval 6ft  
72"L x 36"D x 29"H

P-11 Table - Grey Oval 8ft  
96"L x 48"D x 29"H

P-13 Chrome Table - White  
Frosted Glass Top  
53"L x 33"D x 29"H

P-14 Table - Honey Oak  
42"Dia x 29"H  
P-14C (Charged)

P-15 Table - Mahogany  
42"Dia x 29"H

P-13C Chrome Table - White  
Laminant Top - Charged  
53"L x 33"D x 29"H



P-16

CONFERENCE TABLES...



P-1 6ft  
P-2 8ft



P-3 6ft  
P-4 8ft  
P-5 10ft



P-6 6ft  
P-6B 6ft - Charged  
P-6C 8ft - Charged



P-7 6ft  
P-8 8ft  
P-9 10ft



P-10 6ft  
P-11 8ft



P-13



P-14  
P-14C - Charged



P-15



P-13C - Charged

# CONFERENCE CHAIRS...



Q-1



Q-3



Q-4

Q-1 Leather Executive - Black  
25"L x 28"D x 43"H

Q-3 Leather Izzo - White  
25"L x 28"D x 42"H

Q-4 Leather Izzo - Black  
25"L x 28"D x 42"H

Q-5 Jr. Executive - Black  
24"L x 25"D x 38"H

Q-6 Jr. Executive - Grey  
24"L x 25"D x 38"H

Q-7 Sled Chair - Black  
24"L x 24"D x 32"H

Q-8 Sled Chair - Grey  
24"L x 24"D x 32"H

Q-9 Breuer Chair - Black/  
Chrome  
19"L x 23"D x 31"H

Q-10 Breuer Chair - Grey/  
Chrome  
19"L x 23"D x 31"H



Q-5



Q-6



Q-7



Q-8

Q-11 Drafting Stool - Black  
20"L x 23"D x 51"H  
Seat Height 23"-33"H Adj

Q-12 Drafting Stool - Grey  
20"L x 23"D x 51"H  
Seat Height 23"-33"H Adj



Q-9



Q-10

Q-13 Secretarial Chair - Black  
20"L x 23"D x 36"H  
Seat Height 16'-21"H Adj

Q-14 Secretarial Chair - Grey  
20"L x 23"D x 36"H  
Seat Height 16'-21"H Adj



Q-11



Q-12



Q-13



Q-14

O-18 iPad Stand - White  
41"H x 14"Dia Base

O-19 iPad Stand - Black  
41"H x 14"Dia Base



O-22 Stanchion Pole - Chrome  
39" H

O-23 Stanchion Rope  
6.5' Burgundy

O-24 Stanchion Rope  
6.5' Black

**ACCESSORIES...**

O-25 Park Bench - Black  
50"L x 21"D x 35"H

O-11 Refrigerator  
20"L x 20"D x 34"H  
115 Volts / 155.25 Watts



O-22 Stanchion Pole  
O-23 Burgundy Rope  
O-24 Black Rope



O-25

O-12 Coat Rack  
21" x 21" Base x 68" H

A-12 Floor Lamp - Silver  
72" H

O-13 Free Standing Mirror  
20"W x 58"H

O-14 Literature Stand  
6 pocket  
10"L x 9"H x 64"H

O-15 Folding Literature Stand  
Silver  
11"L x 15"D x 60"H

O-16 Folding Literature Stand  
Black  
11"L x 15"D x 60"H

O-20 Universal Tablet Stand  
Adjustable from 29"H - 43.5"H



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20





R-1



R-2

R-1 Etagere - Black  
(Glass Shelves)  
30"L x 14"D x 67"H

R-2 Etagere - Chrome  
(Glass Shelves)  
30"L x 14"D x 67"H

R-3 Bookcase - Grey  
36"L x 12"D x 48"H

R-4 Bookcase - Black  
36"L x 12"D x 48"H

R-5 Bookcase - Grey  
36"L x 12"D x 72"H

R-6 Bookcase - Black  
36"L x 12"D x 72"H

R-7 Filing Cabinet - Grey  
(2 drawer)  
15"L x 26.5"D x 28.5"H

R-8 Filing Cabinet - Black  
(2 drawer)  
15"L x 25"D x 28.5"H

R-9 Filing Cabinet - Black  
(4 drawer)  
15"L x 25"D x 52"H

R-10 Storage Cabinet - Grey  
36"L x 18"D x 42"H

R-11 Storage Cabinet - Black  
36"L x 18"D x 42"H

R-12 Storage Cabinet - Black  
36"L x 18"D x 72"H



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

## SHELVING & STORAGE...

S-1 Desk - Natural / Black  
60"L x 30"D x 29"H

S-2 Credenza - Natural / Black  
60"L x 20"D x 29"H

S-3 Desk - Honey Oak  
60"L x 30"D x 29"H

S-4 Credenza - Honey Oak  
60"L x 20"D x 29"H

S-5 Desk - Mahogany  
60"L x 30"D x 29"H

S-6 Credenza - Mahogany  
60"L x 20"D x 29"H



OFFICE... DESKS





**ACCENT TRADESHOW & EVENT FURNISHINGS**  
 3438 Maggie Blvd. \* Orlando FL 32811 \* 407-648-7474  
 Email order to [john@getaccent.com](mailto:john@getaccent.com)



Orders received within 14 days of event are subject to a 20% Late Fee  
 25% cancellation will be applied if canceled 7 days prior to event opening  
 Check or Credit Card must accompany order

100% cancellation will be applied if canceled on day of delivery  
 All showsite orders are subject to a 25% service charge  
 Additional drayage fees may apply from the Contractor. Refer to your Exhibit Manual

v018.1

Item #	Description	Price	Item #	Description	Price
<b>Lounge</b>			F-6	Barcelona Ottaman Black	\$184.00
A-1	Uptown Black Suede Sofa	\$425.00	<b>Stage Chairs</b>		
A-2	Uptown Black Suede Loveseat	\$385.00	F-7	Black Stage Chair	\$185.00
A-3	Uptown Black Suede Chair	\$270.00	F-8	Burgundy Stage Chair	\$185.00
A-4	Uptown Black Suede Bench Ottoman	\$241.00	F-9	White Stage Chair	\$185.00
A-10	Black / Glass Cocktail Table	\$178.00	<b>Lounge</b>		
A-11	Black / Glass End Table	\$161.00	G-1	Melrose Red Swirl Sofa	\$512.00
A-12	Silver Floor Lamp	\$86.00	G-2	Melrose Red Swirl Chair	\$328.00
<b>Lounge</b>			G-3	Melrose Red Swirl Bench	\$241.00
B-1	Newport Tan Suede Sofa	\$425.00	<b>Glow</b>		
B-2	Newport Tan Suede Loveseat	\$385.00	G-4	GLOW LED Cube	\$185.00
B-3	Newport Tan Suede Chair	\$270.00	<b>Lounge</b>		
B-4	Natural Cocktail Table	\$178.00	H-1	Monte Carlo Black Leather Loveseat	\$448.00
B-5	Natural End Table	\$161.00	H-2	Monte Carlo Black Leather Chair	\$328.00
<b>Lounge</b>			H-3	Monte Carlo White Leather Loveseat	\$448.00
C-1	Laredo Black Leather Sofa	\$425.00	H-4	Monte Carlo White Leather Chair	\$328.00
C-2	Laredo Black Leather Loveseat	\$385.00	H-5	Modern White / Chrome Sofa	\$475.00
C-3	Laredo Black Leather Chair	\$270.00	H-6	Modern White / Chrome Chair	\$275.00
C-4	White Leather Sofa	\$498.00	<b>Lounge</b>		
C-4C	White Leather Sofa w/ Charging Console	\$548.00	I-1	Contempo White Curve Sofa	\$489.00
C-5	White Leather Loveseat	\$448.00	I-1C	Contempo White Curve Sofa - CHARGED	\$540.00
C-5C	White Leather Loveseat w/ Charging Console	\$498.00	I-2	Contempo White Curve Bench	\$316.00
C-6	White Leather Chair	\$270.00	I-3	Contempo White Round Ottoman	\$241.00
CM-1	Cordoba Black Leather Sofa	\$425.00	I-4	Contempo Black Curve Sofa	\$489.00
CM-2	Cordoba Black Leather Loveseat	\$385.00	I-5	Contempo Black Curve Bench	\$316.00
CM-3	Cordoba Black Leather Chair	\$270.00	I-6	Contempo Black Round Ottoman	\$241.00
CM-4	Cordoba Wood Grain Rectangle Cocktail Table	\$178.00	I-7	Chrome / Glass Cocktail Table	\$201.00
CM-5	Cordoba Wood Grain Square End Table	\$161.00	I-8	Chrome / Glass End Table	\$178.00
CM-6	Cordoba White Rectangle Cocktail Table	\$178.00	I-9	White / Chrome Glove Chair	\$282.00
CM-7	Cordoba White Square End Table	\$161.00	I-10	Da Vinci White Leather Sofa	\$475.00
<b>Lounge</b>			<b>Chairs, Ottomans, Work Stations</b>		
D-4	Black Cube Cocktail Table	\$184.00	J-1	Dynamic Chair - Black	\$144.00
D-5	Black Round Cocktail Table	\$184.00	J-2	Dynamic Chair - Green	\$144.00
D-6	Black Cube End Table	\$167.00	J-3	Dynamic Chair - Orange	\$144.00
D-6C	Black Cube End Table - CHARGED	\$197.00	J-4	Dynamic Chair - White	\$144.00
<b>Lounge</b>			J-10	White Leather Storage Cube	\$109.00
E-1	South Beach White Leather Sofa	\$512.00	J-11	Black Leather Ottoman	\$109.00
E-2	South Beach White Leather Chair	\$328.00	J-12	Black Cube Ottoman	\$109.00
E-3	South Beach White Leather Bench	\$241.00	J-13	Orange Cube Ottoman	\$109.00
E-4	South Beach Red Leather Sofa	\$512.00	J-14	White Cube Ottoman	\$109.00
E-5	South Beach Red Leather Chair	\$328.00	J-15	Red Cube Ottoman	\$109.00
E-6	South Beach Red Leather Bench	\$241.00	J-16	White Swivel Ottoman	\$109.00
E-7	White Square Cocktail Table	\$172.00	J-17	Orange Swivel Ottoman	\$109.00
E-8	White Rectangle Cocktail Table	\$172.00	J-18	Black Swivel Ottoman	\$109.00
E-8C	White Rectangle Cocktail Table - CHARGED	\$247.00	J-19	Rustic Bench	\$241.00
E-9	White Square End Table	\$161.00	J-20	Black Work Station	\$375.00
E-10	White Cube End Table	\$225.00	J-21	White Work Station	\$375.00
E-10C	White Cube End Table - CHARGED	\$255.00	<b>Tables, Chairs, Bar Stools</b>		
E-11	White Sofa With Outlet - CHARGED	\$595.00	K-1	Black Table 24" Dia	\$132.00
E-12	White Loveseat With Outlet - CHARGED	\$495.00	K-2	Black Table 30" Dia	\$132.00
E-13	White Chair With Outlet - CHARGED	\$395.00	K-3	Black Table 36" Dia	\$150.00
E-14	Tall White Pub Table	\$375.00	K-4	Black Table 42" Dia	\$178.00
E-14C	Tall White Pub Table - CHARGED	\$450.00	K-5	Black Euro Chair	\$120.00
E-U4L	Under-Lighting Add-On	\$50.00	K-6	Jet Black Chair	\$120.00
E-15	Short White Pub Table	\$350.00	K-7	Black Tall Bar Table 24"Dia	\$172.00
E-15C	Short White Pub Table -CHARGED	\$425.00	K-8	Black Tall Bar Table 30" Dia	\$172.00
E-18	White Aspen Chair	\$328.00	K-9	Black Tall Bar Table 36" Dia	\$184.00
E-19	White & Chrome Side Table	\$85.00	K-10	Black Bar Stool	\$150.00
<b>Lounge</b>			K-11	Jet Black Bar Stool	\$172.00
F-1	Barcelona Chair Red	\$362.00	L-1	Maple / Chrome Table 30" Dia	\$150.00
F-2	Barcelona Ottaman Red	\$184.00	L-2	Maple / Chrome Table 36"Dia	\$161.00
F-3	Barcelona Chair White	\$362.00	L-3	Maple / Chrome Chair	\$144.00
F-4	Barcelona Ottaman White	\$184.00	L-4	Maple / Chrome Tall Bar Table 30" Dia	\$178.00
F-5	Barcelona Chair Black	\$362.00	L-5	Maple / Chrome Tall Bar Table 36" Dia	\$184.00

Tables, Chairs, & Bar Stools				Accessories			
L-6	Maple / Chrome Bar Stool		\$172.00	O-10	Parson Desk		\$225.00
L-7	Black / Chrome Table		\$138.00	O-11	Refrigerator - 3.6 CuFt (155 Volt)		\$201.00
L-7S	White / Chrome Square Table 30"		\$138.00	O-12	Coat Rack		\$115.00
L-7R	RUSTIC Square Table 30"		\$138.00	O-13	Free Standing Mirror		\$150.00
L-7W	White / Chrome Table 30" Dia		\$138.00	O-14	Literature Stand - 6 Pocket		\$126.00
L-8	Black / Chrome Table 36" Dia		\$155.00	O-15	Silver Folding Literature Stand		\$167.00
L-9B	Black / Chrome Chair		\$144.00	O-16	Black Folding Literature Stand		\$167.00
L-9R	Red / Chrome Chair		\$144.00	O-18	Ipad Stand - White		\$126.00
L-9W	White / Chrome Chair		\$144.00	O-19	Ipad Stand - Black		\$126.00
L-10	Black / Chrome Tall Bar Table 30" Dia		\$178.00	O-20	Universal Tablet Stand		\$126.00
L-11	Black / Chrome Tall Bar Table 36" Dia		\$184.00	O-22	Chrome Stanchion (Pole only)		\$50.00
L-12B	Black / Chrome Bar Stool		\$172.00	O-23	Burgundy Rope for Stanchion (Rope Only)		\$30.00
L-12R	Red / Chrome Bar Stool		\$172.00	O-24	Black Rope for Stanchion (Rope Only)		\$30.00
L-12W	White / Chrome Bar Stool		\$172.00	O-25	Park Bench - Black		\$168.00
L-14	Glass / Black Table 42" Dia.		\$155.00	<b>Conference Tables</b>			
L-15	Glass / Chrome Table 36" Dia		\$150.00	P-1	6' Maple Conf. Table		\$351.00
L-17	Glass / Chrome Bar Table 28" Dia		\$195.00	P-2	8' Maple Conf. Table		\$445.00
L-18	White / Chrome Swivel Stool		\$150.00	P-3	6' Mahogany Conf. Table		\$351.00
L-18B	White / Chrome Swivel Stool w/ Back		\$184.00	P-4	8' Mahogany Conf. Table		\$445.00
L-19	Black / Chrome Swivel Stool		\$150.00	P-5	10' Mahogany Conf. Table		\$569.00
L-20	Chrome Table 30" Dia		\$155.00	P-6	6' Honey Oak Conf. Table		\$351.00
L-21	Chrome / Chrome Chair		\$144.00	P-6B	6' Honey Oak Conf. Table - CHARGED		\$391.00
L-22	Chrome Tall Bar Table 30" Dia		\$184.00	P-6C	8' Honey Oak Conf. Table - CHARGED		\$495.00
L-23	Chrome Barstool		\$172.00	P-7	6' Black Conf. Table		\$333.00
L-24	White / Chrome Anaheim Chair		\$144.00	P-8	8' Black Conf. Table		\$445.00
M-1	Blue / Black Chair		\$144.00	P-9	10' Black Conf. Table		\$569.00
M-2	Blue / Black Barstool		\$172.00	P-10	6' Grey Conf. Table		\$333.00
M-3	Red / Black Chair		\$144.00	P-11	8' Grey Conf. Table		\$445.00
M-4	Red / Black Barstool		\$172.00	P-13	4.4' Frosted Wht Glass Top/Chrome Conf. Table		\$350.00
M-4B	Black / Black Barstool		\$172.00	P-13C	4.4' White / Chrome Conference Table - Charged		\$450.00
M-5	Tall Bar Table - White / Chrome		\$175.00	P-14	42" Dia Honey Oak Round Conf. Table		\$241.00
M-5J	Tall Bar Table - White / Chrome - CHARGED		\$209.00	P-14C	42" Dia Honey Oak Round Conf. Table - CHARGED		\$281.00
M-5R	Tall Square Bar Table - Rustic / Chrome		\$175.00	P-15	42" Dia Mahogany Round Conf. Table		\$241.00
M-5S	Tall Square Bar Table - White / Chrome		\$175.00	P-16	6.5' White Conference Table		\$545.00
M-6	White / Chrome Curve Barstool		\$184.00	<b>Conference Chairs</b>			
M-7	Gelato Table - White		\$225.00	Q-1	Black Leather Executive Chair		\$225.00
M-8	Gelato Table - Grey		\$225.00	Q-3	White / Chrome Leather Executive Chair		\$276.00
M-9	Gelato Table - Black		\$225.00	Q-4	Black / Chrome Leather Executive Chair		\$276.00
M-10	Scoop - Red		\$172.00	Q-5	Black Jr. Executive Chair		\$190.00
M-11	Scoop - Grey		\$172.00	Q-6	Grey Jr. Executive Chair		\$190.00
M-12	Scoop - Black		\$172.00	Q-7	Black Sled Chair		\$161.00
M-13	Scoop - White		\$172.00	Q-8	Grey Sled Chair		\$161.00
M-14	White / Chrome Crescent Stool		\$184.00	Q-9	Black / Chrome Breuer Chair		\$144.00
M-15	Gunmetal Bar Stool		\$172.00	Q-10	Grey / Chrome Breuer Chair		\$144.00
M-16	Gunmetal Chair		\$144.00	Q-11	Black Drafting Stool		\$172.00
<b>Display Pedestals</b>				Q-12	Grey Drafting Stool		\$172.00
N-1	12x12x30 Black Pedestal		\$172.00	Q-13	Black Secretarial Chair		\$144.00
N-2	12x12x36 Black Pedestal		\$184.00	Q-14	Grey Secretarial Chair		\$144.00
N-3	12x12x42 Black Pedestal		\$195.00	<b>Office</b>			
N-4	12x12x30 Grey Pedestal		\$172.00	R-1	Black Etagere (Glass Shelves)		\$184.00
N-5	12x12x36 Grey Pedestal		\$184.00	R-2	Chrome Etagere (Glass Shelves)		\$184.00
N-6	12x12x42 Grey Pedestal		\$195.00	R-3	48" Grey Bookcase		\$150.00
N-7	18x18x36 Black Pedestal		\$207.00	R-4	48" Black Bookcase		\$150.00
N-8	18x18x42 Black Pedestal		\$218.00	R-5	72" Grey Bookcase		\$172.00
N-9	18x18x36 Grey Pedestal		\$207.00	R-6	72" Black Bookcase		\$172.00
N-10	18x18x42 Grey Pedestal		\$218.00	R-7	2-Dr Grey File Cabinet		\$150.00
N-11	24x24x42 Black Pedestal		\$230.00	R-8	2-Dr Black File Cabinet		\$150.00
N-12	24x24x42 Grey Pedestal		\$230.00	R-9	4-Dr Black File Cabinet		\$165.00
N-13	24x24x42 Blk Storage Kiosk Locking Door		\$316.00	R-10	42" Grey Storage Cabinet		\$165.00
N-13C	24x24x42 Blk Storage Kiosk Locking Door -CHARGED		\$381.00	R-11	42" Black Storage Cabinet		\$165.00
N-14	24x24x42 Wht Storage Kiosk Locking Door		\$316.00	R-12	72" Black Storage Cabinet		\$195.00
N-14C	24x24x42 Wht Storage Kiosk Locking Door -CHARGED		\$316.00	S-1	Natural / Black Desk		\$405.00
N-15	18x18x36 White Pedestal		\$207.00	S-2	Natural / Black Credenza		\$360.00
N-16	18x18x42 White Pedestal		\$218.00	S-3	Honey Executive Desk		\$405.00
<b>Bars</b>				S-4	Honey Credenza		\$360.00
O-1	Martini Bar - Black / Chrome / Glass		\$875.00	S-5	Mahogany Desk		\$405.00
O-2	Martini Bar - Black / Chrome / Glass*with Lighting		\$975.00	S-6	Mahogany Credenza		\$360.00
O-3	Cosmopolitan Bar		\$857.00				
O-4	Cosmo Bar *with Light Feature		\$975.00				
O-5	Reception Counter		\$236.00				
O-6	Black Contour Reception Counter		\$385.00				
O-7	Grey Contour Reception Counter		\$385.00				



Company Information	
Company Name:	_____
Address:	_____ _____
Phone:	_____ Fax: _____
E-Mail:	_____

Delivery Information	
Event:	_____
Location:	_____
<b>Booth #:</b>	_____
Open Date:	_____
Close Date:	_____
Event Contact:	_____

ACCENT will send an email or fax confirmation of your order, once we receive and reserve the product for your show.

Item #	Description	Qty	Price	Total

Credit Card Information	
Credit Card #:	_____
Exp. Date:	_____
Mastercard	
Cardholders Name:	_____
	(Please Print)
Cardholders Signature:	_____

TOTAL ORDER \_\_\_\_\_  
 MISCELLANEOUS \_\_\_\_\_  
 SUBTOTAL \_\_\_\_\_  
 TAX \_\_\_\_\_  
 TOTAL DUE \_\_\_\_\_

- Orders received within 14 days of event are subject to a 20% Late Fee.  
 - 25% cancellation will be applied if canceled 7 days prior to event opening.  
 - Check or Credit Card must accompany order.  
 - 100% cancellation will be applied if canceled on day of deliver.  
 - All showsite orders are subject to a 25% service charge.

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