

### **Deadline Checklist**

January	
Conference Program Ads Order Deadline	January 4
Conference Digital Advertising Deadline	January 12
<u>Lead Retrieval Early Bird Discount Deadline</u>	January 18
Exhibitor Description for Conference Program	January 19
February	
Exhibitor Appointed Contractor Deadline	February 13
Advanced Warehouse Opens	February 13
Innovation Stage Sign Up Deadline	February 13
New Product Showcase Sign Up Deadline	February 13
Compressed Air & Water Discount Deadline	February 13
Booth Security Order Deadline	February 13
Electrical Discount Deadline	February 13
Lead Retrieval Advanced Deadline	February 15
Telecommunications Discount Deadline	February 16
Food & Beverage Deadline	February 16
<u>Labor Order Discount Deadline</u>	February 22
Rigging / Hanging Sign Order Discount Deadline	February 22
Booth Furnishings Discount Deadline	February 22
Booth Carpet Discount Deadline	February 22
Booth Cleaning Discount Deadline	February 22
AV Discount Pricing Deadline	February 22
March	
Exhibitor Registration Deadline	March 2
Booth Insurance Order	March 2
Press Mailing List Request	March 2
Attendee Mailing List Request	March 2
Advanced Shipping Warehouse Closed	March 6
Florida Sellers Permit Deadline	March 2
Target Move-In Begins	March 12
General Move-In Begins	March 13
USITT Stage Expo	March 15-17



### **Show Schedule**

### Venue

Ft Lauderdale/Broward County Convention Center 1950 Eisenhower Blvd Ft Lauderdale, FL 33316

### Move In

### **Target Move-In**

This time is reserved for booths 400 sq ft and larger. Refer to the target floorplan here for your target time. If you qualify, you will receive additional messaging from USITT regarding additional procedures.

Monday, March 12, 2018-8:00am-5:00pm

### **General Move-In**

Tuesday, March 13, 2018- 8:00am-8:00pm Wednesday, March 14, 2018- 8:00am-8:00pm

### **Dark Zone**

USITT 2018 will have a "Dark Zone" in Hall D. In this area of the show, USITT intends to turn out all applicable building lights for exhibitors to have an optimal exhibiting experience. Note that some lights may remain on as fire marshal required lighting. The immediate 60' to the right of the Dark Zone will have gradually increased lighting to a full brightness. Hall D will go to Dark for focus on Wednesday, March 14 from 2:00pm to 6:00pm.

### **Show Hours**

Thursday, March 15 11:00am- 5:30pm Friday, March 16 11:00am- 5:30pm Saturday, March 17 9:30am- 2:00pm

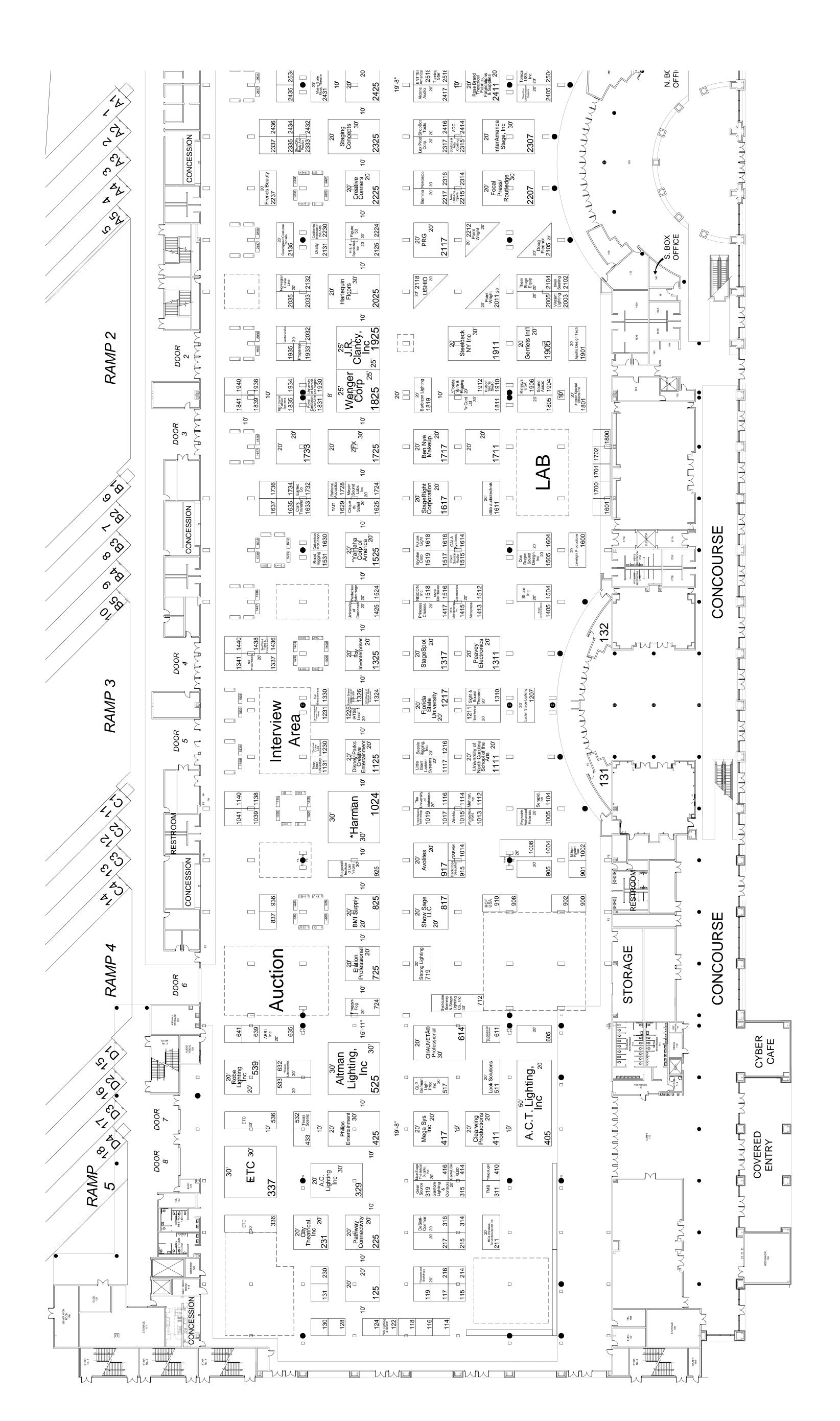
### **Move Out**

Saturday, March 17 2:00pm- 8:00pm Sunday, March 18 8:00am- 12:00pm

<sup>\*</sup> Exhibitor Services will be available between 8:00am and 5:00pm

## USITT Conference & Stage Expo March 15-17, 2018

### Q Visitors -auderdale Conventio rdale Lau Greater

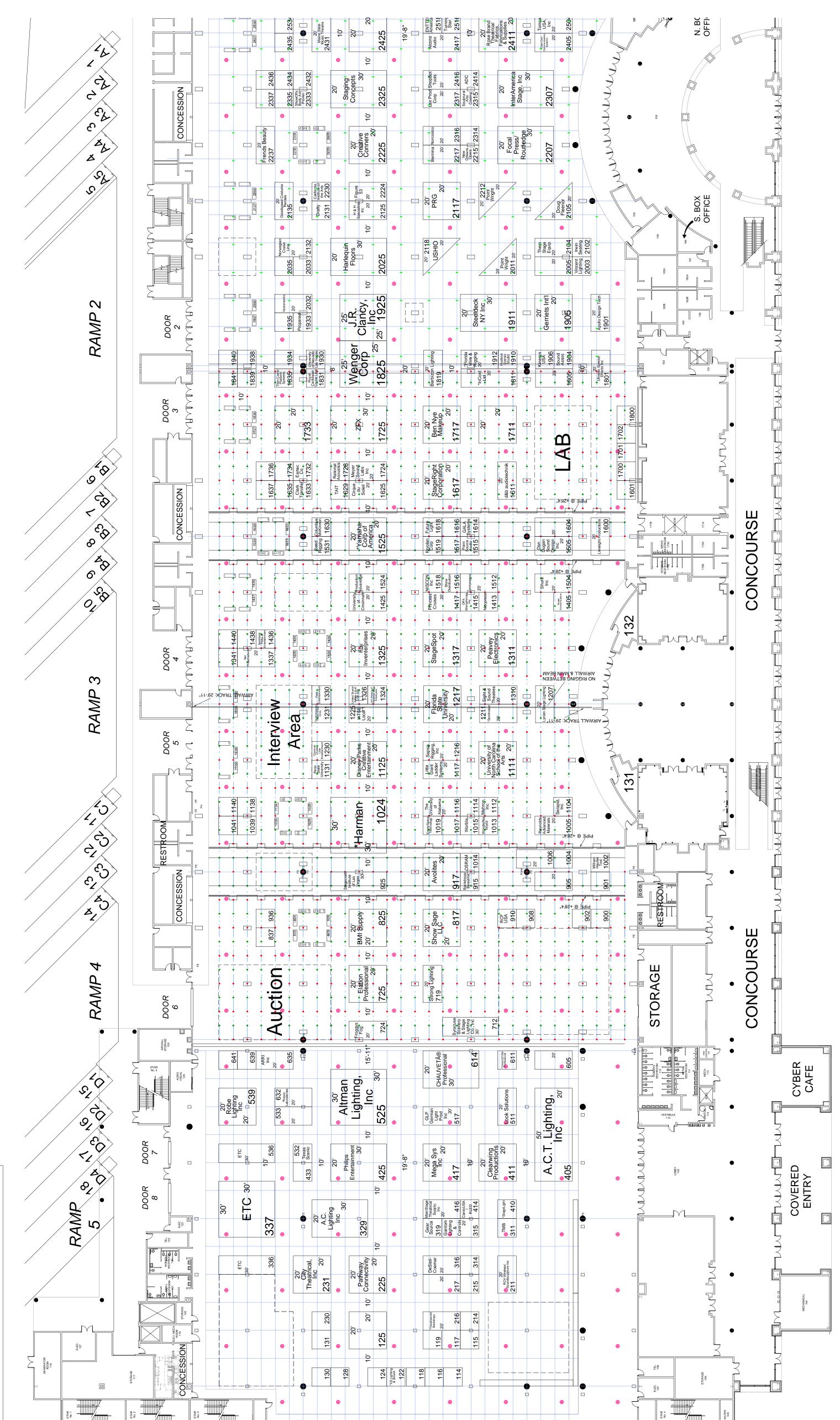


## LEGEND RCP - BARJOISTS RCP - BEAMS HIGH PANEL POINT LOW PANEL POINT HOUSE BEAM CLAMP HOUSE LIGHTING FIXTURE

# **USITT Conference & Stage Expo**

March 15-17, 2018

Greater Fort Lauderdale Convention & Visitors Bureau\_Level Ft. Lauderdale FL



8:00am- 10:00am

10:00am- 12:00pm

USITT Target Move-In Floorplan
Monday, March 12, 2018

1:00pm- 3:00pm

3:00pm- 5:00pm





### **USITT Contacts**

Ron Procopio

**Expo Director** 

800-938-7488 x 107

ron@usitt.org

Jim Lucas

Ad Sales and Marketing Associate

800-938-7488 x 102

jim@usitt.org

**Christine Troscher** 

**Direction of Education & Training** 

800-938-7488 x 105

Christine@usitt.org

Mallory Kay Nelson

Member & Education Assistant

800-938-7488 x 101

mallory@usitt.org

David Grindle

**Executive Director** 

800-938-7488 x 108

david@usitt.org

Monica Merritt

Director of Member Services

800-938-7488 x 104

monica@usitt.org

Carol Carrigan

Director of Finance

800-938-7488 x 106

carol@usitt.org

Lori Furcinito

Financial Assistant

800-938-7488 x 111

Lori@usitt.org

Lynne Dundas

**Director of Marketing** 

800-938-7488 x 103

lynne@usitt.org

Jenn Shuron

**Content Specialist** 

800-938-7488 x 109

Jenn@usitt.org

Gabrielle Chiddy

Marketing Strategist

800-938-7488 x 113

gabrielle@usitt.org



### **Stage Expo Contacts**

**General Contractor** 

**Shepard Exposition Services** 

Tyrell Farrar

702-289-0389

tfarrar@shepardes.com

**Contractor Order Forms** 

**Order Online** 

**Audio Visual** 

**Everlast Productions** 

Javier Fernandez

954-456-7167

<u>JFernandez</u>

@EverlastProductions.com

**AV Order Form** 

Air/Water/Gas

Edlen

Krystal Lansangan

954-607-7255

klansangan@edlen.com

Order Form

**Order Online** 

**Catering** 

Savor

Christina Mulholland

954-765-5946

cmulholland@ftlauderdalecc.com

Menu and Order Form

**Electricity** 

Edlen

Krystal Lansangan

954-607-7255

klansangan@edlen.com

Order Form

**Order Online** 

**Media Services** 

**ASK Media Productions** 

Adam Kaplan

954-683-3173

Adam@askmediaproductions.com

**Internet/Telecomm** 

**CCLD** 

Carlos Lind

954-765-5605

clind@ccldnetworks.com

**Order Form** 

**Order Online** 

**Lead Retrieval** 

**Convention Data Services** 

**Amy Thrasher** 

508-743-0186

athrasher@cdsreg.com

Order Form

**Order Online** 

Security

Staff Pro

Kristi Samayoa

954-765-5989

ksamayoa@staffpro.com



### **Exhibit Information**

### **Booths**

Each 10'x10' booth space is set with an 8' high back drape wall and 3' high draped side rails in show colors which is Blue. Each 10'x20' non-island booth spaces is set with an 8' high back drapes wall in show colors. Island booth spaces may be provided with back wall drapes in show colors upon written request to Ron Procopio. A floor sticker indicating the exhibitors name and booth number will be provided for booth spaces. All booth spaces must be carpeted or have a flooring product supplied for their exhibit space.

A standard in-line booth exhibit is up to 10' in height with one side open to the aisle and two sides at 3' high for 2/3 the depth of your booth. If your design does not conform to these requirements, please contact Ron Procopio at 800-938-7488 x 107 for approval. To comply with the USITT Stage Expo good neighbor policy, please ensure that your exhibit structure is designed so that it does not impede the sightlines of surrounding exhibit spaces. In-line booths may not hang signs or rig above their exhibit space. Ground supported signs are permitted.

Island booths are open on all four sides and may construct exhibits up to 20' in height. Island booths may rig above their exhibit space and hang banners no greater than 2/3 the length of the booth size. (20'x20' booth may have a banner 13')

### **Tables**

Each Commercial and Non-Commercial table space is carpeted and comes with a 6' long x 24" wide x 30" high black-draped table, two standard side chairs, a wastebasket and a floor sticker indicating the exhibitor's name and booth number.

A standard commercial or non-commercial table is allocated a space not to exceed 7' wide. Exhibits over 7' wide will need to purchase two tables spaces or a booth. Diagonal installations that infringe upon adjoining tables will not be permitted. No table exhibit can be taller than 8'. Exhibits must not intrude into any aisle.

### Pavilion

Each Pavilion space is carpeted and comes with a 3' long x 19" wide x 40" high kiosk, one standard stool, one 20-amp power outlet, a wastebasket and a floor sticker indicating the exhibitor's name and booth number.

A kiosk is allocated a space not to exceed 6' wide. Exhibits must not intrude into any aisle. The Pavilion will have 3 community cocktail sets for meetings and further discussions.



### **Exhibit Information**

### **Booth Packages**

Basic booth furnishings have been bundled into three types of booth packages for exhibitors in 10'x10' and 10'x20' booths. These booth packages may be ordered by completing the **Booth Package Order Form** through Shepard Exposition Services. Make sure to order by **February 22nd** to secure the greatest discounted pricing.

### **Equipment Removal**

Removal of any equipment from the exhibit hall other than during scheduled move-out hours must be approved by Ron Procopio, USITT Show Manager

### Insurance

Booth insurance is not required at Stage Expo, but recommended. Often you can add exhibit insurance to your company's policy, but should you need a provider, use the provided **Booth Insurance Form**. When creating a policy please use the information below:

- a. Liability of \$1,000,000 for property damage per occurrence
- b. \$1,000,000 for personal injury per occurrence
- c. Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming USITT, Shepard Exposition Services, Greater Fort Lauderdale Broward County Convention Center, and their respective officers and employees as additionally insured for the time period in question
- d. Dates of coverage: Monday, March 12 through Sunday, March 18, 2018.

The exhibitor indemnifies and agrees to indemnify and hold harmless USITT, its contractors, the Greater Fort Lauderdale Broward County Convention Center, their respective officers, agents and employees, from all loss, cost and expenses arising out of any liability or claim of liability, of injury to persons, or damage to property claimed to have been sustained by reason of any act of omission of USITT, its contractors, the Greater Fort Lauderdale Broward County Convention Center, their respective officers, agents and employees, guests, patron or invitees arising out of or connected with USITT Conference & Stage Expo.

### **Exhibit Staffing**

Exhibits must be staffed at all times the exhibit floor is open. In case of emergency, USITT can request a Conference Student Volunteer to staff an exhibit space for a short period of time. Please contact Ron Procopio in the USITT Exhibitor Lounge on-site; next to the Exhibitor Services area off the expo floor.

### Security

USITT will provide 24 hour perimeter security in the exhibit hall during move-in, Stage Expo days, and move-out. During move-in and move-out, access to the exhibit floor will be permitted only with an exhibitor badge or work pass. If you would like to order security for your booth space you may. If you would like to order security for your booth, use the <u>Security Form</u> provided.



<u>Register at www.insurance4exhibitors.com!</u> It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILIT	Y INSURANCE	PREMIUM RATE	S / EVEN	IT INFORMATIO	N
1 Event Day: 2-3 Event Days:		_ 4-10 Event Days: _ 11-30 Event Days:			
NAME OF EVENT:		EV	ENT START [	DATE: End	Date:
EVENT WEBSITE:		EVENT CONTACT:_		PHONE #	
VENUE ADDRESS with City,	, State & Zip:				
EXHIBITOR INFORM	MATION – REG	ISTER AT wwv	v.insuran	ce4exhibitors.	com
Exhibiting Company/Insured:			_ Contact Na	me:	
Address:		City:	State	e:Zip cod	le:
Email:		Country:	Telep	hone:	
Description of Business/Exhil	bit:				
Does your exhibit or bus	siness involve any	of the excluded acti	vities below	?YES	_NO
Alcohol Serving Disc-Jockeys Fireworks, Firearms, Weapons Installation/Service/Repair Medical Testing Tattooing or Piercing	Amusement Devices Bands Health Supplements Massage Motor Sport Activities Vehicles in Motion	Animals Entertainment & Fi Hot Wax Impression Mechanical/Amuse Oxygen / Aromathe Weight-Loss Produ	ns ment Devices erapy	Athletic Participation Equipment Rental Inflatables Water Activities Storefront Operations Watercraft Exhibits on W	Mazes Tobacco /ater
If yes, describe (we can still o	get you insurance)				
Additional Insured name and address for each Additional Insured #1:	Additional Insured to is	ssue a certificate. Don't l Addition Address	ist your emplonal Insured # ,City,ST,Zip: _	oyees. Just leave blank i	f you do not know.
METHOD OF PAYMEN	T - BY SIGNING B	ELOW YOU AUTHORIZ	E US TO CHA	ARGE YOUR CREDIT C	CARD
Payment Form: Ameri	ican Express Ma	asterCard Visa	Discover	Check (Payable to "Insu	rance for Exhibitors")
Card Number		Expiration Date: _	8	Security Code:	
Cardholder Name:	C	ardholder Address:			
Has any prior coverage been TERMS and CONDITIONS Coverage is only provided for law s whether to provide insurance cover represent, and confirm that to the k Applicant or the Company to comp should a policy be issued. If any or circumstance concerning this insur charge by the insurance company. incurred. I also understand that this I accept and understand I understand that no pro	suits brought in the U.S. ar rage, will rely on the inform pest of my knowledge al in elete the insurance, but it is if the above questions have rance or the subject thereof The exact amount of the sign general liability policy do	and events held in the United stands on contained in this form formation provided is completed understood and agreed that the been answered fraudulently of, the entire policy shall be verified has been disclosed. I also not provide any property of the matter of the has been disclosed. I also not provide any property of the has been disclosed. I also not provide any property of the has been disclosed.	States. I understa and all other inforte, true and corre the information of or in such a way oid. I understand so understand all coverage. By typ me (Print)	rmation being submitted. I hect. Signing this application of contained herein shall be the y as to conceal or misrepresol that this policy includes an Alagency fees are not refundating my name below, I am signing my name below	ereby warrant, does not bind the basis of the contract ent any material fact or Agency fee which is not able once they are ning and agreeing.
Insurance for Exhibitor 30285 Bruce Industrial Pa Solon, OH 44139			Email: inf	p://www.insurance4e fo@insurance4exhibi 0-349-6650 Fax:	



### Show Rules and Regulations

- 1) Exhibits shall be designed and set up to fit within the confines of the assigned exhibit space. IAEE (International Association of Exhibition and Events) provides <u>industry standards for booth design and regulations</u>. We recommend referencing these when designing your booth structure. For any specific questions, please contact <u>Ron Procopio</u> at 800-938-7488 x 107
- 2) The exhibitor's responsibility is to be a "good neighbor" to adjacent exhibitors. Exhibit operations must be conducted so as not to trespass upon the rights of other exhibitors and visitors. USITT reserves the right to request exhibitors to modify or eliminate noise, smoke, fog, light, or other output from an exhibit space. Exhibitors agree that they will comply with all requests made by USITT. USITT reserves the right to remove an exhibitor from Stage Expo if the exhibitor does not comply with USITT requests.
- 3) A standard booth is up to 10' in height with one side open to the aisle and two sides at 3' high for 2/3 of the depth of the booth. Exhibits over 10' in height, and those whose configurations differ from standard must be approved by USITT.
- 4) A standard commercial or non-commercial table is allocated a space not to exceed 7' wide. Exhibits over 7' wide will need to purchase two table spaces or a booth. Diagonal installations that infringe upon adjoining tables will not be permitted. No table exhibit can be taller than 8'. Exhibits must not intrude into any aisle.
- 5) The exhibitor shall not permit any other firm, person, or corporation to use exhibit space allocated to them, or exchange space with other exhibitors unless approved by USITT.
- 6) Exhibit spaces must be staffed at all times. Exhibitors shall have their exhibits complete prior to the opening of Stage Expo and exhibits shall remain intact during all Stage Expo hours. Early disassembling of exhibits is not allowed.
- 7) The exhibitor is expected to follow all national, state, and local safety regulations on the construction and operation of their exhibits. Exhibitors shall use only materials that are flame resistant and in conformity with local fire and safety regulations.
- 8) Exhibitors must follow all regulations of the America's Center Convention Complex.
- 9) Each exhibitor should provide their own liability insurance or other insurance needed on exhibit materials.
- 10) USITT reserves the right to terminate, at any time, the privilege of any exhibitor to exhibit, if USITT shall determine in its sole discretion that: a) an exhibitor has failed to comply with the foregoing rules; b) an exhibitor is conducting an exhibit in such a fashion as might reflect unfavorably upon the Conference or USITT; c) the exhibit does not further the technical and educational aims of USITT; d) the exhibitor's accounts with USITT are not in order. In the event of termination by USITT, the exhibitor shall promptly remove all equipment and personnel from the exhibit area. No portion of exhibit space rental charges shall be refundable.



### **GENERAL RULES AND REGULATIONS**

- 1. The location of entrance units, provided by the decorator, must be approved by the Center.
- 2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.
- 3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
- 4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.
- 5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
- 6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
- 7. Use of glitter and confetti is not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
- 8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
- 9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
- 10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
- 11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
- 12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.
- 13. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
- 14. No soliciting is permitted in the Center or on Center premises.
- 15. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
- 16. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, Technical Services personnel, telecommunications and food and beverage services.
- 17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
- 18. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
- 19. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
- 20. Helium balloons are **PROHIBITTED** inside the Center.
- 21. Exterior banners are **PROHIBITTED** outside the facility.
- 22. All electrical cords should be taped down immediately after placement



### **GENERAL FIRE CODE REGULATIONS**

The Fort Lauderdale Fire Department mandates a strict adherence to the NFPA Safety Code. *The decision of the Fire Marshall of the City of Fort Lauderdale is final.* 

- 1. Licensees, show management, exhibitors and all other parties comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities.
- 2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
- **3.** The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
- **4.** Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
- 5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

### STORAGE:

- 1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.
- 2. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
- 3. Exit signage, fire extinguisher, fire alarms, pull stations and related fire fighting equipment may not be hidden, obstructed or blocked.
- 4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

### FLAME TEST:

- All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall. Materials that cannot be treated for flame retardancy shall not be used.
- 2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
- Compressed flammable gas, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
- 4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
- 5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- 6. All electrical equipment must conform to the National Electrical Code and be UL approved.

### **VEHICLES:**

- 1. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel.
- 2. At no time during show hours are vehicles to be moved.
- 3. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.

### **OPEN FLAME DEVICES:**

- 1. Cooking and /or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking /warming device and public.
- 2. Individual cooking/warming devices shall not exceed 228" surface area.
- 3. A minimum of two (2) feet shall be kept between cooking devices.
- 4. The surface which holds the cooking device shall be of non-combustible material.
- 5. Combustible materials shall be kept two (2) feet away from cooking device.
- 6. An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.

Revised 7/2004



### Structural Permit Application Covered or Enclosed Multilevel Exhibit Booth

Covered/Enclosed exhibit areas shall meet the Broward County Fire Department regulations. Please complete this portion and return at least 60 days prior to your event. Please submit two (2) copies of the plans to:

Broward County Convention Center Event Services Department 1950 Eisenhower Blvd Ft. Lauderdale, FL 33316 Phone: 954 765-5900 Fax: 954 763-9551

Website: ftlauderdalecc.com

	Name		Booth #:
Exhibitor/Cor	npany Name		
Exhibitor Add	dress		
City		State	Zip
Phone		Fax	
On-site Conta	act		
	THE PORTION TO BE COMP		
	THIS PURTION TO BE COMPL	ETED BY THE FORT LA	UDERDALE FIRE DEPARTMENT
Comments _ - - -			UDERDALE FIRE DEPARTMENT

Filename: Structural Permit App 2008



### **COVERED OR MULTILEVEL EXHIBITS GUIDELINES**

### **COVERED EXHIBITS LESS THAN 300 SQ FT**

- Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
- 2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
- 3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

### **COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS**

- Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention Bureau.
- 2. Plans must be scaled, signed and dated by a certified structural engineer.
- 3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
- 4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
- 5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.
- 6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.
- 7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)
- 8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a four inch (15.24cm) sphere cannot pass.
- 9. Stairs should be:
  - a). Minimum of three feet (36") in width.
  - b). Equipped with handrails.
  - c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
  - d). Treads shall be minimum of eleven inches (11").
  - e). Spiral stairs are not permitted.
- 10. Upper level floor systems should support a live load of one hundred lbs (100lbs.) per square foot.
- 11. Two (2) exits are required for every 300 square feet of occupied space.
- 12. All booth construction shall meet local, state, & federal mandated codes and sections.

Filename: Structural Permit App 2008



### Labor Rules and Jurisdiction

### General Service Contractor

Shepard Exposition Services is the official service contractor for Stage Expo 2018. They are responsible for the management of the loading dock area, labor and rigging, furnishings and a variety of other show management specific services. Shepard is available to assist you with your exhibiting needs should you need assistance in any of these areas. You can find all of the important Shepard forms in the Exhibitor Form Finder at <a href="https://www.usittshow.com/exhibitor">www.usittshow.com/exhibitor</a> or download the complete PDF of <a href="https://shepard.com/exhibitor">Shepard.com/exhibitor</a> or download the complete PDF of <a href="https://shepard.com/exhibi

### **Labor Regulations**

At the Greater Fort Lauderdale Broward County Convention Center there are union jurisdictions. There is a distinction for the jurisdiction based on exhibit space size:

### **Exhibitors in booths 400 sq ft and larger:**

<u>Decorator labor is required for install and dismantle of displays in 400 sq ft booths and larger</u>. Audio Visual Labor is required for any truss that needs rigging and hanging. Ground supported trussing may be assembled by company employees in these booths spaces if you are the manufacturer of the trussing. Union labor would be required otherwise. You may hang fixtures, run cable and program as well if you are the manufacturer of the equipment.

### Exhibitors in booths up to 399sq ft:

Exhibiting companies in booths up to a 399 sq ft may use full-time employees of the exhibiting companies to install and dismantle their own exhibits without assistance from the Carpenters Union; as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services. Ground supported trussing may be assembled by company employees in these booths spaces. Full-time employees may hang fixtures, run cable and program as well.

Rigging and the uses of motorized loading equipment such as forklifts and pallet jacks are exclusive services provided by Shepard Exposition Services. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the forms located in the exhibitor manual at <a href="https://www.usittshow.com/exhibitor">www.usittshow.com/exhibitor</a>

### **Material Handling**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that **come in via over the road carriers, rental companies or any for hire delivery service provider**. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any mate-

### What types of vehicles are considered under POV GUIDELINES?

The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment



NO trailers NO Step van / Box truc

### What can be unloaded from and loaded into a vehicle?

Only certain sizes of boxes and equipment can be unloaded from an automobile or small utility vehicle and only exhibitor owned hand carts may be used for transportation within the building





### UNION JURISDICTIONS FORT LAUDERDALE

### **UNION LABOR**

The installation and dismantling of prefabricated displays comes under the jurisdiction of the decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### **EXHIBIT LABOR JURISDICTION**

The decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, full-time exhibiting company employees may work on the installation (move in) and the dismantle (move out) without union labor on their own booths. If labor services are beyond what your full-time employees can provide, union labor may be ordered in advance by submitting the proper order forms.

### MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials at the loading docks. The union also has jurisdiction over the operation of all material handling equipment; the usage or rental of dollies, flat trucks, and other mechanical equipment is not allowed by exhibitors. Shepard will control all access to the loading docks to facilitate a safe and organized process. Full-time employees of the exhibiting company may, however, hand-carry their own materials into the exhibit facility.

### **GRATUITIES / BREAKS**

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 scheduled 15 minute paid break. Meal breaks are maximum one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel regarding union labor jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

### Sales and Use Tax Return

DR-15 R. 01/15

Florida Deport

5050 W Tennessee Street Tallahassee, FL 32399-0120

Please read the Instructions for DR-15 Sales and Use Tax Returns (Form DR-15N) before you complete this return. Instructions are posted on our website at www.floridarevenue.com.

Sertificate Number:	SALLS AILD	USE TAX RETURN	HD/PM Date: / /	DR-15 R. 01/15
Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Due
Sales/Services	•		•	•
Taxable Purchases	include use tax on internet / out-of-stat	e untaxed purchases	gas Seg 🖁	
Commercial Rentals	•			
Transient Rentals	•			
Food & Beverage Vending				•
	Report	ing Period	5. Total Amount of Tax Due	
nsient Rental Rate:	Surtax Rate: Pagon		6. Less Lawful Deductions	•
- 1			7. Net Tax Due	•
ens			8. Less Est Tax Pd / DOR Cr Memo	
/St			9. Plus Est Tax Due Current Month	•
ZIP			10. Amount Due	•
EL OBIDA D	EPARTMENT OF REVENUE		-14, -Loss Gallection Allowanco	E-file/E-pay Only
5050 W TEN			12. Plus Penalty	
	SEE FL 32399-0120		13. Plus Interest	4
Due:			14. Amount Due with Return	•
made electroni	,			
ertificate Number: Florida	SALES AND	USE TAX RETURN 2. Exempt Sales	HD/PM Date: / / 3. Taxable Amount	DR-15 R. 01/15 4. Tax Due
ertificate Number: Florida Sales/Services	SALES AND			
ertificate Number: Florida Sales/Services Taxable Purchases	SALES AND	2. Exempt Sales		
ertilicate Number: Florida Sales/Services Taxable Purchases Commercial Rentals	SALES AND 1. Gross Sales	2. Exempt Sales		
ertilicate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals	SALES AND 1. Gross Sales	2. Exempt Sales		
ertilicate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals	SALES AND 1. Gross Sales	2. Exempt Sales	3. Taxable Amount	
erificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals	SALES AND 1. Gross Sales Include use tax on Internet / out-of-stat	2. Exempt Sales	3. Taxable Amount	
ertificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals Food & Beverage Vending	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	3. Taxable Amount	
ertificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals Food & Beverage Vending sised Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due	
ertificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals Food & Beverage Vending sient Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo	
entificate Number: Florida Sales/Services Taxable Purchases Communical Rentals Transient Rentals Food & Beverage Vending sseen Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	Total Amount of Tax Due Less Lawful Deductions Net Tax Due Less Est Tax Pd / DOR Cr Memo Plus Est Tax Due Current Month	
Florida Sales/Services Taxable Purchases Communical Rentals Transient Rentals Food & Beverupe Vending Seent Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	Total Amount of Tax Due  East Lawful Deductions  Net Set Tax Due  Less Est Tax Pd / DOR Gr Memo  Plus Est Tax Due Gurrent Month  Amount Due	4. Tax Due
entificate Number: Florida Sales/Services Taxable Purchases Communical Rentals Transient Rentals Food & Beverage Vending Seient Rentals Transient Rentals Tr	SALES AND  1. Gross Sales Include use tak on Internet / out-of-staf	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Gurrent Month 10. Amount Due 41.—Less Collection Allowance-	
FLORIDA DI Solo W TEN	SALES AND  1. Gross Sales  Include use fax on infrerent / out-of-star Surfax Rate. Repor	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Due 11. Less Collection Allowance- 12. Plus Penalty	4. Tax Due
FLORIDA DI Solo W TEN	SALES AND  1. Gross Sales Include use tak on Internet / out-of-staf	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Dire 11.—Locs Collection-Allowance- 12. Plus Penalty 13. Plus Interest	4. Tax Due
FLORIDA DI SOSO W TEN TALLAHASS	SALES AND  1. Gross Sales  Include use fax on infrerent / out-of-star Surfax Rate. Repor	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Due 11. Less Collection Allowance- 12. Plus Penalty	4. Tax Due
FLORIDA DI Solo W TEN	SALES AND  1. Gross Sales  Include use fax on infrerent / out-of-star Surfax Rate. Repor	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Dire 11.—Locs Collection-Allowance- 12. Plus Penalty 13. Plus Interest	4. Tax Due
FLORIDA DISOSO W TEN TALLAHASS	SALES AND  1. Gross Sales  Include use fax on inferrent / out-of-star	2. Exempt Sales	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Dire 11.—Locs Collection-Allowance- 12. Plus Penalty 13. Plus Interest	4. Tax Due

Proper Collection of Tax: Florida's state sales tax rate is 6%; however, there is an established "bracket system" for collecting sales tax on any part of each total taxable sale that is less than a whole dollar amount. Sales and use tax brackets for the state tax rate and for the combined state rate and various discretionary sales surtax rates are available on our website at www.floridarevenue.com.

Discretionary Sales Surtax: Most counties impose a local option discretionary sales surtax that must be collected on taxable transactions. You must collect discretionary sales surtax along with the 6% state sales tax on taxable sales when delivery or use occurs in a county that imposes a surtax. Current discretionary sales surtax rates for all counties are listed on Form DR-15DSS. Discretionary Sales Surtax Information, posted on our website.

Under penalties of			
Signature of Taxpayer	Date	Signature of Preparer	Date
Telephone Number	( service	Telephone Number	
Discretionary Sales Surta	ided in Column 3)	15(a).	
(b). Other Taxable Amounts NOT Subject to Su			
(c). Amounts Subject to Surlax at a Rate Differ			
Total Enterprise Zone Jobs Credits (included)			
. Taxable Sales/Untaxed Purchases of Dyed	Diesel Fuel (included in Line A)	18.	
<ul> <li>Taxable Sales from Amusement Machines</li> </ul>	(included in Line A)		
. Rural and/or Urban High Crime Area Job Ta	x Credits	20	
		20.	
		this return and the facts stated in it are true.	
		21.	
Under penalties of	perjury, I declare that I have read t	his return and the facts stated in it are true.	
Under penalties of parature of Taxpayer	perjury, I declare that I have read t	his return and the facts stated in it are true.  Signature of Preparer	
Under penalties of 1 Signature of Taxpayer  Telephone Number  Discretionary Sales Surta	perjury, I declare that I have read to Date	21.  his return and the facts stated in it are true.  Signature of Preparer  Telephone Number	
Under penalties of 1 Signature of Taxpayer  Telephone Number  Discretionary Sales Surta a). Exampt Amount of Items Over \$5,000 (inclus)	Date  Date  X ( Lines 15(a) through 1	21.  his return and the facts stated in it are true.  Signature of Preparer  Telephone Number  5(d) )	
Under penalties of parameter of Taxpayer  Signature of Taxpayer  Telephone Number  Discretionary Sales Surta  a). Exempt Amount of Items Over \$5,000 (inclus). Other Taxable Amounts NOT Subject to Sur	Date  X ( Lines 15(a) through 1 ded in Column 3)	Signature of Preparer  Telephone Number  5(d) )  15(a).	
Under penalties of p Signature of Tax poyer  Telephone Number  Discretionary Sales Surta  Discretionary Sales Surta  Exempt Amount of Items Over \$5,000 (inclus)  Other Taxable Amounts NOT Subject to Surta  Amounts Subject to Surtax at a Rate Differe	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	21.  his return and the facts stated in it are true.  Signature of Preparer  ;  Telephone Number  5(d) )  15(a).  15(b).  Cluded in Column 3)	
Under penalties of p Stgnature of Taxpayer  Telephone Number  Discretionary Sales Surta  Discretionary Sales Surta  Discretionary Sales Surta  Anount of Items Over 55,000 (inclus)  Amounts Subject to Surtax at a Rate Differe  Total Amount of Discretionary Sales Surt	Date  X { Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Date
Under penalties of p Signature of Taxpayer  Telephone Number  Discretionary Sales Surta  a). Exempt Amount of Items Over \$5,000 (inclus). Other Taxable Amounts NOT Subject to Su  3. Amounts Subject to Surtax at a Rate Differe  (j. Total Amount of Discretionary Sales Surt  Total Enterprise Zone Jobs Credits (inclus	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Date
Under penalties of particles of Taxpayer  Signature of Taxpayer  Telephone Number  Discretionary Sales Surta  Exempt Amount of Items Over \$5,000 (inclus)  Other Taxable Amounts NOT Subject to Sus)  Amounts Subject to Surtax at a Rate Differe  Total Enterprise Zone Jobs Credits (includ  Taxable Sales/Untaxed Purchases or Uses	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	5(d) )	Date
Under penalties of particles of Toxpayer  Telephone Number  Discretionary Sales Surta  Total Enterprise Zone Jobs Credits (including Sales Surta  Total Enterprise Zone Jobs Credits (including Sales Surta)	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Oate
Under penalties of parameter of Taxpayer  Stynature of Taxpayer  Telephone Number  Discretionary Sales Surta a). Exempt Aniount of Items Over \$5,000 (inclus). Other Taxable Amounts NOT Subject to Surtax at a Rate Differed). Total Amount of Discretionary Sales Surta Total Enterprise Zone Jobs Credits (inclus Taxable Sales/Untaxed Purchases or Uses Taxable Sales/Untaxed Purchases of Dyed Taxable Sales/Intaxed Purchases of Object Taxable Sales/Intax	Date  X ( Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Oate
Under penalties of particles of Taxpayer  Signature of Taxpayer  Telephone Number  Discretionary Sales Surta (a). Exempt Amount of Items Over \$5,000 (incluing). Other Taxable Amounts NOT Subject to Sur(b). Other Taxable Amounts NOT Subject to Sur(c). Amounts Subject to Surtax at a Rate Differe (d). Total Amount of Discretionary Sales Surtax Taxable Sules/Untaxed Purchases or Uses Taxable Sales/Untaxed Purchases or Obyed Taxable Sales/Untaxed Purchases of Obyed Taxable Sales/Untaxed Purchases or Obyed Taxable Sales from Amusement Machines	Date  X ( Lines 15(a) through 1 ded in Column 3) tax (included in Column 3) int Than Your County Surtax Rate (in ax Due (included in Column 4) led in Line 6) Diesel Fuel (included in Line A) Diesel Fuel (included in Line A) (included in Line A) (included in Line A)	21.  his return and the facts stated in it are true.  Signature of Preparer  Telephone Number  5(d) )	Oate

### Sales and Use Tax Return

DR-15 R. 01/15

Florida Deport

5050 W Tennessee Street Tallahassee, FL 32399-0120

Please read the Instructions for DR-15 Sales and Use Tax Returns (Form DR-15N) before you complete this return. Instructions are posted on our website at www.floridarevenue.com.

Sertificate Number:	SALLS AILD	USE TAX RETURN	HD/PM Date: / /	DR-15 R. 01/15
Florida	1. Gross Sales	2. Exempt Sales	3. Taxable Amount	4. Tax Due
Sales/Services	•		•	•
Taxable Purchases	include use tax on internet / out-of-stat	e untaxed purchases	gas Seg 🖁	
Commercial Rentals	•			
Transient Rentals	•			
Food & Beverage Vending				•
	Report	ing Period	5. Total Amount of Tax Due	
nsient Rental Rate:	Surtax Rate: Pagon		6. Less Lawful Deductions	•
- 1			7. Net Tax Due	•
ens			8. Less Est Tax Pd / DOR Cr Memo	
/St			9. Plus Est Tax Due Current Month	•
ZIP			10. Amount Due	•
EL OBIDA D	EPARTMENT OF REVENUE		-14, -Loss Gallection Allowanco	E-file/E-pay Only
5050 W TEN			12. Plus Penalty	
	SEE FL 32399-0120		13. Plus Interest	4
Due:			14. Amount Due with Return	•
made electroni	,			
ertificate Number: Florida	SALES AND	USE TAX RETURN 2. Exempt Sales	HD/PM Date: / / 3. Taxable Amount	DR-15 R. 01/15 4. Tax Due
ertificate Number: Florida Sales/Services	SALES AND			
ertificate Number: Florida Sales/Services Taxable Purchases	SALES AND	2. Exempt Sales		
ertilicate Number: Florida Sales/Services Taxable Purchases Commercial Rentals	SALES AND 1. Gross Sales	2. Exempt Sales		
ertilicate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals	SALES AND 1. Gross Sales	2. Exempt Sales		
ertilicate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals	SALES AND 1. Gross Sales	2. Exempt Sales	3. Taxable Amount	
erificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals	SALES AND 1. Gross Sales Include use tax on Internet / out-of-stat	2. Exempt Sales	3. Taxable Amount	
ertificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals Food & Beverage Vending	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	3. Taxable Amount	
ertificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals Food & Beverage Vending sised Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due	
ertificate Number: Florida Sales/Services Taxable Purchases Commercial Rentals Transient Rentals Food & Beverage Vending sient Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo	
entificate Number: Florida Sales/Services Taxable Purchases Communical Rentals Transient Rentals Food & Beverage Vending sseen Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	Total Amount of Tax Due Less Lawful Deductions Net Tax Due Less Est Tax Pd / DOR Cr Memo Plus Est Tax Due Current Month	
Florida Sales/Services Taxable Purchases Communical Rentals Transient Rentals Food & Beverupe Vending Seent Rental Rate:	SALES AND 1. Gross Sales Include use tax on interset / out-of-stat	2. Exempt Sales s untaxed purchases	Total Amount of Tax Due  East Lawful Deductions  Net Tax Due  Less Est Tax Pd / DOR Gr Memo  Plus Est Tax Due Gurrent Month  Amount Due	4. Tax Due
entificate Number: Florida Sales/Services Taxable Purchases Communical Rentals Transient Rentals Food & Beverage Vending Seient Rentals Transient Rentals Tr	SALES AND  1. Gross Sales Include use tak on Internet / out-of-staf	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Gurrent Month 10. Amount Due 41.—Less Collection Allowance-	
FLORIDA DI Solo W TEN	SALES AND  1. Gross Sales  Include use fax on infrerent / out-of-star Surfax Rate. Repor	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Due 11. Less Collection Allowance- 12. Plus Penalty	4. Tax Due
FLORIDA DI Solo W TEN	SALES AND  1. Gross Sales Include use tak on Internet / out-of-staf	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Dire 11.—Locs Collection-Allowance- 12. Plus Penalty 13. Plus Interest	4. Tax Due
FLORIDA DI SOSO W TEN TALLAHASS	SALES AND  1. Gross Sales  Include use fax on infrerent / out-of-star Surfax Rate. Repor	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Due 11. Less Collection Allowance- 12. Plus Penalty	4. Tax Due
FLORIDA DI Solo W TEN	SALES AND  1. Gross Sales  Include use fax on infrerent / out-of-star Surfax Rate. Repor	2. Exempt Sales s untaxed purchases	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Dire 11.—Locs Collection-Allowance- 12. Plus Penalty 13. Plus Interest	4. Tax Due
FLORIDA DISOSO W TEN TALLAHASS	SALES AND  1. Gross Sales  Include use fax on inferrent / out-of-star	2. Exempt Sales	3. Taxable Amount  5. Total Amount of Tax Due 6. Less Lawful Deductions 7. Net Tax Due 8. Less Est Tax Pd / DOR Cr Memo 9. Plus Est Tax Due Current Month 10. Amount Dire 11.—Locs Collection-Allowance- 12. Plus Penalty 13. Plus Interest	4. Tax Due

Proper Collection of Tax: Florida's state sales tax rate is 6%; however, there is an established "bracket system" for collecting sales tax on any part of each total taxable sale that is less than a whole dollar amount. Sales and use tax brackets for the state tax rate and for the combined state rate and various discretionary sales surtax rates are available on our website at www.floridarevenue.com.

Discretionary Sales Surtax: Most counties impose a local option discretionary sales surtax that must be collected on taxable transactions. You must collect discretionary sales surtax along with the 6% state sales tax on taxable sales when delivery or use occurs in a county that imposes a surtax. Current discretionary sales surtax rates for all counties are listed on Form DR-15DSS. Discretionary Sales Surtax Information, posted on our website.

Under penalties of			
Signature of Taxpayer	Date	Signature of Preparer	Date
Telephone Number	( service	Telephone Number	
Discretionary Sales Surta	ided in Column 3)	15(a).	
(b). Other Taxable Amounts NOT Subject to Su			
(c). Amounts Subject to Surlax at a Rate Differ			
Total Enterprise Zone Jobs Credits (included)			
. Taxable Sales/Untaxed Purchases of Dyed	Diesel Fuel (included in Line A)	18.	
<ul> <li>Taxable Sales from Amusement Machines</li> </ul>	(included in Line A)		
. Rural and/or Urban High Crime Area Job Ta	x Credits	20	
		20.	
		this return and the facts stated in it are true.	
		21.	
Under penalties of	perjury, I declare that I have read t	his return and the facts stated in it are true.	
Under penalties of parature of Taxpayer	perjury, I declare that I have read t	his return and the facts stated in it are true.  Signature of Preparer	
Under penalties of 1 Signature of Taxpayer  Telephone Number  Discretionary Sales Surta	perjury, I declare that I have read to Date	21.  his return and the facts stated in it are true.  Signature of Preparer  Telephone Number	
Under penalties of 1 Signature of Taxpayer  Telephone Number  Discretionary Sales Surta a). Exampt Amount of Items Over \$5,000 (inclus)	Date  Date  X ( Lines 15(a) through 1	21.  his return and the facts stated in it are true.  Signature of Preparer  Telephone Number  5(d) )	
Under penalties of parameter of Taxpayer  Signature of Taxpayer  Telephone Number  Discretionary Sales Surta  a). Exempt Amount of Items Over \$5,000 (inclus). Other Taxable Amounts NOT Subject to Sur	Date  X ( Lines 15(a) through 1 ded in Column 3)	Signature of Preparer  Telephone Number  5(d) )  15(a).	
Under penalties of p Signature of Tax poyer  Telephone Number  Discretionary Sales Surta  Discretionary Sales Surta  Exempt Amount of Items Over \$5,000 (inclus)  Other Taxable Amounts NOT Subject to Surta  Amounts Subject to Surtax at a Rate Differe	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	21.  his return and the facts stated in it are true.  Signature of Preparer  ;  Telephone Number  5(d) )  15(a).  15(b).  Cluded in Column 3)	
Under penalties of p Stgnature of Taxpayer  Telephone Number  Discretionary Sales Surta  Discretionary Sales Surta  Discretionary Sales Surta  Anount of Items Over 55,000 (inclus)  Amounts Subject to Surtax at a Rate Differe  Total Amount of Discretionary Sales Surt	Date  X { Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Date
Under penalties of p Signature of Taxpayer  Telephone Number  Discretionary Sales Surta  a). Exempt Amount of Items Over \$5,000 (inclus). Other Taxable Amounts NOT Subject to Su  3. Amounts Subject to Surtax at a Rate Differe  (j. Total Amount of Discretionary Sales Surt  Total Enterprise Zone Jobs Credits (inclus	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Date
Under penalties of particles of Taxpayer  Signature of Taxpayer  Telephone Number  Discretionary Sales Surta  Exempt Amount of Items Over \$5,000 (inclus)  Other Taxable Amounts NOT Subject to Sus)  Amounts Subject to Surtax at a Rate Differe  Total Enterprise Zone Jobs Credits (includ  Taxable Sales/Untaxed Purchases or Uses	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	5(d) )	Date
Under penalties of particles of Toxpayer  Telephone Number  Discretionary Sales Surta  Total Enterprise Zone Jobs Credits (including Sales Surta  Total Enterprise Zone Jobs Credits (including Sales Surta)	Date  Date  X ( Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Oate
Under penalties of parameter of Taxpayer  Stynature of Taxpayer  Telephone Number  Discretionary Sales Surta a). Exempt Aniount of Items Over \$5,000 (inclus). Other Taxable Amounts NOT Subject to Surtax at a Rate Differed). Total Amount of Discretionary Sales Surta Total Enterprise Zone Jobs Credits (inclus Taxable Sales/Untaxed Purchases or Uses Taxable Sales/Untaxed Purchases of Dyed Taxable Sales/Intaxed Purchases of Object Taxable Sales/Intax	Date  X ( Lines 15(a) through 1 ded in Column 3)	21.   21.     21.	Oate
Under penalties of particles of Taxpayer  Signature of Taxpayer  Telephone Number  Discretionary Sales Surta (a). Exempt Amount of Items Over \$5,000 (incluing). Other Taxable Amounts NOT Subject to Sur(b). Other Taxable Amounts NOT Subject to Sur(c). Amounts Subject to Surtax at a Rate Differe (d). Total Amount of Discretionary Sales Surtax Taxable Sules/Untaxed Purchases or Uses Taxable Sales/Untaxed Purchases or Obyed Taxable Sales/Untaxed Purchases of Obyed Taxable Sales/Untaxed Purchases or Obyed Taxable Sales from Amusement Machines	Date  X ( Lines 15(a) through 1 ded in Column 3) tax (included in Column 3) int Than Your County Surtax Rate (in ax Due (included in Column 4) led in Line 6) Diesel Fuel (included in Line A) Diesel Fuel (included in Line A) (included in Line A) (included in Line A)	21.  his return and the facts stated in it are true.  Signature of Preparer  Telephone Number  5(d) )	Oate



### Registration

### Registration for exhibitors will open in early November.

Please complete your registration by **Friday, March 2**. If you have specific questions about the online registration process for exhibitors, please contact Monica Merritt in USITT office at 800-938-7488 x 104, or by e-mail at monica@usitt.org.

Tuesday, March 13	7:30am - 6:00pm
Wednesday, March 14	7:30am - 6:00pm
Thursday, March 15	7:30am - 5:30pm
Friday, March 16	7:30am - 5:30pm
Saturday, March 17	8:00am - 1:00pm

### **Badge Types**

Exhibitors have access to two different types of badges:

**Full Conference**: Those with Exhibitor Full-Conference registration badges are invited to attend all conference programming sessions and All Conference events.

Booth Staff Only: Those with Exhibitor Stage Expo Only registration badges will only have access to Stage Expo.

### **Badge Allotment**

Exhibitors are given an allotment of badges based on the exhibit size.

- (4) Full Conference and (4) Booth Staff Only badges for each 100 sq ft
- (2) Full Conference and (2) Booth Staff Only badges for each table space

### **Work Passes**

During move-in and move-out, exhibitor work passes will be available at the table at the entrance to the expo hall.

### **Children at Stage Expo**

Children under the age of 12 are not permitted at Stage Expo.

### **Promotion Codes**

You are assigned a dedicated VIP code which you may offer your clients. This grants them complimentary access to Stage Expo; and you'll be able to track who utilizes the code in the exhibitor registration system. Check your exhibitor bulletins for your promo code starting in November.

### **Exhibitor Recruitment Tool**

This new tool will be available beginning in November in the exhibitor registration portal. As an exhibitor, you'll be able to search for attendees that are looking for college programs, internships and job opportunities. Attendees will include their LinkedIn profile hyperlink if they are interested in such programs. In the exhibitor portal, you'll be able to run reports from some attendee demographics and collect their names and LinkedIn contact links.

### **USITT Exhibitor Marketing Kit**

Exhibiting at any tradeshow involves more than just setting up literature and standing in your booth. Successful exhibitors will tell you that there are several steps they take before an event to increase their brand awareness and connection to the attendees. As an association, USITT does as much as possible to get you in front of the audience you seek. By taking these steps you can increase your ROI and get the most of your exhibiting at USITT experience.

### **Table of Contents**

- ✓ Launch a Product at USITT✓ Invite Your Customers
  - ✓ Send out Press Releases
  - ✓ Participate in Demos and Receptions
  - ✓ Use Digital Marketing to Connect to @USITT
  - ✓ Fill Out the Virtual Booth
  - ✓ Sponsorship, Advertising, and Product Donation/Loans



### Marketing Checklist

Lau	nch a Product
	Review USITT Marketing Kit for Incentives
Invi	ite Your Customers
	Request Attendee Mailing List
	Send out Invitations to Customers
	Post booth info on website and Social Media
Rec	quest Press List
Sigi	n Up for Product Demos
	New Product Showcase
	Innovation Stage
	Costume Stage
	Console Demo Area
Pla	n to Attend Receptions
	Opening Night
	Regional Sections
	Closing Night
	Closing Night

Use Digital Marketing to Connec	t to USITT
Follow USITT's Social Med	ia Channels
<u>Facebook</u> , <u>Twitter</u> , <u>Instag</u>	ram, <u>LinkedIn</u>
Upload Press Releases to your V	irtual Booth
Complete Your Virtual Booth	
Print Profile for the Confe	rence Program
Add New Products to be s	showcased
Add Show Specials being	offered
Add your Social Media Lin	ks
Embed YouTube Videos	
Sponsorship and Advertising	
Sponsorship Opportunitie	<u>S</u>
Conference Program Adve	ertising
Digital Signage Advertising	
Conference Bulletin Banne	<u>er</u>

### Launch a Product at USITT

Launching a new product at an event is beneficial for both you as an exhibitor and the event in general. By showcasing an innovation, it generates a feeling of need to be at an event. If USITT is the first place to see a product, it becomes a must attend event for your customers. At USITT, we want to create a culture which rewards companies for launching products and creating that must attend feeling. Let us help you get the word out about your new product. Here's how we'll do that for your product debut.

At USITT, we look at new products in the industry in two different ways:

**Product Debut** – Product debuts would be classified as products that are new to be released and not having been shown at other tradeshow events.

**New Products** – New Products would be classified as products that are released within the previous 12 months of USITT.

**Product Debut Insert in the USITT Conference Program** – this would be a small sectional program inserted in the conference program highlighting your company and your product

**Product Debut Showcase page on www.usittshow.com** – USITT will host a page of our website dedicated to those companies launching a product which will feature the product, company, and brief descriptions with links

**Product Debut Showcase icon in the USITT mobile** – this icon will link to the <u>www.usittshow.com</u> page featuring your product launch. We have over 89% adoption rate for our attendees at USITT utilizing the mobile app

**Headline piece in a USITT Conference Bulletin** – The Conference Bulletin goes out to over 10,000 members, attendees and subscribers of USITT. We would create a headline article to a bulletin close to the event promoting the launch of these products in Fort Lauderdale. Submit your paragraph, logo, and product photo by Jan 31<sup>st</sup> for inclusion.

"Debuting a Product" carpet sticker – These would be placed in front of the booth space

**People's Choice Best New Product Award** – Attendees will have the opportunity to select their favorite launch of the USITT event. Awards will be announced the week following for you to promote all year long.

New Product Showcase – This event is part of our exciting Opening Night on Wednesday, March 14 from 7:00pm-10:00pm. Get up on stage for just a short few minutes; dazzle and amaze the frenzied audience; toss out swag which the attendees will take home with them and keep year-round. Due to increased demand for participation in this event and the need to keep the event fresh, USITT is instituting a priority system. If selected you will receive a confirmation email on Wednesday, February 14<sup>th</sup>.

- 1. A Product Debut at the New Product Showcase (\$0) First Come, First Serve
- 2. A New Product to market within 12 months (\$250)
- 3. New Exhibiting Company to USITT (\$250)
- 4. Software Updates/Updated Features (\$250)



### Product Launch Information USITT Stage Expo 2018

### Submit by February 13, 2018

Company Information	
Company	
Contact	
Phone	Email
Booth #	
Product	
Product Website	
Release Date	
Description	

Send the completed form to <a href="mailto:ron@usitt.org">ron@usitt.org</a> or 866-398-7488 to alert USITT of your intent to release a product at USITT.

### **Invite Your Customers**

Exhibiting at a convention is an expensive process. Booth rental costs from an association typically represent only 1/3 of the total cost an exhibitor will see. The other 2/3's come from travel and housing, booth services (electricity, internet, material handling), dinners with clients, and so many other costs that sneak up on you.

While USITT does extensive marketing to attract USITT members past and present; previous event attendees, local attendees in the area and much more; you have the ability to invite your customers to come to USITT.

### You're spending a lot of money to set up your space – Make sure your current and previous customers know where they can visit you!

You can do this in a number of ways:

Have your sales managers send out invitations – You can do this via email with your dedicated VIP code from exhibitor registration. Or you can call and make a custom invitation to them. Direct Marketing is showing a revival recently; so why not print a postcard and get in their mailbox with a great reason to have them visit Fort Lauderdale?

Consider a Direct Buyer Program – Some companies will buy an airline ticket and/or hotel room for a high-profile customer to visit a tradeshow booth. If a single airline ticket is \$350 but the customer has potential for making large orders; it's an investment worth considering.

In 2018, USITT is making a marketing push into Central and South America as well as the Caribbean. Did you know that Jet Blue flies direct from Columbia to Fort Lauderdale for less than \$400 round trip? Southwest and Spirit Airlines also fly to FLL; in addition to the other major airlines direct to FLL, MIA, and PBI. If you have clients and customers in these regions, make sure to let your sales team know that this is an opportunity to showcase your products to them. South Florida is a Spanish speaking area of the country and just a few hours away from hundreds of production companies and venues.

Post that You'll be at USITT – In your virtual booth you can grab the FREE Attendee Acquisition Widget (AAW) which you can post on your homepage and has direct links back to the event site. Or post one of the banners USITT provides in the exhibitor manual at <a href="https://www.usittshow.com/exhibitor">www.usittshow.com/exhibitor</a>

The goal should be to meet as many people as possible in your booth space while you're in Fort Lauderdale; whether they are new people brought to the venue by USITT or your current customers who would like to shake your hand one more time.

### **USITT Conference Registrant Mailing List**

Stage Expo Exhibitors may use the Conference Registrant mailing list **one time** before Stage Expo and **one time** after.

- Mailing list file will be provided as an Excel file
- Mailing list may be broken down by registration category
- List Use Agreement form must be filled out and returned to <a href="mailto:monica@usitt.org">monica@usitt.org</a>
- List is physical mailing addresses only. Email addresses are not available.

Please contact <a href="monica@usitt.org">monica@usitt.org</a> with questions or list requests.

### **USITT List Use Agreement**

(Please type or print clearly)

This Agreement is made as of the date first written below, between the United States Institute for Theatre Technology Inc. (USITT), located at 315 S. Crouse Ave, Suite #200, Syracuse, NY 13210, hereafter referred to as List Owner and

(your company name and address) and

(your 3<sup>rd</sup> party mail house name and address)

hereafter referred to as Mailer, acknowledging and agreeing to comply with the stipulations and limitations governing the use of the USITT Mailing List pursuant to this Agreement.

- 1. The Mailer acknowledges and agrees that the USITT Mailing List, and any portions thereof, is the exclusive property of List Owner.
- 2. The Mailer shall provide the List Owner a sample of the mailing piece for approval prior to release of the mailing list. The sample mailing piece must be of professional use to USITT members or Conference attendees and must not reference USITT in any way without prior written consent from USITT.
- 3. The Mailer agrees that all names and addresses furnished are provided for one-time use only. The Mailer guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used by any party except as specified in the written order to List Owner.
- 4.No second use, telemarketing, tagging, appending, or list enhancement of any kind is permitted from a list without permission of USITT.
- 5. No subscriptions of any sort are to be sent to or generated by this list.
- 6. The Mailer shall mail only the sample mailing piece which has been approved by List Owner. The Mailer or its agents shall not transfer names or information to its own customer files or re-contact names derived from the mailing list, or provide the names for another to make such contact, without prior written approval of List Owner.
- 7.Upon completion of each one-time mailing, the Mailer shall immediately destroy all unused mailing labels, letters, envelopes, and other typed or printed matter that contain names and addresses supplied by the List Owner. List Owner mailing data stored in electronic form by Mailer for mailing purposes must be destroyed within 30 days of mailing.
- 8. The Mailer agrees that the list use conditions described herein shall apply to any present and future use of the mailing list.
- 9.List Owner reserves the right to "seed" their lists using decoy names to protect against unauthorized use.

Company Name		
Contact Name		
Title		
Address		
Signature	Date	_
Make a convert this agreement for your records		

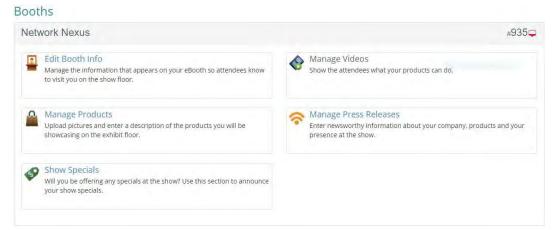
Make a copy of this agreement for your records.

Questions? Call the USITT Member Services Director or Marketing Director at 800-938-7488.

### Send out Press Releases

Tell the world what you are doing! Send out periodic press releases and let our attendees and the industry know that you have a new product, where you'll be showcasing, new developments and so on. At USITT, we're offering three places for you to take advantage of these releases:

Virtual Booth – As part of your booth at USITT, you have access to an on-line virtual booth. You can log in and update your company information, add show specials you're offering, new products to the show and yes, press releases.



USITT Conference Newsletter – The Conference News reaches over 10,000 contacts — members, past USITT conference attendees, and pre-registered conference attendees for the next event. This newsletter will be monthly to start, increasing to bi-weekly, then weekly as the event gets closer. The Industry News section takes those press releases you send and turns them into a section of this bulletin.

Please note that newsletter content is at the discretion of our editors. Your press releases uploaded to the virtual booth will be pulled for the conference newsletter sends.





### **Industry Member News**

October 19, 2016 | Jenn Shuron

ANNOUNCEMENTS: NATEAC Raises Money for Behind the Scenes North American Theatre Engineering and Architecture Conference (NATEAC) raised over \$11,000 for USITT Read more »

### ANNOUNCEMENTS:

NATEAC Raises Money for Behind the Scenes

North American Theatre Engineering and Architecture Conference (NATEAC) raised over \$11,000 for USITT member Behind the Scenes charity. NATEAC is a quadrennial conference, held in NYC, which brings industry leaders together to discuss the issues and challenges they face when designing and building performing arts venues in North America.

### ESTA: US Navy adopts ESTA's E1.6 for Entertainment Hoists

The Naval Facilities Engineering Command Navy Crane Center Weight Handling Program Management, has added a section entitled "Entertainment Hoists." It calls out hoist systems identified in their equipment history files as being "entertainment hoists," and subject to different rules for their use and maintenance than other hoists and cranes. Details here.

### NEW PRODUCTS:

### Chauvet: New Lighting Product Survives the Elements

The new LED light fixture from **Chauvet**, the Ovation E-260WW IP, has an output greater than 750-watt HPL ellipsoidal and is bright enough to work effectively at outdoor events, theatrical performances, and concerts.



Exhibitor Press Room – We will be posting your press releases for attendees to read at <a href="https://www.usittshow.com/exhibitor-press-room">www.usittshow.com/exhibitor-press-room</a>. Your press release uploaded to the virtual booth will be pulled for the Exhibitor Press Room.



### Press List Request USITT Stage Expo 2018

### Submit by March 2, 2018

Company Information	
Company	
Contact	
Phone	Email
Booth #	

Send the completed form to <a href="mailto:ron@usitt.org">ron@usitt.org</a> or 866-398-7488

### Participate in Demos and Receptions

There are dozens of ways for you to connect with the USITT audience. It all depends on what your goals are, who you want to meet and how you'd like to meet them. Here are just some of the opportunities for you.

### **Product Showcases**

New Product Showcase – This event is part of our exciting Opening Night on Wednesday, March 14 from 7:00pm-10:00pm. Last year boasted over 1,500 attendees in an electric environment. The exciting show-and-tell like event serves a teaser for what the attendee can expect to see at Stage Expo the next few days.

Get up on stage for just a short few minutes; dazzle and amaze the frenzied audience; toss out swag which the attendees will take home with them and keep year-round. **First Come, First Serve, Limited to 12 companies.** Due to increased demand for participation in this event and the need to keep the event fresh, USITT is instituting a priority system. If selected you will receive a confirmation email on Wednesday, February 14<sup>th</sup>.

- 1. A Product Debut at the New Product Showcase (\$0) First Come, First Serve
- 2. A New Product to market within 12 months (\$250)
- 3. New Exhibiting Company to USITT (\$250)
- 4. Software Updates/Updated Features (\$250)

Innovation Stage and Gallery – This a two-part event and display. The Innovation Stage located at Stage Expo features new technologies to our industry. Participating companies must have a technology that is new within the past 12 months. With participation, you will have 20 minutes on the Innovation Stage during expo only hours. In addition, your product will be on display in a glass case in the USITT lobby area. First Come, First Serve, Limited to 12 companies, Preference given to Product Launches. Cost of participating is \$250.

Costume Stage – This new stage is intended for costume rental companies to showcase their inventory in fashion shows scheduled throughout the event. The stage will also host sessions and demos specifically for costume, make up, and props. There is no charge to participate as a costume rental exhibitor. Contact Ron Procopio at 800-932-7488 x 107 or ron@usitt.org

Console Demo Area – 2018 will see the return of our console demo area on the expo floor. Hundreds of attendees took advantage of these training offerings in St. Louis. Manufacturers will have a better educated attendee, and USITT is able to offer a way to connect the attendees with your products. There is no charge to participate as a manufacturer. Contact Ron Procopio at 800-932-7488 x 107 or ron@usitt.org

### Receptions

Opening Night Cocktail – This event on Wednesday, March 14<sup>th</sup>, is our largest single gathering of attendees. We're anticipating 1,800 of the attendees in what is an evening of networking, entertaining, and Stage Expo preview. Make sure to add this event to your schedule to mingle with the attendees and start the dialogue.

Regional Section Events – USITT has 14 different regional sections that host breakfast networking events on Thursday, March 15 at 8:00am. Stop by your region to meet and get connected to the attendees in your area.

Closing Night – USITT takes Closing Night out on the town! Last year, our closing night party drew 1,500 attendees, our largest ever. After you finish packing up your booth, come join the attendees for a final beverage and continue the conversations you started in the booths.



### **NEW PRODUCTS SHOWCASE**

### Submit by February 13, 2018

Stage Expo exhibitor will take center stage to creatively promote their products to a lively audience. The 2018 New Products Showcase is scheduled for Wednesday, March 14 with Opening Night festivities beginning at 7:00pm followed by New Products taking the stage at 8:00pm. Stage Expo exhibitor may sign up for a 3-5 minute presentation of their products. Due to increased demand for participation in this event and the need to keep the event fresh, USITT is instituting a priority system. If selected you will receive a confirmation email on Wednesday, February 14<sup>th</sup>.

Signup Priority and fees: 1. A Product Debut at the New Product Showcase (\$0) 2. A New Product to market within 12 months (\$250) 3. New Exhibiting Company to USITT (\$250) 4. Software Updates/Updated Features (\$250) Company Name: \_\_\_\_\_ Contact Person: Email: Phone: Presenter: Email: Phone: Please list the name and description of your new product. Include approximate size and weight if this is appropriate: I will need A table to place my product on Power, specify type:\_\_\_\_\_ Sound playback Something else I will be presenting A PowerPoint presentation A video file A product demonstration П П Something else Upon receipt of this form, USITT will email a link for the payment amount above. I agree to the payment amount above for the New Products Showcase event presentation. Signature

Please e-mail completed form to ron@usitt.org or Fax to: 866-398-7488



### Innovation Gallery & Stage Application

USITT Stage Expo 2018 March 15-17, 2018

Company Information		
Company		
Contact		
Phone Email		
Product		
Product Dimensions		
Presentation Preference (Circle One) Thursday Friday		
Description		
Special Needs		
Francis and Change Cat		
Furniture/ Stage Set		
Technical requirements:		
Payment		
Total <b>\$250.0</b> 0	 D	
Payment Terms		
100% required deposit with contract signature- USITT will send a link for payment upon receipt		
Authorized Signature Date		
Title		

Please e-mail completed form to <a href="mailto:ron@usitt.org">ron@usitt.org</a> or Fax to: 866-398-7488

#### Use Digital Marketing to Connect to @USITT

USITT will follow your organization and search our newsfeed to find posts from members to share via our social pages. If we are not connected to your Facebook, Twitter, and Instagram, please feel free to like our pages and we will like yours in return.

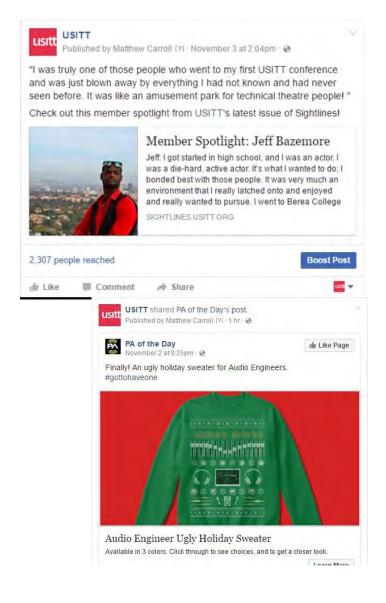
Facebook (<a href="https://www.facebook.com/usitt">https://www.facebook.com/usitt</a>) is currently USITT's most prominent social media channel. With over 8,500 "likes" and growing, USITT is actively increasing its visibility and impact on the industry. We post information and engaging content to connect with our online community and boost our social media presence.

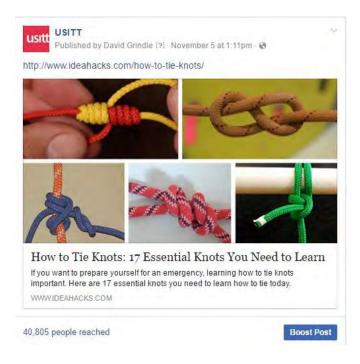
USITT's twitter page (https://www.twitter.com/usitt) has over 3,800 followers.

USITT's Instagram Page (<a href="https://www.instagram.com/usitt/">https://www.instagram.com/usitt/</a>) has over 2,100 followers.

USITT's LinkedIn Page (https://www.linkedin.com/company/usitt) has over 550 followers.

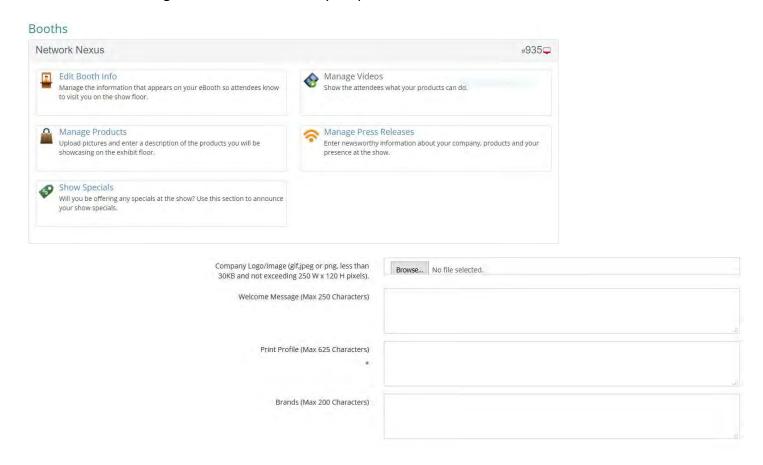
Below are examples of typical posts and shares from USITT social media channels.





#### Fill Out the Virtual Booth

Not only do you have a booth or table space; you have a Virtual Booth space. This profile shows in the exhibitor list and on the On-Line Floorplan. In addition, we pull your listing for the printed Conference Program from this location. You'd be surprised how often these areas are not completely filled out or updated by exhibiting companies considering it's FREE and showcases your company. Make sure to complete all these areas and take advantage of this information to your potential customers.



Edit Booth Info – Here you can add a short welcome message; your Print Profile which will go into the USITT Conference Program, your On-Line Profile, select the categories attendees will search, and add your social media links.

Press Releases – The press releases you send out, you can also add to your virtual booth for posting.

Show Specials – If you have any planned show specials, you'll be able to add them to your On-Line Profile.

New Products – If you have a new product that will be released and showcased at USITT in Fort Lauderdale, you can add the information to your On-Line Profile.

#### Sponsorship, Advertising and Product Donation/Loans

USITT tries to create avenues of additional exposure through sponsorships, advertising and product donations. While we have many opportunities available, we are always open to considering additional offerings if you have suggestions and ideas.

Sponsorships – Some of the sponsorships are branding based while others more experiential in nature. Our goal at USITT is always to over-deliver on your ROI expectations. You'll find the sponsorship pages below with the opportunities available for you. Please contact Ron Procopio at 800-938-7488 x 107 or ron@usitt.org for any additional information.

Advertising – USITT offers ads in a couple ways. The Conference Program goes out to all the 5,500+ attendees that will be in Fort Lauderdale. This year, we'll also offer a digital version of the program on <a href="www.usittshow.com">www.usittshow.com</a> and linked through the mobile app. The pricing sheet for ads is included below. Contact Jim Lucas at 800-938-7488 or <a href="jim@usitt.org">jim@usitt.org</a> for more information.

**Banner Ads in the Conference Bulletin** – Last year we began our conference bulletin system which is an informational and advertising piece that goes out to 10,000+ USITT members and Conference attendees. Advertising banners are being offered for sale for the first time. Space is limited so reserve your ad soon by contacting Ron Procopio at 800-938-7488 x 107 or ron@usitt.org

**Digital Ad on the Conference Session Room Signs** – USITT is going Digital! We're switching to digital signs for the Conference rooms next year. The sponsor would create their own advertisement which would be on display at all 24 session rooms in the convention center throughout the USITT event. The advertisement would be in a rotation with the session room schedule. Session rooms may have a sponsor which would also have an advertisement in the rotation. Space is limited so reserve your ad soon by contacting Ron Procopio at 800-938-7488 x 107 or ron@usitt.org

Product Donations / Loans – Entertainment technology events are unique in the convention industry. We're one of the very few shows that are showcasing technologies that every event needs to utilize to produce their events. It allows USITT to give our exhibitors opportunities to demonstrate what their equipment can do; while also helping USITT on keeping our AV rental costs down. We do our best to create recognition and let everyone know that your equipment is being used. We have needs in the following areas for four different stages and a variety of other locations around the convention where we create immersive experiences for the attendees:

- Lighting
- Sound
- Video
- Flooring
- Scenic Elements
- Communication

If you would like to participate in any of these areas, please contact Ron Procopio at <u>ron@usitt.org</u> to work on the details.

### 2018 SPONSORSHIP OPPORTUNITIES

Exhibiting is just the beginning! Bring your brand to the front and center of every attendee's mind with a sponsorship. Showcase your company as one that supports the entertainment technology industry and benefit from the recognition of USITT members and attendees.



#### REGISTRATION SPONSORSHIP - \$5.000

- Logo on Kick Panels and additional side panels at on-site registration
- Logo and sponsor recognition on all registration emails to attendees
- 1/2 page ad in the USITT Conference Program
- One banner ad on one USITT Conference bulletin (640x150)
- Logo recognizing sponsor on the confirmation of registration emails
- Logo recognizing sponsor in the registration system during the registration process
- Logo, booth number, and recognition in the Stage Expo hall entrance

#### COMMISSION RECEPTION - \$2,500

Each discipline of USITT has a reception at the annual Conference & Stage Expo. This is gathering of all those with the same focus in one room. As part of our goal of connecting companies with the attendees, we're offering the opportunity to sponsor these events for the first time.

- Your logo associated with the event online
- Your logo on signage at the event
- Ability to give welcoming remarks
- Logo in the conference program
- Logo on invitations emailed to all atendees from that discipline

#### **MOBILE APP SPONSORSHIP - \$3,500**

More than 5,500 people use the USITT app, creating opportunities for tens of thousands of impressions for your brand! The USITT app is two apps in one. USITT 365 hosts information about other USITT events, job postings, publications and more. The second part hosts the conference show. "Buzz" updates throughout the event and year will announce exciting developments.

- Logo on the front conference splash screen (not to be included on the 365 splash screen)
- Logo and link on the dashboard/main page of the conference pages
- Video posting in the video area recognition in the conference program and on the website as a sponsor

#### **EXPO HALL SPONSORSHIP - \$5.000**

- Aisle signs Sponsor-created art panel that hangs below the aisle numbers
- Large carpet stickers at the beginning and end of each aisle
- 1/2 page ad in the Conference Program
- One bag insert in the attendee Expo bags
- Ad on the USITT virtual floor plan

#### WiFi SPONSORSHIP - \$2,500

Help attendees at USITT keep connected while on the Stage Expo floor. Be one of the co-sponsors of the wireless internet throughout the event hall. A landing page will be created with the sponsor logos clickable to the website of your choosing.

The dedicated WiFi sponsored landing page was visited more than 4,500 times during the USITT 2015 event in Cincinnati.

#### CONFERENCE ATTENDEE LOUNGE SPONSORSHIP - \$3,500

We are creating an area on the 2nd floor of the building in the conference area where attendees can connect with each other, charge their devices, sign on to the internet, and relax during the long conference days.

Be the company that provides that environment both with branding your design and placing products in the area to display/shape the space whether they are lights, speakers with soft music, drapery or rigging automation; the environment will create a brand recognition hot spot and be the most soughtafter area of the conference.

#### OPENING NIGHT SPONSORSHIP - \$3,500

- Logo on signage at the event
- Logo on the screens before and after the event
- Logo on the entrance unit to the ballroom
- Logo on the special events page of usittshow.com
- Logo recognition in the USITT Conference Program



#### FOR EXHIBITING AND SPONSORSHIP OPPORTUNITIES:

RON PROCOPIO • (800) 938-7488, EXT 107 • RON@USITT.ORG usittshow.com/sponsorships

#### **HIGH VALUE & AFFORDABLE**

#### YOU ARE HERE - \$750

Stage Expo floor locators, placed strategically on the show floor will guide attendees. Highlight your booth on these structures for the additional attention.

#### EXPO BAG INSERTS - \$1,000

Create an ad to go in complimentary expo bags. Space is limited to just 8 companies. Quantity: 4,000 units

#### USITT VIRTUAL FLOORPLAN AD - \$1,000

Include your company logo on the USITT virtual floor plan. The usittshow.com website had over 52,000 page views in its first year! The floor plan is one of the most visited pages with over 10,000 views. Take advantage of this highly visible advertisement. Create a custom ad and dedicated link to track your interest.

Ad Wall - \$750 (39" x 84" Meterboard)

Expo Bags - \$5,000

Lanyards - \$2,500

Tech Olympics - \$3,500

#### Design Expo - \$3,500

The Design Expo recognizes costume, scenery, and lighting designs by students, educators, and working professional members of USITT. An adjudication team will identify outstanding design work for inclusion in the Design Expo catalog which will appear in the Summer 2017 issue of Td&T. The exhibit on site is a 30'x100' area in the public lobby of the Broward County Convention Center.

- Your logo associated with the Design Expo in the catalog found in TD&T
- (2) 39"x84" ad walls in the Design Expo
- Logo recognition online at www.usittshow.co/design-expo
- Listing as sponsor on the web page www.usittshow.com/sponsors and recognition on site as a sponsor at the Expo entrances
- One banner ad on one USITT Conference Attendee Bulletin (315x150)
- Logo in conference program



#### **CLOSING NIGHT RECEPTION - \$2.500**

Over 1,000 attendees meet at the conclusion of the event for a last chance to network and say goodbye until next year.

- Logo on signage at the event
- Logo on the screens before and after the event
- Logo on the special events page of usittshow.com
- Logo recognition in the USITT Conference Program
- One banner ad on one USITT Conference bulletin [210x150]

#### **CONFERENCE ROOM SPONSORSHIP**

Contact Ron Procopio for pricing - (800) 938-7488 x 107

- Logo on all applicable sessions online pre-event
- Logo on the signage outside the session room
- Logo on sign behind the conference stage, a sponsor on the web page and recognition on site as a sponsor at the expo entrances
- Literature table in back of the room
- Ability to give welcoming remarks at the beginning of each session
- One banner ad in one USITT Conference bulletin (315x150)
- 1/2 page ad in the USITT conference program
- Listing in the USITT conference program as a sponsor





E-mail

# ANNUAL CONFERENCE • March 14-17, 2018 STAGE EXPO March 15-17, 2018

Broward County Convention Center, Fort Lauderdale, FL usittshow.org

Com	pany Information			
Compan	У			
Street				
City			State/Province	
·				
,-				
			FdX	
Spoi	nsorship Selection			
	Registration Sponsorship	\$5,000	Expo Bag Sponso	r \$5,000
	Expo Hall Sponsorship	\$5,000	Lanyard Sponsor	\$2,500
	VIP Reception Sponsorship	\$3,500	Expo Bag Insert	\$1,00 <b>0</b>
	Opening Night	\$3,500	Virtual Floorplan	Ad \$1,000
	Closing Night	\$2,500	Conference Mobi	le App \$2,500
	Conference Room Sponsor	\$3,500	365 Mobile App	\$1,500
	Commission Reception	\$2,500	Ad Wall	\$750
	Conference Attendee Lounge	\$3,500	Tech Olympics	\$3,500
	International Reception	\$1,500	Design Expo	\$3,500
	WiFi Sponsor	\$2,500		
	TOTAL		Terms & Paym	ents
Authoriza	ed Signature		as determined by s due upon signing.  2. In the event the pa Sponsorship agree Sponsorship amou	rees to pay the amount indicated show management. Full payment articipant must cancel their ement, USITT will refund the unt up to 50% if cancelled in writing 1017. On or after December 31,
Print Nan	ne		2017, the sponsors	ship will be non-refundable.
Title		_Date	secure link to se	card, use the following t up your credit card profile: /creditcardauthorization

# 2018 CONFERENCE PROGRAM ADVERTISING AGREEMENT

PLACEMENT	SIZE	4-COLOR	B&W
Back Cover	8.75" x 11.25"	2,900	
Cover 2 or 3	8.75" x 11.25"	2,200	
Full Page	7" x 10"	1,900	1,200
2/3 page (vertical)	4.63" x 10"	1,700	1,000
1/2 page (vertical)	3.38" x 10"	1,300	750
1/2 page (horizontal)	7" x 4.88"	1,300	750
1/2 page (island)	4.63" x 7.38"	1,300	750
1/3 page (vertical)	2.25" x 10"	1,200	570
1/3 page (square)	4.63" x 4.88"	1,200	570
1/4 page	3.38" x 4.88"	1,000	440

#### DISTRIBUTION

The Conference Program is distributed to all Conference attendees, and provides a listing and description of each Stage Expo exhibitor, plus a complete listing of the programming and special events at the USITT Conference & Stage Expo.

#### **USITT MEMBER ADVANTAGE PROGRAM DISCOUNTS**

Contributing members with four-time *TD&T* insertion agreements enjoy a 20% discount on Conference Program advertising, Sustaining members with four-time *TD&T* insertion agreements receive a 15% discount on Conference Program advertising, and Supporting members with four-time *TD&T* insertion agreements receive a 10% discount on Conference Program advertising.

INSERTIC	ON ORDER		
AD SIZE	AD PRICE	DISCOUNT	TOTAL AD PRICE
	\$	\$	<b>\$</b>
ART WOR	K		
☐ Pick up	ad from		
☐ New Ma	aterial – Due to U	JSITT Office by J	lanuary 9, 201 <b>8</b>
I acknowledge	J	e USITT Advertis	sing Terms and Regulations
E-Mail			
Phone		Fax	
Signature			Date

# 2018 CONFERENCE PROGRAM ADVERTISING AGREEMENT

#### MATERIAL REQUIREMENTS

Ad artwork must be in digital format. Press high quality PDF preferred.

**Applications:** QuarkXpress or InDesign. Provide native file with fonts and images included.

Color: CYMK (not RGB) format required for four-color ads.

Black & white ads must be set up as black & white, not four-color.

Photos or Images: Save as EPS or TIFF, 300 dpi minimum, CYMK (not RGB).

**Proofs:** High resolution laser or PDF are acceptable.

Production charges: Advertiser will be billed for production work required for ad

material that does not meet mechanical requirements.

#### MATERIAL SUBMISSION

Files should be uploaded to USITT's FTP site at ftp://ww2.usitt.org.

Type address into web browser and enter User name and Password into log-in box.

Copy or move artwork file(s) into "Ads for 2018 Conference Program" folder.

Once files have been successfully transferred, send an email to jim@usitt.org

Files on CD may be sent to:

USITT

ATTN: Conference Program Advertising 290 Elwood Davis Rd Liverpool, NY 13088

#### ADVERTISING TERMS AND REGULATIONS

- 1. Invoices are mailed upon publication. Terms are Net 30 days to advertisers with established accounts. Pre-payment or a college/university purchase order is required for new accounts.
- 2. Cancellations: No cancellations accepted after order due date.
- 3. All copy is subject to approval by United States Institute for Theatre Technology, Inc. USITT reserves the right to reject or cancel any advertising which does not conform to the standards of the publication.
- 4. Advertiser is strictly liable for the content of its advertisements and agrees to defend, indemnify and hold harmless USITT for claims arising from the publication of the advertisement.
- 5. Where any advertisement is placed by an agency on behalf of an advertiser, the company and agency are jointly and severally liable for advertising charges.
- 6. The sole obligation of USITT as to any failure or default on its part shall be limited to a refund of paid advertising charges.

#### **DEADLINES**

Insertion orders are due by January, 4, 2018
Art Work must be submitted by January 9, 2018



#### **Conference Advertising**

USITT Stage Expo 2018 March 15-17, 2018

Take advantage of these new opportunities to connect with the USITT membership and event audience pre-event or on-site. For additional information contact Ron Procopio at 800-938-7488 x 107 or ron@usitt.org

#### **USITT Conference News Ads**

The Conference News reaches over 11,000 contacts — members, past USITT conference attendees and pre-registered conference attendees for the next event. This newsletter will be monthly to start, increasing to bi-weekly, then weekly as the event gets closer. The News has announcements and updates as they occur, special offers to attendees, Industry News which is taken from your press releases and other related conference topics.



Large Ad (640x150) - 1 per email - \$750



Medium ad (315x150) - 2 per email - \$350



Small ad (210x150) -3 per email - \$200



#### **Digital Ads at USITT**

We're switching to digital signs for the conference rooms next year. This opportunity is for up to 5 companies. The sponsor would create their own advertisement which would be on display at all 24 session rooms in the convention center throughout the USITT event. Specs TBD The advertisement would be in a rotation with the session room schedule. Session

rooms may have a sponsor which would also have an advertisement in the rotation.

#### Digital Ad on the Conference Session Room Signs - \$3,500

Digital Advertising On-Site	\$3,500
Conference News Ad Small	\$200
Conference News Ad Medium	\$350
Conference News Ad Large	\$750
Total	
1. The participant agrees to pay the ar payment due upon signing.	nount indicated as determined by show management. Full
• •	ncel their advertising agreement, USITT will refund the advertising ag by December 30, 2017. On or after December 31, 2017, the
	7 days before the intended e-mail send. Digital Ads on-site must schedule and availability is not guaranteed.
4. To pay by credit card, use the follow	ving secure link to set up your credit card profile:
https://usitt.org/creditcardauthorization	
Advertiser	
Address	
E-Mail	
Phone	
Signature	Date



#### **Shepard Exposition Services**

#### **USITT Conference & Stage Expo**

**SHOW INFORMATION** 

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

#### EXHIBIT SHOW SCHEDULE

Targeted Exhibitor Move-in: Monday, March 12, 2018 8:00 AM - 5:00 PM

**General Exhibitor Move-in:** Tuesday, March 13, 2018 8:00 AM - 8:00 PM

> Wednesday, March 14, 2018 8:00 AM - 8:00 PM

Exhibitor Services will be available between 8:00am and 5:00pm

**Exhibit Hours:** Thursday, March 15, 2018 11:00 AM - 5:30 PM

> Friday, March 16, 2018 11:00 AM - 5:30 PM 9:30 AM - 2:00 PM Saturday, March 17, 2018

**Exhibitor Move-out:** Saturday, March 17, 2018 2:00 PM - 8:00 PM

> 8:00 AM - 12:00 PM Sunday, March 18, 2018

12:00 PM Freight Re-route Time: Sunday, March 18, 2018

#### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Tuesday, February 13, 2018

Discount price deadline for standard Shepard orders: Thursday, February 22, 2018

Discount price deadline for custom Shepard rentals: Tuesday, February 13, 2018

First day for warehouse deliveries without a surcharge: Tuesday, February 13, 2018

Last day for warehouse deliveries without a surcharge: Tuesday, March 6, 2018

Last day for warehouse deliveries: Friday, March 9, 2018

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: at 8:00 AM Tuesday, March 13, 2018

#### **SHIPPING ADDRESSES**

#### **Advance Shipments Address**

[Exhibiting Co. Name & Booth Number] **USITT Conference & Stage Expo** c/o Shepard Exposition Services 1910 NW 97th Ave Miami, FL 33172

#### **Direct Shipments Address**

c/o Shepard Exposition Services [Exhibiting Co. Name & Booth Number] **USITT Conference & Stage Expo** Ft Lauderdale/Broward County Convention Center 1950 Eisenhower Blvd Ft Lauderdale, FL 33316

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



#### **ONLINE ORDERING INSTRUCTIONS**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

#### Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

#### \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

- 1. GO TO: www.shepardes.com/intro.asp
- 2. Click on USITT Conference & Stage Expo
- 3. LOG IN from the Show Information page.
- 4. ENTER your email address and password then click

login

a. **NEW users**: User name = Your Email Address (provided by Show Management)

Password = usitt18

b. **Previous users**: User name = Your Email Address

Password = Your pre-existing password

- 5. Don't remember your password? Click the link <a href=""">"Forgot your password?"</a> and follow the prompts to have your password sent to the registered email address.
- 6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click proceed to ordering OR
  - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- 7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the previous or continue buttons to scroll through all your options.

Use the (add to cart) button to add an item to your cart, BEFORE proceeding to the next screen.

To NAVIGATE to a specific page, use the menu headers at the top of the page.

To VIEW your shopping CART, click on



To **DELETE** an item from your shopping cart, click **(X)** next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

**Shepard Customer Service** 

(407) 888-9669 orlando@shepardes.com



#### **PAYMENT AUTHORIZATION**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

 Customer Service Phone:
 (407) 888-9669

 Customer Service Fax:
 (407) 888-2301

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Customer Service Email: orlando@shepardes.com Discount Deadline: February 22, 2018

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be Issued at show site only.** 

#### **WIRE TRANSFER**

In order to accurately process the transfer of funds from your account, please complete the following information and <u>fax it along with a copy of the wire receipt</u> to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending

USITT Conference & Stage Expo

**Exhibiting company name** 

**Booth number** 

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

\*\* Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

EXHI	IBITING COMPANY INFORMATION
Please fill out the following information:	
COMPANY NAME:	ВООТН #
COMPANY ADDRESS:	PHONE:
CITY, ST, ZIP:	FAX:
CONTACT NAME:	EMAIL:
	CREDIT CARD INFORMATION
Type of Card:  Credit Card #:	Pay by Check* Pay by Wire*  Expiration Date:  Month Year
Billing Address:	Security Code:
City, ST, Zip:	
Name on Card:	
Authorized Signature:  *Please note: You may choose to pay by Check or Wire To	ransfer, though a credit card is required on file to process all orders.
	t occurs in?  Yes  No on certificate for the state in which the show is being held.



#### **SHEPARD TERMS & CONDITIONS**

#### **USITT Conference & Stage Expo**

#### **PAYMENT POLICY**

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

#### **DEFINITIONS AND SHEPARD RESPONSIBILITIES**

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

#### **INDEMNIFICATION**

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

#### **CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES**

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

#### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

#### **INBOUND AND OUTBOUND SHIPMENTS**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

#### **PACKAGING, CRATES, AND EMPTY CONTAINERS**

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Please submit tax exemption certificate to:

Customer Service Fax:

#### THIRD PARTY PAYMENT AUTHORIZATION

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Customer Service Email: orlando@shepardes.com Disc

(407) 888-2301

Discount Deadline: February 22, 2018

#### The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

	SERVICES TO BE COVERED BY THIRD PARTY						
All services	Rental Furniture Exhibit Display Rentals Overhead Rigging/Laborated Cleaning Installation/Dismantlin Chargest Other (please specify):						
	Material Handling *Please complete the Material Handling Authorization Form Notes:						
	THIRD PARTY INFORMATION						
COMPANY NAME:	CONTACT NAME:						
COMPANY ADDRESS:	PHONE:						
CITY, ST, ZIP:	FAX:						
AUTHORIZED SIGNATURE:	EMAIL:						
	EXHIBITING COMPANY INFORMATION						
COMPANY NAME:	BOOTH #						
COMPANY ADDRESS:	PHONE:						
CITY, ST, ZIP:	FAX:						
CONTACT NAME:	EMAIL:						
AUTHORIZED SIGNATURE:							
	THIRD PARTY CREDIT CARD INFORMATION						
Type of Card:	VISA VISA						
Credit Card #:	Expiration Date: Month Year						
Billing Address:							
City, ST, Zip:	Security Code:						
Name on Card:							
Authorized Signature:							
** Are vou tax exempt f	for the state this event occurs in? Yes No						
•	nust provide a tax exemption certificate for the state in which the show is being held.						

orlando@shepardes.com



#### **EXHIBITOR APPOINTED CONTRACTOR**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

Shepard Exposition Services
1701 Boice Pond Rd., STE 101, Orlando, FL 32837

orlando@shepardes.com

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email:

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Deadline Date: February 13, 2018

#### Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

- ~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.
- ~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.
- ~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.
- ~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.
- ~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.
- ~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ~ The non-official contractor may not solicit business on the exhibit floor.
- ~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.
- ~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

# The following information must be completed and the form returned to Shepard by the deadline date. Name of Non-Official Contractor: Services to be performed: Contact Name: Contact Phone: Fax: Contact Address: Exhibitor's Signature: Date: Exhibiting Company Name: Booth #



#### **Shepard Exposition Services** 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

(407) 888-9669

(407) 888-2301

Customer Service Phone:

Customer Service Fax:

### **ECONOMY BOOTH PACKAGE**

#### **USITT Conference & Stage Expo** March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Customer Service Email: orlando@shepardes.com Deadline Date: February 22, 2018

#### Booth Package A (50117)

#### 10' x 10' Booth

Qty.	Code	Item Description	Discount	Regular	Amount
	50046	1 - 6' x 30" Skirted Table *			
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket	350.00	400.00	
	50255	10 x 10 Carpet **			
	50009	½" Carpet Padding			

* Plo	ease select y Red (01) Black (06		%" Carpet Padding  cirt color: hite (03) Blue (05) ey (10) Teal (13)	Re	e select your ca d (01) ack (06)	rpet color: Blue (05) Teal (13)	Burgundy	. ,
			Booth Package B					
	Qty.	Code	Item Description		Discount	Regular	Amount	]
		50046	1 - 6' x 30" Skirted Table *					
		50020	2 - Upholstered Side Chairs					
		50091	1 - Wastebasket		450.00	500.00		
		50256	10 x 20 Carpet **					
		50009	½" Carpet Padding					
	ease select y Red (01) Black (06		sirt color: nite (03) Blue (05) ey (10) Teal (13)	Re	d (01)	rpet color: Blue (05) Teal (13)	Burgundy Tuxedo (	. ,
			Rooth Package C	(E0470)				

#### 10' x 10' Booth

Qty.	Code	Item Description	Discount	Regular	Amount
	50047	1 - 6' x 42" Skirted Table *			
	50024	2 - Stools with a Back			
	50091	1 - Wastebasket	350.00	400.00	
	50255	10 x 10 Carpet **			
	50009	½" Carpet Padding			



#### **Shepard Exposition Services** 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

(407) 888-9669

(407) 888-2301

Customer Service Phone:

Customer Service Fax:

### **ECONOMY BOOTH PACKAGE**

#### **USITT Conference & Stage Expo** March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Customer Service Email: orlando@shepardes.com Deadline Date: February 22, 2018

#### Booth Package D (50180)

#### 10' x 20' Booth

Qty.	Code	Item Description	Discount	Regular	Amount
	50050	1 - 8' x 30" Skirted Table *			
	50024	2 - Stools with a Back			
	50091	1 - Wastebasket	450.00	500.00	
	50256	10 x 20 Carpet **			
	50009	½" Carpet Padding			

Please se Red ( Black	` '	1 - Wastebasket  10 x 20 Carpet **  ½" Carpet Padding  stirt color: nite (03) Blue (05) ey (10) Teal (13)	Re	e select your ca d (01) ack (06)	arpet color: Blue (05) Teal (13)	Burgundy Tuxedo (
		Booth Packag				
Qt	y. Code	Item Description		Discount	Regular	Amount
	50032	1 - 30" Pedestal Table				
	50020	4 - Upholstered Side Chairs	3			
	50091	1 - Wastebasket		350.00 400.00		
	50255	10 x 10 Carpet **				
	50009	½" Carpet Padding				

#### 10' x 20' Booth

Qty.	Code	Item Description	Discount	Regular	Amount
	50032	1 - 30" Pedestal Table			
	50020	4 - Upholstered Side Chairs			
	50091	1 - Wastebasket	450.00	500.00	
	50256	10 x 20 Carpet **			
	50009	½" Carpet Padding			





Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

March 15 - 17, 2018

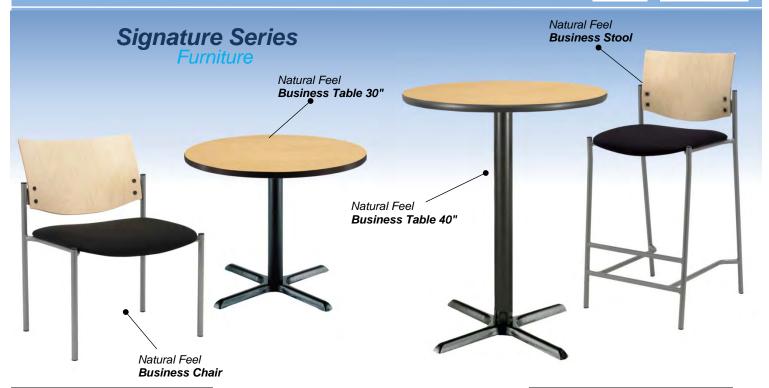








DISCOUNT DEADLINE
February 13, 2018



#### 6 Foot Fabric Table Cover w/ Table



#### Lighting & Accessories



	Natu	ral Feel Furniture				
	Qty.	Item		Discount	Regular	Amount
50704		Natural Feel Business Chair		144.50	187.85	
50705		Natural Feel Business Stool		175.95	228.75	
50706		Natural Feel Business Table 3	0"	295.30	383.90	
50707		Natural Feel Business Table 4	0"	307.85	400.20	

Fabric Table Covers (50700)							
Qty.	Item		Discount	Amount			
	White - Fabric Table Cover w	/ Table	245.05				
	Red - Fabric Table Cover w/1	245.05					
	Blue - Fabric Table Cover w/	Blue - Fabric Table Cover w/Table					
	Diagle Fabric Table Course	/Table	045.05				

 Qty.
 Item
 Discount
 Regular
 Amount

 50709
 Natural Feel Floor Lamp
 157.10
 204.25

 50710
 Natural Feel Table Lamp
 113.10
 147.05

 50708
 Natural Feel Waste Receptacle
 69.10
 89.85

Natural Feel Accessories

#### All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please comple	ete the following.
Company Name:	
Contact Name: _	
Booth Number:	Phone Number:

Total Signature Furnishings:	\$
6.000% Tax*:	\$
Amount Due:	\$

#### **Authorized Signature:**



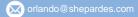


Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

March 15 - 17, 2018



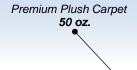




**EVENT CODE** F100590318 DISCOUNT DEADLINE
February 13, 2018

# Elevated Hardwood Flooring •

# Signature Series Flooring



Light Maple











#### Premium Vinyl Floor Covering

	Prem	ium Plush Carpet (460	04)	
	Sq. Ft.	Item	Per Sq. Ft	Amount
(03)		White	9.55	
(06)		Black	9.55	
(74)		Crimson	9.55	
(35)		Dark Grey	9.55	
(91)		Electric Blue	9.55	
(34)		Silver Dollar	9.55	
(33)	,	Sand	9.55	
(22)		Novac	0.55	

<sup>\*</sup>Acutal colors may vary\*

Booth Number:

	Premi	Premium Vinyl Floor (46005)		
	Sq. Ft.	ltem	Per Sq. Ft	Amount
(83)		Light Maple	12.30	
(84)		Rustic Cherry	12.30	
(80)		Blackwood	12.30	
(85)		Barnwood	12.30	
(82)	,	Checkerboard	12.30	

	Elevated Hardwood Floor				
	Sq. Ft.	Item		Per Sq. Ft	Amount
50712		Light Oak - Elevated Hardwood	Floor	Call fo	r Quote
50711	•	Dark Oak - Elevated Hardwood	Floor	Call fo	r Quote

<sup>\*</sup> Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.

	Minimum 100 square feet is required per flooring order.	Total Signature Flooring:	\$
Please complete the following.		6.000% Tax*:	\$
Company Name:		Amount Due:	\$
Contact Name:			

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed. \*All tax rates are subject to change.

Phone Number: \_

Authorized Signature:



Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

March 15 - 17, 2018









DISCOUNT DEADLINE February 22, 2018

#### **Booth Cleaning**

Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.

Orders based on 100 Sq Ft Minimum All cancellations must be received 48 hours prior to show opening

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.

#### **Booth Vacuuming**



		Vacuum Once			
	Sq Ft	ltem	Discount	Standard	Amount
47050		0-399 sq ft	0.44	0.55	
47051		400-900 sq ft	0.40	0.50	
47052		900+ sq ft	0.35	0.45	

	Vacuu	ım Once with One Touch Up			
	Sq Ft	Item	Discount	Standard	Amount
47045		0-399 sq ft	0.54	0.70	
47046		400-900 sq ft	0.50	0.65	
47047		900+ sq ft	0.45	0.60	
	*Touch	Up Service Date:	·		

		Daily Vacuum			
	Sq Ft	Item	Discount	Standard	Amount
47055		0-399 sq ft	1.32	1.70	
47056		400-900 sq ft	1.20	1.55	
47057		900± sq ft	1 10	1.45	

### **Porter Service**



	Boo	th Porter Services			
	Sq Ft	ltem	Discount	Standard	Amount
17030T		Porter Service Once	0.45	0.60	
17031T		Daily Porter Service	1.40	1.80	

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

#### Mopping/Shampooing



		июррing					
	Sq Ft	ltem	Discount	Standard	Amount		
47042		Once Before Initial Opening per sq ft	0.55	0.70			
47022		Daily per sq. ft.	1.45	1.90			

		Shampooing			
	Sq Ft	ltem	Discount	Standard	Amount
47003		Once Before Initial Opening per sq ft	0.60	0.80	

#### **Display Wipe Down**



	Displa	y Wipe Down	*2 hr minimum	per day		
	Hours	lte.	m	ST	ОТ	Amount
47043		Once Before Initial Op	pening	100.00	150.00	
	Hrs per day	Ite.	m	ST	ОТ	Amount
47044		Daily service		100.00	150.00	
	Date	e	Start Ti	me		
	Date	e	Start Tir	me		
	Date	e	Start Tir	me		
	Date	·	Start Ti	me		

Please note: booth cleaning and porter service are taxable for this show.

res, mave read and accept the term	Sand conditions as outlined in the Exhibitor Octylee Mandai.	
Yes, I have completed and included the	ne payment Authorization Form.	
		Total Cleaning: \$
Please complete the follow	ring.	6.000% Tax*: \$
Company Name:		Amount Due: \$
Contact Name:		
Booth Number:	Phone Number	Authorized Signature:

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed. \*All tax rates are subject to change.



#### **BOOTH CARPETING**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301 Customer Service Email:

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 22, 2018

Carpet lends the booth a warm, inviting atmosphere.

Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

Please Note: Per Show Management, all booths are required to provide floor covering for their entire booth space

#### PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

#### **Choose Color:**







Silver Cloud (18)

Regular

8.65 7.55



Deep Navy (22)

Amount



Charcoal (17)



Black (06)



Beige (14)

	Qty.	Item	Discoun
6001		Rental/sq ft	6.65
6003		Rental 1000+/sq ft	5.80
	Rental in	removal c	

of carpet and visqueen. Minimum 100 sq. ft. required.

#### **PURCHASED PREMIUM CARPET**

	Qty.	Item	Discount	Regular	Amount	
46002		Purchase/sq ft	16.40	21.30		
	Minimum 100 sq. ft. is required. No refunds on cancellations.					
	Please note - Premium White is available for purchase only					

#### **BOOTH DIMENSIONS**

#### What is your booth size (ft.)?

Χ	=	sq. ft.

PAD	DING	i & \	VISQ	UEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.20	1.55	
50008		1" Padding	2.35	3.05	
50010		Visqueen	0.35	0.45	

#### **EXPO CARPET - 13 OZ**

#### Choose Color:







(05)















(07)	

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	234.15	304.40	
50256		10' x 20'	436.90	567.95	
50257		10' x 30'	651.65	847.15	
50258		10' x 40'	866.35	1126.25	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

	SPECIAL CUT EXPO CARPET						
	Qty.	Item	Discount	Regular	Amount		
50580		0 - 399 sq ft*	5.60	7.30			
50581		400 - 900 sq ft	5.10	6.65			
50582		900+ sq ft	4.65	6.05			

Rental includes installation and removal of carpet and visqueen protective

\*Minimum 100 square feet

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

Total Carpeting	\$
6.00% Tax*:	\$
Amount Due:	\$

Company Name:	Booth #:
Contact Name:	Phone #:
Authorized Signature:	

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior

to first exhibitor move-in day.

<sup>\*</sup> All tax rates are subject to change.



#### **Shepard Exposition Services**

#### **USITT Conference & Stage Expo**

**EXPO FURNISHINGS** 

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email:

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 22, 2018

#### TABLES - ALL DISPLAY TABLES ARE 24" WIDE

orlando@shepardes.com



#### Choose drape color (place color code next to order):

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	Teal (13)

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	130.55	169.70	
50046			6'L X 30"H	160.45	208.60	
50050			8'L X 30"H	203.40	264.40	
50043			4'L X 42"H	158.65	206.25	
50047			6'L x 42"H	203.20	264.15	
50051			8'L x 42"H	238.95	310.65	
50052			4th Side 30"	79.35	103.15	
50171			4th Side 42"	79.35	103.15	

#### Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	93.00	120.90	
50044		6'L X 30"H	111.00	144.30	
50048		8'L X 30"H	130.80	170.05	
50041		4'L X 42"H	104.75	136.20	
50045		6'L x 42"H	130.80	170.05	
50049		8'L x 42"H	146.00	189.80	

#### RISERS - WOODEN PLANKING, 8" WIDE DRAPED RISERS Code Qty. Color Size Discount Regular Amount 50082 4'L X 6"H 52.65 68.45 50084 6'L X 6"H 67.85 88.20 50086 8'L X 6"H 90.95 118.25 50083 4'L X 12"H 113.95 148.15 50085 6'L x 12"H 141.90 184.45 50087 8'L x 12"H 158.05 205.45

UNDRAPED RISERS						
Code	Qty.	Size	Discount	Regular	Amount	
50076		4'L X 6"H	27.10	35.25		
50078		6'L X 6"H	38.05	49.45		
50080		8'L X 6"H	49.30	64.10		
50077		4'L X 12"H	52.55	68.30		
50079		6'L x 12"H	75.05	97.55		
50081		8'L x 12"H	91.60	119.10		

Please complete the following:

**Company Name:** Booth #: **Contact Name:** Phone #:

**Authorized Signature:** 

#### Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.

#### STANDARD SEATING







Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	84.80	110.25	
50021		Arm Chair	115.65	150.35	
50024		Stool w/back	140.90	183.15	

#### STANDARD ACCESSORIES







Code	Qty.	ltem	Discount	Regular	Amount
50091		Wastebasket	23.10	30.05	
50094		Floor Easel	46.90	60.95	
50245		Literature Rack	173.25	225.25	







Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	229.45	298.30	
50092		Coat Rack	81.40	105.80	
50093		Garment Rack	229.45	298.30	





Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchior	96.75	125.80	
50095		Sian Holder, 22x28	106.90	138.95	

SK	IRTIN	G OF E	XHIBITOR	EQUIP	ΝEΙ	NT-per line	ar ft.
50058		Sate	en Skirting	17.9	5	23.35	
Please select sateen color from below:							
Red	(01)		Gold (0	4)		Burgundy	(07)
Gree	en (02)		Blue (0	5)		Grey (10)	
Whi	te (03)		Black ((	06)		Teal (13)	

Total Expo Furnishings:	\$
6.000% Tax*:	\$
Amount Due:	\$



#### **SPECIALTY FURNISHINGS & ACCESSORIES**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

(407) 888-9669 Customer Service Phone: Customer Service Fax: (407) 888-2301

Customer Service Fmail: orlando@shepardes.com Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 22, 2018

#### SPECIALTY CHAIRS AND TABLES





	42 0130 II								
	Qty.	Item	Discount	Regular	Amount				
51086		Director's Chair	87.50	113.75					
51090		Director's Stool	156.65	203.65					
51089		Ped. Table,42"	234.35	304.65					
50032		Ped. Table,30"	219.15	284.90					
50030		Rnd Side Table	110.30	143.40					
50031		Sq. Side Table	110.30	143.40					

#### **SHOWCASES**





**Full View** 

**Quarter View** 

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	864.55	1123.90	
50068		Full View 6'	953.60	1239.70	
50069		Quarter View 4'	864.55	1123.90	
50070		Quarter View 6'	953.60	1239.70	

Standard Showcases are a gray finish.

#### **MISCELLANEOUS ITEMS**





	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	43.05	55.95	
50088		8' Upright	30.30	39.40	
50349		6'-10' Crossbar	20.20	26.25	
50348		7'-12' Crossbar	20.20	26.25	
50296		4' x 12" Display Riser *	96.90	125.95	
50297		6' x 12" Display Riser *	120.60	156.80	

<sup>\*</sup> These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.

#### **GRID AND GRID ACCESSORIES**



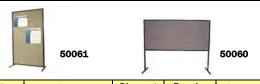


	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	206.75	268.80	
50237		2'x8' w/o legs, each	154.90	201.35	
50242		7-Ball Waterfall	14.20	18.45	

Other accessories available, please call customer service for more information.

#### 8' High 3' High backwall drape sidewall drape

#### **VELCRO TACK BOARD**



	Qty.	Item	Discount	Regular	Amount
50060		4' x 8' Horz.	279.95	363.95	
50061		4' x 8' Vert.	279.95	363.95	

#### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount	
50073		8' High	21.95	28.55		
50074		3' High	16.25	21.15		
Choose	Color:	Min	Minimum 10 linear feet rental required			

Blue (05)

Black (06)

Total Specialty Furnishings/Accessories: 6.000% Tax\*: Amount Due: \$

Please complete the following: **Company Name:** Booth #: Phone #: **Contact Name: Authorized Signature:** 

Red (01)

White (03)

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Grey (10)

Burgundy (07)

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

<sup>\*</sup> All tax rates are subject to change.

# Soft Seating Collections



# Soft Seating Collections



#### **FAIRFAX**

A) FAIRSW Sofa

(white vinyl, brushed metal) 62"L 27"D 30"H

B) FAIRCW Chair

(white vinyl, brushed metal) 30"L 27"D 30"H





#### **ROMA**

A) CHR003 Chair

(white vinyl) 37"L 31"D 33"H

CHRPWR (Powered)

B) SFA003 Sofa

(white vinyl) 78"L 31"D 33"H **SFAPWR** (Powered)



#### **NAPLES**

A) NPLCHR Chair

(black vinyl) 36"L 30"D 28"H **NPLCHP** (Powered)

B) NPLLOV Loveseat

(black vinyl) 62"L 30"D 28"H

NPLLOP (Powered)

C) NPLSOF Sofa

(black vinyl) 87"L 30"D 28"H

NPLSOP (Powered)

# Soft Seating Collections



**HEATHROW** 



**HCH08 Heathrow Chair** 



**HC008 Heathrow Corner Chair** 



**HEA08 Heathrow Sofa** 

# Soft Seating Collections



#### **ALLEGRO**

**A) CHR002 Chair** (blue fabric) 36"L 34.5"D 30"H **B) SFA002 Sofa** (blue fabric) 73"L 34.5"D 30"H

#### **TANGIERS**

A) TANSOF Sofa (beige textured) 78"L 37"D 36"H B) TANCHR Chair (beige textured) 34"L 37"D 36"H

#### **KEY LARGO**

A) KEYCHR Chair (black fabric) 35"L 35"D 34"H B) KEYLOV Loveseast (black fabric) 57"L 35"D 34"H C) KEYSOF Sofa (black fabric) 79"L 35"D 34"H

#### SOUTH BEACH

A) SO1 Sofa (platinum suede) 69"L 29"D 33"H B) OTS Ottoman (platinum suede) 25"L 31"D 18"H C) SO2 Sofa Sectional 3pc. (platinum suede) 152"L 40"D 33"H

## Denotes Powered Products

# Powered Banquettes.



#### **MODULAR SYSTEM**

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



BNQTL7 Center Cone w/Electrical Charging Outlet (white vinyl) 38"RND 51"H



BNQ417 Full Banquette w/Electrical Charging Outlet (white vinyl) 72"RND 51"H



BNQR17 Ottoman Ring (4 ottoman seats) (white vinyl) 72"RND 18"H



**BNQ7 Quarter Curve Ottoman** (white vinyl) 53"L 22"D 18"H



WHT12 Half Bench Ottoman (white vinyl) 39"L 22.5"D 18"H



Detail of Electrical Charging Outlet

# Accent Chairs



KEY WEST

OCB Chair
(black)
31"L 31"D 31"H





## Accent Chairs







#### A) BCW Madrid Chair (white vinyl)

(white vinyl) 30"L 30"D 31"H

#### B) OCH Madrid Chair (black vinyl) 30"L 30"D 31"H

C) LABREA La Brea Swivel Chair (charcoal gray, fabric) 35"L 27"D 40"H

#### D) CCE Ice Chair (transparent, chrome) 17.25"L 20"D 32"H

# Meeting & Stage Chairs







Meeting Chair 25.5"L 23.5"D 34"H A) OCMESP (espresso vinyl) B) OCMTAU (taupe fabric) C) OCMWHT (white vinyl)

# VIBE CUBE 18"L 18"D 18"H A) VIB09 (white vinyl) F) VIB02 (blue vinyl) B) VIB10 (black vinyl) G) VIB08 (orange vinyl) C) VIB07 (beige vinyl) H) VIB06 (gold/bronze vinyl) D) VIB04 (red vinyl) I) VIB01 (green vinyl) E) VIB05 (yellow vinyl) J) VIB03 (pink vinyl) D. Н. ttomans

## Styles & Shapes



#### ENDLESS Square

34"L 34"D 15"H

A) END02B (black)
B) END02W (white)
ENDLESS Curved
60.5"L 37.5"D 15"H

C) END01B (black)
D) END01W (white)

#### Bench Ottomans 60"L 20"D 18"H

E) BNO08 (black vinyl)
F) BNO75 (white vinyl)

#### G) SAL Sally Stool

(white) 12" Round 17"H

#### H) CUBL20 Edge

LED Cube Ottomans (white plastic) 20"L 20"D 20"H A/C power only

#### I) WHT12 Half Bench

(white vinyl) 39"L 22.5"D 18"H

#### J) BNQ7 Quarter Curve

(white vinyl) 53"L 22"D 18"H

#### K) BNQR17 Ring

(4 ottoman seats) (white vinyl) 72"RND 18"H

## Marche Swivel



#### **Marche Swivel Ottomans**

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)C) MAR009 (pear yelllow)

fabric)

**D) MAR007** (plum fabric)

**E) MAR010** (blue fabric)

F) MAR002 (gray fabic)G) MAR006 (rose quartz

fabic)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green)

# Accent Tables





## Styles & Shapes





















#### **SYDNEY**

(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables 27"L 23"D 22"H C) E1W (white) D) E1Y (black)

#### **REGIS**

(brushed metal)

E) REGBEN Bench Table

47"L 15.5"D 16"H,

F) REGOTT End Table

16"L 15.5"D 16.5"H

#### **SILVERADO**

(glass, chrome)

G) E1E End Table
24" Round 22"H

H) C1E Cocktail Table
36" Round 17"H

#### **OLIVER**

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

#### **RUSTIC**

(wood)

K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H
M) NEMSAC
Mosaic Tables, Set of 3
(wood, metal)
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

N) AURA Aura Round Table (white metal) 15" Round 22"H

#### O) CUBTBL Edge LED Cube Table

(plexi top, white plastic) 20"L 20"D 20"H A/C power only



#### **Shepard Exposition Services** 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

#### **EXECUTIVE FURNITURE**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

Customer Service Phone: (407) 888-9669 Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

(407) 888-2301 Customer Service Email: orlando@shepardes.com Discount Deadline: February 22, 2018

				SE	ATING				
Qty.	Item	Discount	Regular	Amount	Q	ty. Item	Discount	Regular	Amount
	Sofas & S	ectionals				· ·	ccent Chairs		
	SO1-South Beach Sofa, P. Suede	852.30	1108.00			CCE-ICE, Transparent/Chrome	318.55	414.10	
	HEA08-Heathrow Sofa, Black Vinyl	840.50	1092.65			OCH-Madrid Black Leather	959.00	1246.70	
	HS008-Heathrow 3 pc. Sectional	2235.90	2906.65			BCW-Madrid Chair, White	959.90	1247.85	
	SFA002- Allegro Sofa	896.70	1165.70			LABREA-La Brea Swivel Chair	527.80	686.15	
	NPLSOF-Naples Sofa, Black Vinyl	1074.35	1396.65			OCB-Key West Tub, Black	510.70	663.90	
	NPLSOP-Naples Sofa, powered	1306.70	1698.70			MADGRY-Madden Arm Chair, Grey	544.85	708.30	
	SO2-3pc. South Beach, P. Suede	2046.25	2660.15			SWAN-Swanson Swivel, White Vinyl	459.50	597.35	
	TANSOF-Tangiers Sofa, Beige	852.30	1108.00			HOPCH-Hopi Chair, Grey Linen	298.50	388.05	
	SFA003-Roma Sofa, White	1023.10	1330.05			Lov	eseats		
	SFAPWR-Roma Sofa, powered	1306.70	1698.70			NPLLOV-Naples, Black Vinyl	902.60	1173.40	
	KEYSOF-Key Largo Sofa	606.35	788.25			NPLLOP-Naples Loveseat, powered	1125.60	1463.30	
	FAIRSW-Fairfax Sofa	613.25	797.25			KEYLOV-Key Largo Loveseat	469.70	610.60	
	Club (	Chairs				HOPLV-Hopi Loveseast, Grey Linen	464.30	603.60	
	HC008-Heathrow Corner, Black Vinyl	715.70	930.40			Meetle	ng Chairs		
	HCH08-Heathrow Chair, Black Vinyl	852.30	1108.00			OCMESP-Meeting Chair, Espresso	357.00	464.10	
	NPLCHR-Naples Chair, Black Vinyl	749.85	974.80			OCMTAU-Meeting Chair, Taupe	350.10	455.15	
	NPLCHP-Naples Chair, powered	811.35	1054.75			OCMWHT-Meeting Chair, White	322.70	419.50	
	TANCHR-Tangiers Chair, Beige	553.00	718.90			Modular System			
	CHR002-Allegro Chair	630.25	819.35			BNQTL7-Center Cone	902.60	1173.40	
	CHR003-Roma Chair, White	698.65	908.25			BNQ417-Full Banquette	2859.35	3717.15	
	CHRPWR-Roma Chair, powered	811.35	1054.75			BNQR17-Ottoman Ring, White Vinyl	2198.45	2858.00	
	KEYCHR-Key Largo Chair	401.35	521.75			BNQ7-Quarter Curve, White Vinyl	613.60	797.70	
	FAIRCW-Fairfax Chair	442.40	575.10			WHT12-Half Bench, White Vinyl	469.10	609.85	
				Ot	tomans				
	BNO08-Bench, Black Leather	527.80	686.15			CUBL20-Edge Lighted Cube	252.75	328.60	
	BNO75-Bench, White Leather	527.80	686.15			SAL Sally Stool	118.95	154.65	
	END02B-Square, Black Leather	459.50	597.35			WHT12-Half Bench, White Vinyl	469.10	609.85	
	END02W-Square, White Leather	459.50	597.35			MAR010-Marche Swivel, Blue	232.20	301.85	
	END01W-Curved, White Leather	536.35	697.25			MAR002-Marche Swivel, Grey	232.20	301.85	
	END01B-Curved, Black Leather	536.35	697.25			MAR003-Marche Swivel, Linen	232.20	301.85	
	VIB02-Vibe Cube, Blue	179.35	233.15			MAR008-Marche Swivel, Mdw Grn	232.20	301.85	
	VIB04-Vibe Cube, Red	179.35	233.15			MAR009, Marche Swivel, Pear	232.20	301.85	
	VIB05-Vibe Cube, Yellow	179.35	233.15			MAR007-Marche Swivel, Plum	232.20	301.85	
	VIB07-Vibe Cube, Champagne	179.35	233.15			MAR004-Marche Swivel, Raspberry	232.20	301.85	
	VIB03-Vibe Cube, Pink	179.35	233.15		l ∟	MAR005-Marche Swivel, Red	232.20	301.85	
	VIB06-Vibe Cube, Gold/Bronze	179.35	233.15			MAR006-Marche Swivel, Rose Qtz	232.20	301.85	
	VIB08-Vibe Cube, Orange	179.35	233.15		l ∟	MAR001-Marche Swivel, White	232.20	301.85	
	VIB01-Vibe Cube, Green	179.35	233.15		l ∟	BNQR17-Ottoman Ring, White Vinyl	2198.45	2858.00	
	VIB10-Vibe Cube, Black Wtrproof	175.30	227.90		I ∟	BNQ7-Quarter Curve, White Vinyl	613.60	797.70	
	VIB09-Vibe Cube, White Wtrproof	175.30	227.90		J L_	OTS-South Beach Wedge	408.25	530.75	

#### **COCKTAIL AND END TABLES**

Qty.	item	Discount	Regular	Amount
	Occasional (	Cocktall Table	s	
	C1E-Silverado	357.00	464.10	
	ALC100-Alondra, Glass/Chrome	416.95	542.05	
	ALC200-Alondra, Wood/Chrome	416.95	542.05	
	C1FWB-Geo, Wood/Black	364.85	474.30	
	C1C-Geo Rect., Glass/Chrme	322.85	419.70	
	COLI - Oliver Cocktail Table	307.45	399.70	
	C1W-Sydney, White	362.10	470.75	
	C1Y-Sydney, Black	362.10	470.75	
	C1YP-Sydney Black, powered	459.50	597.35	
	C1WP-Sydney White, powered	459.50	597.35	
	G30CMS-Table, Maple	476.50	619.45	
	G30CMW-Table w/ Grmt, Maple	476.50	619.45	
	G30CWS-Table, White	476.50	619.45	
	G30CWW-Table w/ Grmt, White	476.50	619.45	
	REGBEN-Regis Bench Table	367.25	477.45	

Qty.	Item	Discount	Regular	Amount
	Occasiona	l End Tables		
	E1E-Silverado	339.90	441.85	
	ALE100-Alondra, Glass/Chrome	300.85	391.10	
	ALE200-Alondra, Wood/Chrome	300.85	391.10	
	E1FWB-Geo, Wood/Black	317.45	412.70	
	E1C-Geo, Glass/Chrme	315.95	410.75	
	EOLI-Oliver End Table	273.25	355.25	
	E1W-Sydney, White	326.20	424.05	
	E1Y-Sydney, Black	326.20	424.05	
	CUBTBL-Edge LED Cube	254.50	330.85	
	AURA End Table	186.20	242.05	
	ETBL-E Table, Wood	228.90	297.55	
	NEMSAC Mosaic Tables, Set of 3	374.05	486.25	
	TMBTBL Timber Table, Wood	220.35	286.45	
•	REGOTT-Regis End Table	271.65	353.15	

Please complete the following:		Subtotal	\$
Company Name:	Booth #:	6.000% Tax:	\$
Contact Name:	Phone #:	Amount Due:	\$
Authorized Signature:			

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.







42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou





#### **MADISON**

E) MADC08 8' Table **F) MADC10 10' Table** 120"L48"D 29"H



# Styles & Shapes













### **Geo Rounded Square Tables**

42"L 42"D 29"H

A) CE1 (glass, chrome)

B) CF1 (glass, black)

# **Geo Rectangular Tables**

60"L 36"D 29"H

C) CF2 Geo (glass, black)

D) CE2 Geo (glass, chrome)

### **Conference Tables**

(graphite nebula) **E) CB3 8'** 96"L 48"D 29"H

F) CB2 6'

72"L 42"D 29"H

# **Conference Tables**

(granite)

G) C508GR 8'

96"L 44"D 29"H

H) CT10GR 10'

120"L 46"D 29"H

I) CT06GR 6'

72"L 36"D 29"H

# J) MERLIN

Merlin Multi Use Table

(gray laminate, black) 46"L 29"D 30"H

K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Create the right look. Choose form a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable. M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating













Pro Executive
Mid Back Chair
24"L 22"D 40"H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair (black vinyl) 24"L 22"D 36"H

D) XC1 Luxor High Back Executive Chair (black vinyl)

(black vinyl)
27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back

Executive Chair (black vinyl) 27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair (black crepe) 25"L 26"D 21"H

# Style & Comfort

**Create the right look.** Choose form a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable. H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.





# Styles & Shapes







Berlin Chair 18"L 22"D 32"H A) CS8 (black, white) B) CS9 (red, white)

C) CS4 Syntax Chair (black, chrome) 23"L 19"D 31"H







D) XCHR
Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H
E) CH002
Wendy Chair
(clear acrylic)
15"L 20"D 36"H
F) SC10
Razor Armless Chair
(white)
15.38"L 15.5"D 30.5"H







G) SC3
Brewer Chair
(onyx, black)
20"L 20"D 32"H
H) XC3
Luxor Guest Chair
(black vinyl)
27"L 28"D 40"H
I) XC6
Altura Guest Chair
(black crepe)
25"L 20"D 34"H

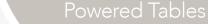
# Mix & Match

**Create the ultimate seating configuration.** Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



# mmunal





Denotes AC and USB charging outlets

# **G30 Communal Tables**

(maple tops) E) Bar Table 72"L 26"D 42"H

G30BMS (solid top) G30BMW (grommet holes)

F) Café Table 72"L 26"D 30"

**G30DMS** (solid top) **G30DMW** (grommet holes)

G) Cocktail Table

72"L 26"D 18"H

G30CMS (solid top) **G30CMW** (grommet holes)

# **G30 Communal Tables**

(white tops) 72"L 26"D 42"H

H) Bar Table

**G30BWS** (solid top) G30BWW (grommets)

I) Café Table 72"L 26"D 30"H

**G30DWS** (solid top) G30DWW (grommets)

J) Cocktail Table 72"L 26"D 18"H

G30CWS (solid top)

G30CWW (grommets)

# K) MERLIN Merlin Multi Use Table

(gray laminate, black) 46"L 29"D 30"H

L) WD3 Work Table

(white laminate, white) 48"L 24"D 30"H

# **TABLE TOP OPTIONS**

D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.

(G30 Powered Tables only available in white)



MAPLE



WHITE



Charging adapters are available to rent for all G30 Powered Table Products.





# Café Tables



# A) 30SBHC 30" Round Café Table

(liquid steel blue top, chrome hydraulic base) 30"RND 29"H

# B) RSTDIN Rustique Chair w/Arms

(gunmetal) 20"L 18"D 31"H

# 30" Round Café Tables Standard Black Base

30" Round 29"H

A) ZTB (red top)

B) ZTH (liquid steel blue top)

# Hydraulic Chrome Base

30" Round 29"H

C) LIQ009 (liquid white top)

D) 30MAHC (Madison gray acajou top)

# Malba Chair

20"L 20"D 32"H

E) MALGRN (green)



# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.





# Café Tables

Standard Black Base 30" Round 29"H

A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) LIQ004 (liquid white)
E) ZTA (Madison/
gray acajou)

# 36" Round 29"H

F) ZTQ (white laminate)G) ZTN (graphite nebula)H) ZTP (maple)

# Café Tables

Hydraulic Chrome Base 30" Round 29"H

I) 30STHC (silver textured)
 J) 30GRHC (graphite nebula)
 K) 30MTHC (maple)
 L) 30BRHC (red)

# 36" Round 29"H

M) 36WTHC (white laminate) N) 36GRHC (graphite nebula) O) 36MTHC (maple)



**Create the ultimate look.** Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





# **EXECUTIVE FURNITURE**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

**Shepard Exposition Services** 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax:

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Customer Service Email: orlando@shepardes.com

Discount Deadline: February 22, 2018

# **CONFERENCE TABLES & CHAIRS**

	CONFERENCE			
Qty.	Item	Discount	Regular	Amount
	Conferen	ce Tables		
	CF2-Geo Table, Black	579.05	752.75	
	CE1-Geo Table, Sq. Chrome	408.25	530.75	
	CF1-Geo Table, Sq. Black	579.05	752.75	
	CE2-Geo Table, Chrome	579.05	752.75	
	CB2-6' Graphite Table	606.35	788.25	
	CB3-8' Graphite Table	715.70	930.40	
	CB1-42" Round, Graphite Nebula	537.50	698.75	
	C508GR-8', Granite	715.70	930.40	
	CT10GR-10', Granite	1074.35	1396.65	
	CT06GR-6', Granite	606.35	788.25	
	PWRUSB-Powered Table Module	97.35	126.55	
	CB8-42" Round Madison, Grey	215.55	280.20	
	MADC10-10' Madison, Grey	1196.35	1555.25	
	MADC05-5' Madison, Grey	599.40	779.20	
	MADC08-8' Madison, Grey	1196.35	1555.25	
	CONF42-42" Round, White laminate	493.65	641.75	
Executiv		Seating		
	PROEXE-Pro Executive Chair	405.70	527.40	
	PROEXB-Executive Chair High Back	405.70	527.40	
	PROGB-Guest Executive Chair	258.45	336.00	

(407) 888-2301

Qty.	Item	Discount	Regular	Amount		
	Group & Guest Seating					
	Duet-Black, Chrome	83.65	108.75			
	RSTDIN-Rustique w/ arms, Gunmetal	186.20	242.05			
	CS8-Berline Chair, Black	162.25	210.95			
	CS9-Berlin Chair, Red	162.25	210.95			
	XCHR-Christopher Chr, White Vinyl	134.90	175.35			
	CH002-Wendy Chair, Acrylic	152.05	197.65			
	SC10 Razor Chair	100.80	131.05			
	SC3-Brewer Chair, Onyx	223.75	290.90			
	XC3-Luxor Guest Chair	445.80	579.55			
	XC6-Altura Guest Chair	396.30	515.20			
	LMCHR-Laguna Chair, Maple/Chrome	184.80	240.25			
	MALGRY-Malba Chair, Grey	142.15	184.80			
	MALGRN-Malba Chair, Green	142.15	184.80			
	CS4-Syntax Chair, Black/Chrome	258.25	335.75			
	ZENCHR-Zenith Chair-White/Chrome	208.50	271.05			
	SY1-Altura Task Chair	254.50	330.85			
	Executive	e Seating				
	XC1-Luxor Executive, High-back	515.85	670.60			
	XC2-Luxor Executive Chair	485.15	630.70			
_	PROMDB-Exec Mid-Back, Black	286.65	372.65			
	PROMID-Executive Chair Mid Back	286.65	372.65			

# **CAFÉ TABLES**

Qty.	Item	Discount	Regular	Amount
	Café Tables-	Black Base		
	ZTK-30" Maple Top/Black Base	288.65	375.25	
	ZTP-36" Maple Top/Black Base	314.30	408.60	
	ZTJ-30" Graphite Top/Black Base	288.65	375.25	
	ZTN-36" Graphite Top/Black Base	314.30	408.60	
	ZTG-30" Silver Textured Top	288.65	375.25	
	ZTE-36" Brandy Top/Black Base	360.05	468.05	
	ZTQ-36" White Laminate Top	314.30	408.60	
	ZTB-30" Red Top/Black Base	288.65	375.25	
	ZTH-30" Steel Blue Top/Black Base	289.00	375.70	
	LIQ004-30" Lqd White/Black Base	459.60	597.50	
	ZTA-30" Grey Top/Black Base	289.00	375.70	

Qty.	Item	Discount	Regular	Amount
	Café Tables - Chrome	Base 30", H	ydraulic	
	30MTHC-Maple Top, Chrome	384.35	499.65	
	30GRHC-Graphite Nebula, Chrome	384.35	499.65	
	30STHC-Silver Textured, Chrome	384.35	499.65	
	30BRHC-Brushed Red Top, Chrome	384.35	499.65	
	30SBHC-Steel Blue Top, Chrome	384.35	499.65	
	LIQ009-Liquid White Top, Chrome	580.40	754.50	
	30MAHC-Grey Top, Chrome	374.35	486.65	
	Café Tables - Chrome	Base 36", H	ydraulic	
	36MTHC-Maple Top, Chrome	418.50	544.05	
	36GRHC-Graphite Nebula, Chrome	418.50	544.05	
	36WTHC-White Top, Chrome	418.50	544.05	

# **COMMUNAL TABLES**

Café Tables			
G30DMS-Café, Maple Top	681.50	885.95	
G30DMW-Café w/ Grmt, Maple	681.50	885.95	
G30DWS-Café, White Top	681.50	885.95	
G30DWW-Café w/ Grmt, White	681.50	885.95	
G30DWP-Café Table, powered	784.00	1019.20	
Cocktall Tables			
G30CWP-Cocktail Table, powered	561.95	730.55	

Bar Tables			
G30BWS-Bar Table, White	852.30	1108.00	
G30BWW-Bar w/ Grmt, White	852.30	1108.00	
G30BMS-Bar Table, Maple	852.30	1108.00	
G30BMW-Bar w/ Grmt, Maple	852.30	1108.00	
G30BWP-Bar Table, powered	1006.10	1307.95	

Please complete the following:

Subtotal **Company Name:** Booth #: 6.000% Tax: **Contact Name:** Phone #: Amount Due: \$

**Authorized Signature:** 

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

# Bartables



# A) LIQ010

**30" Round Bar Table** (liquid white, chrome hydraulic base) 30"RND 45"H **B) APS12** 

Apex Barstools

(blue ultra suede) 21"L 21"D 33"H



# Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.



LIQUID STEEL BLUE







LIQUID WHITE



RED



MADISON/GRAY ACAJOU















Standard Black Base 30" Round 42"H

**A) VTJ** (graphite nebula)

B) VTK (maple)

**Bar Tables** 

C) VTG (silver textured)
D) VTB (red)

E) LIQ003 (liquid white)

F) VTH (liquid steel blue)

# 36" Round 42"H

G) VTW (white laminate)
H) VTN (graphite nebula)
I) VTP (maple)

# **Bar Tables**

Hydraulic Chrome Base 30" Round 45"H

J) 30GRHB (graphite nebula)
K) 30MTHB (maple)
L) 30STHB (silver textured)
M) 30BRHB (red)

# 36" Round 45"H

N) 36WTHB (white laminate) O) 36GRHB (graphite nebula) P) 36MTHB (maple)

See additional options on page 23.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H R) VTA 30" Round Bar Table w/ Standard Black Base

(Madison/gray acajou) 30" RND 42"H



# Styles & Shapes



# **Apex Barstools**

21"L 21"D 33"H

A) APS08 (black vinyl

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) AP\$12 (blue ultra suede)

# **Zoey Barstools**

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

### **Banana Barstools**

21"L 22"D 30"H

**G) BSS** (black, chrome) **H) BST** (white, chrome)

# TI, DST (WINCE, CIT

Oslo Barstools

17"L 20"D 30"H I) BSD (blue)

J) BSC (white)

# K) BSL Gin Barstool

(maple, chrome) 16"L 16"D 29"H

#### L) BCE Ice Barstool

(transparent, chrome) 16"L 14"D 33"H

# M) XBAR Christopher

Barstool

(white vinyl, chrome) 19"L 15"D 41"H

# N) BS001 Shark Barstool

(white, chrome) 22"L 19"D 34-44"H

# O) BSR Syntax Barstool

(black, chrome) 23"L 19"D 32"H







# Mix & Match

**Create the ultimate look.** Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H Q) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H R) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H



# Office Essentials





D) SWAN Swanson Swivel Chair







# **POWERED PEDESTALS**



**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



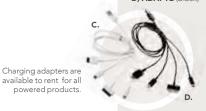
PDL36W 24"L 24"D 36"H PDL42W 24"L 24"D 42"H

# B) Powered Locking Pedestal

(black)

PDL36B 24"L 24"D 36"H PDL42B 24"L 24"D 42"H

Charging Adapters
C) ADAPTW (white)
D) ADAPTB (black)





(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

# **ACCENT LAMPS**

POWERED DETAIL

A. (



# A) LA15 Mason Floor Lamp

(brushed silver) 18" Round 55"H

# B) LA14 Mason Table Lamp (brushed silver) 16" Round 26"H



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet (black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk,

Powered (black metal, laminate) 60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate) 16"L 20"D 28"H

Charging Adapters
D) ADAPTB (black)



# Show Essentials

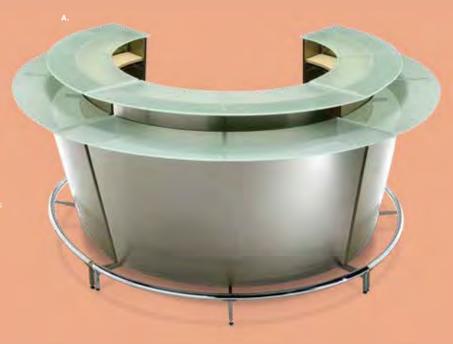


### A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars 100"L 100"D 45"H

### B) BR1 Martini Bar

(gray metal, frosted glass top)





# LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.





# A) CUBL20 Edge LED Cube Ottoman

(white plastic) 20"L 20"D 20"H A/C power only

# B) CUBTBL Edge LED Cube Table

(plexi top, white plastic) 20"L 20"D 20"H A/C power only

# MOBILE TABLET STANDS & ACCESSORIES



# TABLET STANDS

**A) TBSTND** (black) 14"L 13"D 44.5"H

**B) TBSTDW** (white) 14"L 13"D 44.5"H

# **ACCESSORIES**

# C) TBBCHR Brochure Holder (black)

8.625"L 1.1"D 11.325"H

# D) TBSHLF Charging Shelf (black)

(black) 14.85"L 7.17"D 1"H

# E) TBPNTR Wireless Printer Holder

(black) 3.3"L 1.9"D 5.28"H



\* Please note that all tablet stands must be ordered separately



# Shepard Exposition Services 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

# **EXECUTIVE FURNITURE**

# USITT Conference & Stage Expo March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 22, 2018

# Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

# BAR TABLES, BARS, & BAR STOOLS

	BAR TABLES, BA				
Qty.	Item	Discount	Regular	Amount	
	Bar Tables - A	II Black Bas	е		
	VTK-30" Maple Top/Black Base	315.95	410.75		
	VTP-36" Maple Top/Black Base	312.35	406.05		
	VTJ-30" Graphite Top/Black Base	315.95	410.75		
	VTN-36" Graphite Top/Black Base	339.90	441.85		
	VTG-30" Silver Textured Top	315.95	410.75		
	VTE-36" Brandy Top/Black Base	327.90	426.25		
	VTW-36" White Laminate Top	339.90	441.85		
	VTB-30" Red Top/Black Base	315.95	410.75		
	VTH-30" Steel Blue/Black Base	317.45	412.70		
	LIQ003-30" Lqd White/Black Base	431.15	560.50		
	VTA-30" Grey Top/Black Base	307.95	400.35		
	Barsi	tools		•	
	BST-Banana, White/Chrome	319.40	415.20		
	BSS-Banana, Black/Chrome	319.40	415.20		
	BS001-Shark, Swivel White	407.90	530.25		
	BS002-Zoey, Swivel White	374.05	486.25		
	BS003-Zoey, Swivel Black	386.45	502.40		
	RSTSTL-Rustique Barstool, Gunmetal	169.10	219.85		
	APS08-Apex Black Vinyl	286.95	373.05		
	APS59-Apex Red Vinyl	286.95	373.05		
	APS75-Apex White Vinyl	286.95	373.05		
	APS12-Apex Blue Ultra Suede	286.95	373.05		
	XBAR-Christopher White Vinyl	230.60	299.80		
	LMBAR-Laguna, Maple/Chrome	232.20	301.85		
	BSR-Syntax, Black/Chrome	281.90	366.45		
	ZENBAR-Zenith, White/Chrome	208.50	271.05		

Qty.	Item	Discount	Regular	Amount
	Bar Tables - Chrome	Base 30", H	lydraulic	•
	30GRHB-Graphite Nebula, Chrome	384.35	499.65	
	30MTHB-Maple Top, Chrome	384.35	499.65	
	30STHB-Silver Texture, Chrome	384.35	499.65	
	30BRHB-Brushed Red, Chrome	384.35	499.65	
	30SBHB-Steel Blue Top, Chrome	384.35	499.65	
	LIQ010-Liquid White Top, Chrome	580.40	754.50	
	30MAHB-Grey Top, Chrome	374.35	486.65	
	Ва	rs		
	BRC-Circle Martini Bar	4968.60	6459.20	
	BR1-Martini Bar	1726.85	2244.90	
	Bar Tables - Chrome	Base 36", H	iydraulic	•
	36GRHB-Graphite Nebula, Chrome	418.50	544.05	
	36MTHB, Maple Top, Chrome	418.50	544.05	
	36WTHB-White Top, Chrome	418.50	544.05	
	Bars	tools		
	BSD-Oslo, Blue	336.45	437.40	
	BSC-Oslo, White	336.45	437.40	
	BSL-Gin, Maple	254.50	330.85	
	BCE-Ice, Transparent /Chrome	318.55	414.10	
	ROLLBL-Lift Barstool, Black Vinyl	271.65	353.15	
	ROLLGY-Lift Barstool, Grey Vinyl	271.65	353.15	
	ROLLRD-Lift Barstool, Red Vinyl	271.65	353.15	
	ROLLWH-Lift Barstool, White Vinyl	271.65	353.15	

# **MISCELLANEOUS ITEMS**

Qty.	Item	Discount	Regular	Amount	
	Desks, Credenzas, Files, Bookcases				
	CR8-Madison Credenza, Grey	639.65	831.55		
	JD8-Madison Executive Desk, Grey	755.70	982.40		
	BC8-Madison Bookcase, Grey	547.25	711.45		
	TECH3B-Tech Desk w/drawers, Pwr	715.70	930.40		
	TECH-Tech Desk, Powered	579.05	752.75		
	TECH3-3-drawer File Cbnt w/Castors	191.30	248.70		
	Product Displ	ay- Pedestal	ls		
	PDL36B-Ped, Locking, Powered	683.90	889.05		
	PDL42B-Ped, Locking, Powered	766.90	996.95		
	PDL36W-Ped, Locking, Powered	647.35	841.55		
	PDL42W-Ped, Locking, Powered	766.90	996.95		
	Chargin	g Items			
	ADAPTB-Charging Adapter, black	30.75	40.00		
	ADAPTW-Charging Adapter, white	30.75	40.00		
	Lighted i	Products			
	CUBL20-Edge Lighted Cube	252.75	384.35		
	CUBTBL-Edge LED Cube	254.50	384.35		

JUS II	LIMO				
Qty.	Item	Discount	Regular	Amount	
	Lan	nps			
	LA15-Mason Silver Floor Lamp	281.85	366.40		
	LA14-Mason Silver Table Lamp	184.45	239.80		
	Refrige	erators			
	R1R-White 14 Cubic Feet	1071.05	1392.35		
	R1Q-White 4 Cubic Feet	391.10	508.45		
	Work & Mult	I-Use Tables		•	
	MERLIN-Multi Use Table	442.40	575.10		
	WD3-Work Table	425.25	552.85		
	Mobile Tab	let Stands			
	TBSTDW-Mobile Tablet Stand, White	179.35	233.15		
	TBSTND-Mobile Tablet Stand, Black	179.35	233.15		
	Mobile Tablet Accessories*				
	TBBCHR-Tablet, brochure holder	83.65	108.75		
	TBSHLF-Tablet, charging shelf	83.65	108.75		
	TBPNTR-Tablet, print stand	83.65	108.75		

<sup>\*</sup> Please note that all tablet stands must be ordered separately

Please complete the following:		Subtotal \$
Company Name:	Booth #:	6.000% Tax: \$
Contact Name:	Phone #:	Amount Due: \$
Authorized Signature:		

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



#### Shepard Exposition Services

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318 Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: FSSRentals@shenardes.c

# **FABEX BOOTH RENTALS**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 13, 2018

# 10' x 10' FABRIC BOOTH RENTALS





Code	Qty.	Description	Discount	Regular
66557		FX21 10' x 10'	2196.05	3294.10
66558		FX2M1 10' w/Monitor	3972.80	5959.20

Carpet not included

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm



Code	Qty.	Description	Discount	Regular
66561		FX2H1 10' x 10'	2687.15	4030.75
66562		FX2M1H 10' w/Monitor	4463.90	6695.85

# Carpet not included

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm

# 10' x 20' Fabric Booth RENTALS









Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm

Code	Qty.	Description	Discount	Regular
66559		FX22 10' x 20'	3806.50	5709.75
66560		FX2M2 10' x 20' w/Monitor	5583.25	8374.90
66567		FX2H2 20' x 20'	4245.75	6368.65
66563		FX2M2H 20' w/Monitor	6022.50	9033.75

Carpet not included.

# All FABEX exhibits must be ordered 30 days before move in for confirmed availability.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

\*\*Please Note\*\* Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	Booth #:	Subtotal \$
Contact Name:	Phone #:	6.000% Tax*: \$
Authorized Signature:		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.



#### **Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: <u>ESSRentals@shepardes.com</u>

# **FABEX BACKLIT BOOTHS**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 13, 2018

# **FABEX Fabric Backlit Booth RENTALS**



Code	Qty.	Description	Discount	Regular
66564		FX11 10' x 10' Backlit	2214.40	3321.60

Freestanding 8'h x 10' Backlit Backwall with full color graphics

Carpet not included

Graphic Size: 3042mm x 2436mm

**Electricity not included** 



Code	Qty.	Description	Discount	Regular
66565		FX12 10' x 20' Backlit	3422.15	5133.25

Freestanding 8'h x 20' Backlit Backwall with full color graphics

Carpet not included

Graphic Size: 6088mm x 2436mm

Electricity not included



Code	Qty.	Description	Discount	Regular
66566		FX13 10' x 30' Backlit	4630.00	6945.00

Freestanding 8' h x 30' Backlit Backwall with full color graphics

Carpet not included

Graphic Size: 8992mm x 2436mm

Electricity not included

# All FABEX exhibits must be ordered 30 days before move in for confirmed availability.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

\*\*Please Note\*\* Carpet is not included, to order please refer to the Carpet & Cleaning form.

# Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	Booth #:	Subtotal \$	i
Contact Name:	Phone #:	6.000% Tax*: \$	
Authorized Signature:		Amount Due: \$	

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.



# **INLINE BOOTH RENTALS**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Exhibit Solutions Email: <u>ESSRentals@shepardes.com</u> **Discount Deadline: February 13, 2018** 

# **EXHIBIT SOLUTIONS INLINE BOOTH RENTALS**

# Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management

- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

# 10' x 20' Options are available for each 10' x 10' pictured below

Please visit us online for additional options and information: http://www.shepardes.com/shep-gallery.html

The Eddie





The Pierce



Code	Qty.	Description	Discount	Regular
66470		The Eddie- 10' x 10'	3330.35	4329.45
66471		The Eddie- 10' x 20'	5423.25	7050.25
66474		The Jonathon - 10' x 10'	2323.35	3020.35
66475		The Jonathon - 10' x 20'	4066.80	5286.85
66477		The Pierce - 10' x 10'	2881.85	3746.40
66478		The Pierce - 10' x 20'	5471.85	7113.40
66484		The Madison - 10' x 10'	3494.75	4543.20
66485		The Madison - 10' x 20'	4141.90	5384.45

# The Grant

# The Harrison

The Hamilton

The Lucy









Code	Qty.	Description	Discount	Regular
66486		The Grant- 10' x 10'	3688.85	4795.50
66487		The Grant- 10' x 20'	5112.60	6646.40
66492		The Harrison - 10' x 10'	3391.20	4408.55
66493		The Harrison - 10' x 20'	4983.20	6478.15
66467		The Hamilton- 10' x 10'	2363.10	3072.05
66468		The Hamilton- 10' x 20'	4139.85	5381.80
66473		The Lucy - 10' x 10'	2135.65	2776.35

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

\*\*Please Note\*\* Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	Booth #:	Subtotal \$	1
Contact Name:	Phone #:	6.000% Tax*: \$	1
Authorized Signature:		Amount Due: \$	1

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.



**Shepard Exposition Services** 

# **EXHIBIT RENTAL ACCESSORIES**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

Event Code: F100590318

1531 Carroll Drive, NW Atlanta, GA 30318 Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

> ESSRentals@shepardes.com Discount Deadline: February 13, 2018

# SHOWCASES AND LOCKING CABINETS



Exhibit Solutions Email:













**Quarterview Showcase** 

4' 6" W X 1' 9" D x 3' 3" H

# **Square Showcase**

1' 9" W x 1" 9" D x 7' H

LC3

3' 9" W x 2' 3" D x 3' 6" H

	Showcases					
Code	Qty.	Description	Discount	Regular	Amount	
66270		Quarterview	1104.70	1436.10		
Please cl	Please choose metal color:   Black (06)   White (03)   Silver (15)					
66272		Square	1192.25	1549.95		
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)						

Locking Cabinets						
Code	Qty.	Description	Discount	Regular	Amount	
66282		LC1	818.80	1064.45		
Please cl	hoose me	tal color:   Blac	k (06)	White (03)	☐ Silver (15)	
66283		LC2	993.60	1291.70		
Please cl	Please choose metal color:   Black (06)   White (03)   Silver (15)					
66284		LC3	604.00	785.20		
Please c	Please choose panel color:   Rlack (06)   White (03)					



LC1 - 1 meter wide 3'6" W x 1'9" D x 3'6" H



LC2 - 1.5 meters wide 5' W x 1' 9" D x 3' 6" H

# RECEPTION COUNTERS AND COMPUTER STANDS



RC1 7' 9" W x 3' 5" D x 3' 9" H



CS1\* CS2\* CS1 - 3' W x 1' 9" D x 6' 3" H CS2 - 2' 3" W x 1' 6" D x 6' 3" H



RC2 4' 9"W x 2' 3"D x 3' 3"H



5' 3"W x 3' 3"D x 3' 6"H

Reception Counters and Computer Stands						
Code	Qty	Description	Discount	Regular	Amount	
66274		RC1	2278.50	2962.05		
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)						
66275		RC2	842.05	1094.65		
Please ch	noose me	tal color:   Blace	ck (06)	White (03)	☐ Silver (15)	
66276		RC3*	1826.50	2374.45		
66285		CS1*	1062.20	1380.85		
66286		CS2*	619.10	804.85		

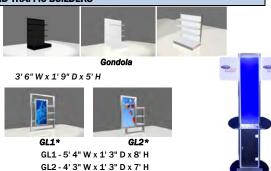
\*Item includes graphics. A Shepard Representative will contact you with art requirements

# PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display						
Code	Qty	Description	Discount	Regular	Amount	
66277		Gondola	573.75	745.90		
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					☐ Silver (15)	
66278		GL1*	567.20	737.35		
66279		GL2*	977.65	1270.95		

\*Item includes graphics. A Shepard Representative will contact you with art requirements

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1876.80	2439.85	



# Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

services must be ordered separately . You may find the forms in the Utilities section of the service manual

Please complete the following:

**Company Name:** Booth #: Subtotal **Contact Name:** Phone #: 6.000% Tax\* **Authorized Signature:** Amount Due

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

<sup>\*</sup> All tax rates are subject to change.



# **Shepard Exposition Services**

# **USITT Conference & Stage Expo**

**SIGN ORDER FORM** 

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email:

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

orlando@shepardes.com Discount Deadline: February 22, 2018

# SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
	S	tandard Foamco	re Signs, Sii	ngle-sided	
70009		Vertical, 22" x 28"	175.10	227.65	
70010		Horz., 22" x 28"	175.10	227.65	
70011		Vertical, 28" x 44"	266.75	346.80	
70012		Horz., 28" x 44"	266.75	346.80	
70025		Meterboard, 39" x 84"	539.85	701.80	
		Acc	essories		
70017		Blank Foamcore, 4' x 8'	47.55	61.80	
70021		Velcro, per ft, min. 5 ft.	3.10	4.05	

Code	Qty.	Description	Discount	Regular	Amount
		Vinyl Banners v	with Digital I	Printing	
70065		grommets, per sq. ftVertical	22.20	28.85	
70071		grommets, per sq. ft Horizontal	22.20	28.85	
70066		Pockets, per sq. ft Vertical	23.85	31.00	
70072		Pockets, per sq. ft Horizontal	23.85	31.00	

Replacement ID Sign - Cardstock					
70004	·	7" x 44" Horz.	52.40	68.10	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:		Subtotal \$
Company Name:	Booth #:	6.000% Tax*: \$
Contact Name:	Phone #:	Amount Due: \$
Authorized Signature:		

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

# SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

# File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

# Acceptable Software & Formats

- Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

# **Artwork Dimensions & Color Specifications**

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

# Other Graphic Services Available

- Artwork/graphic design services
- (70067)(70052)

~ Logo reproduction

(70069)

Special artwork mounting

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

# **HANGING SIGNS**



# Attention Getting ● High Visibility ● Great Branding

# **Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics**



CIRCLE DESIGN					
Code Size Discount* Regular					
69140	10' x 48"	5339.15	7474.80		
69142	16' x 48"	8485.70	11880.00		

# **EZ Ordering**

# **All Kits Include:**

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN						
Code	Size	Discount*	Regular			
69143	10' x 48"	6492.45	9089.45			
-						



Discount*	Regular
5253.65	7355.10



WAVE DESIGN					
Code	Size	Discount*	Regular		
69145	10' x 48" Single	2313.70	3239.20		
69146	10' x 48" Double	3078.80	4310.30		

# Call today to order! 404-720-8652 Dis

- Additional shapes and sizes available
- · Artwork requirements available

Discount deadline: Tuesday, February 13, 2018

stArtwork, hanging sign order and payment authorization form must be received by

the Discount Deadline to receive discount pricing.



 Exhibit Solutions Phone:
 404 - 720 - 8652

 Exhibit Solutions Fax:
 404 - 720 - 8757

Customer Service Email: <u>ESSRentals@Shepardes.com</u>

Event Code: F100590318

# USITT Conference & Stage Expo

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Company Name:	Booth #:	Su	btotal	\$
Contact Name:	Phone #: 6.0	000%	Tax*:	\$
Authorized Signature:		Amount	Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



# HANGING SIGNS 101

# **USITT Conference & Stage Expo**

# **GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES**

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  - \*Overhead Truss
  - \* Attachment and removal of light fixtures for truss or signs
  - \* Assembly of hanging sign frame and graphics
  - \* Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

# **CHECKLIST FOR ORDERING HANGING SIGNS**

Submit Payment Authorization Form  (OR Third Party Payment Authorization if paying for this service or  Order Assembly Labor to have your sign built by Shepard C  (Fill out top section of the Hanging Sign Overhead Rigging Form)  Order Install and Dismantle for all Hanging Signs, Truss an	ertified Riggers
Order any necessary Chain Motors, Rotating Motors and Tr (Remember to place separate electrical order to power any motor Submit Diagrams with orientation, dimensions and placem that will be flown overhead.	rs!)
Package Hanging Sign(s) in a separate container from exhi	bit materials
Label Hanging Sign(s) using the Hanging Sign Shipping Lab	el from this service manual
Ship Hanging Sign(s) to the Advance Warehouse by:	Tuesday, March 06, 2018



# HANGING SIGN OVERHEAD RIGGING

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email:

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 22, 2018

				SIGN A	SSEMBLY/DIS	SMASSEMB	LY LABOR				
_	lease indicate who will be supervising ASSEMBLY:    Shepard Supervision   Exhibitor Supervised   Please indicate who will be supervising DISASSEMBLY:   Shepard Supervision   Exhibitor Supervised   Please indicate who will be supervising DISASSEMBLY:										
	9	SIGN ASSE	MBLY LAB	OR			SI	GN DISAS	SEMBLY L	A ROR	
Code	Est Total Hours	Item	Discount	Regular	Amount	Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	125.00	162.50	\$	69153		ST	125.00	162.50	\$
69151		OT	187.50	243.75	\$	69154		OT	187.50	243.75	\$
69152		DT	250.00	325.00	\$	69155		DT	250.00	325.00	\$
**Super	visory fee is	30% of total	cost or \$60,	whichever	is greater.	Sup	install: 68069	Sup dismant	le: 68073		
OT - Ov	aight time: ertime: ubletime:	Monday-Frid	day, 8:00 AM day, 4:30 PM urs and holida	- Midnight; S	Saturday/Sunday	, 8:00 AM - 5:		Total Estima		y/Dismantle: 00% Tax*: amount Due:	\$
Date of	Assembly: _		Start Time			Comple	tion Time: _		Number of L	aborers _	
Date of	Disassembly	y:	_ Start Time	•		Comple	tion Time: _		Number of L	aborers	
Please	Note: Shepa	rd Certified I	Riggers are ı	•	OVERHEAD R			tructural int	egrity.		
	ı	RIGGING IN	VSTALLATI	ON				RIGGIN	G REMOVA	L	
Code	Est Hours	Discount	Regular	Am	ount	Code	Est Hours	Discount	Regular	Am	ount
69156		571.90	743.45			69157		571.90	743.45		
*Please Should I Must ord Addition Addition house I	Note: Shepa nanging sign der by discour nal charges nal charges providers. In	ard will procestor supervision to deadline dawill apply for may be apply cluding but it	B riggers) per ss requests for n not be pres ate to receive r additional s lied by Shep- not limited to	hour. One hor rigging in the ent at time to advance properties recard due to to supplies recard due to supplies and/or	our minimum pe the order they are the crew arrives a ricing. quired to ensure regulations at the truss for load pe in house exclus	r lift/crew - lift/ e received and a 1 Hour Crew e structural in the facility, we oints, additio sive labor cha	crew thereaf d will make a Minimum chategrity of o light limits, unal labor for arges, etc.	Total E ter is charge ill attempts to harge will be verhead sig union juriso	Estimated Inst 6.00 Estimated A ed in 1/2 increi o honor reque applied. In.	00% Tax*: mount Due: ments. ested start tin	snes.
Diagon	امط معمدامما	الثنية وطنيين	h = =======								
Please	Shepard Su				e sign assemb Supervision	_	ation: play House	(EAC)			
If Shep	ard Supervi	sion is requi	ired, please	request da	ite and time:						
Asseml	bly: Dat	e:	Ti	me:							
Install:	Dat	e:	Ti	me:							
Dismar	ntle: Dat	e:	Ti	me:							
Compa	e complete ny Name: t Name:	the following	ng:			Booth e				Subtotal: 00% Tax*: Amount Due:	\$
Authori	zed Signatu	ıre:									
Signatu	re also indic	ates you rea	ad and acce	pt the Payn	nent Policy and	Terms and 0	Conditions.				

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



# **OVERHEAD RIGGING EQUIPMENT**

# **USITT Conference & Stage Expo** March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Discount Deadline: February 22, 2018

# RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- •Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- •Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

# **MISCELLANEOUS EQUIPMENT**

Code	QTY	ltem	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	550.15	825.25	
69016		Half Ton Hoist/Chain Motor	485.40	728.10	
69101		1/4 Ton Hoist/Chain Motor	291.25	436.90	
69019		Rotating Motor 500 LB Limit	517.75	776.65	
69020		Rotating Motor 200 LB Limit	291.25	436.90	
		Rotate Clockwise			
		Rotate Counterclockwise			

Code	QTY	ltem	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	25.90	38.85	
6909406		12" Black Box Truss (Per FT)	25.90	38.85	
Truss Details					
(Q	TY/Size)				
6903815		12" Silver Corner Block	97.05	145.60	
6903806		12" Black Corner Block	129.50	194.25	
70067		Design Fee (Hourly)	161.80	210.35	

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign. For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at: orlando@shepardes.com

# PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.

GO III I UII I I I I I I I I I I I I I I		_ fe	et in	from	n bad	ck ai	sle/b	ooth	#_		 
											III II OIII II GIII dis

SIGN DESCRIPTION, SIZE & WEIGHT	
---------------------------------	--

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

Type:	Shape:	Size:
Cloth	Square	Height:
Wood	Triangle	Length:
Metal	Rectangle	Width:
Truss	Other	Weight:
Other	<u> </u>	
Additional Notes/Descr	iption:	

Please complete the following:		Subtotal: \$
Company Name:	Booth #:	6.000% Tax*: \$
Contact Name:	Phone #:	Amount Due: \$
Authorized Signature		<del></del>

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



# UNION JURISDICTIONS FORT LAUDERDALE

# **UNION LABOR**

The installation and dismantling of prefabricated displays comes under the jurisdiction of the decorators union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

# **EXHIBIT LABOR JURISDICTION**

The decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, full-time exhibiting company employees may work on the installation (move in) and the dismantle (move out) without union labor on their own booths. If labor services are beyond what your full-time employees can provide, union labor may be ordered in advance by submitting the proper order forms.

# MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials at the loading docks. The union also has jurisdiction over the operation of all material handling equipment; the usage or rental of dollies, flat trucks, and other mechanical equipment is not allowed by exhibitors. Shepard will control all access to the loading docks to facilitate a safe and organized process. Full-time employees of the exhibiting company may, however, hand-carry their own materials into the exhibit facility.

# **GRATUITIES / BREAKS**

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 scheduled 15 minute paid break. Meal breaks are maximum one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel regarding union labor jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

# **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



# **LABOR ORDER FORM**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018 Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

**Shepard Exposition Services** 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

(407) 888-9669 Customer Service Phone:

Event Code: F100590318 orlando@shepardes.com

(407) 888-2301 Customer Service Fax: Customer Service Email:

Discount Deadline: February 22, 2018

# **INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE**

Please	complet	e the followi	ing:											
	How many laborers will you require? Installation _					Dismantling								
	-	ation:	-				que					Est. Hour	S	
		ntling:					•	quested start time: Est. Hours						
		I Supervised La					•					or for (please		
O Insta	-	Supervised La	-	_	ne): ı Install/Dismaı	ntle		nsta		n out	Disman	_	D Both Install/D	ismantle
Code	Qty.		scount	Regular	Sup. Fee	Amount	1	Code	Qty.		Item	Discoun		Amount
ooue		pard Superv				l		ooue	Qty.	<u> </u>		Supervised	_ <u></u>	Alliount
68066			100.00	130.00	30% **	<u>,                                      </u>		68060			ST	100.00	130.00	
68067		OT 1	150.00	195.00	30% **			68061			OT	150.00	195.00	
68068 DT 200.00 260.00 30% **								68062			DT	200.00	260.00	
Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073 Dismantle: 68063/68064/68065  **Supervisory fee is 30% of total cost or \$60, whichever is greater.														
**Super	visory f	ee is 30% of	total co	st or \$60, wh	nichever is o	greater.								
Please i	note:	- Hours are	based or	n estimates, y	ou will be in	voiced for actu	ual tir	me incurre	ed.				Subtotal	\$
				-		based on ava						6	.000% Tax*:	
				_		al time will be							Amount Due:	\$
			-		•	ow break do			•		•			
		labor oi	rdered th	rough Shep	ard at the c	lose of the ev	ent .	may not	be avail	able	until one l	nour after si	now close.	
ST - Stra OT - Ove DT - Doo	ertime: uble time	Monday e: All other	r-Friday, 4	nd holidays	Inight; Saturo	day/Sunday, 8				lete	the followi	ina:		
ii you a		itor-Owned (				to mstan it i					ize (ft.)?	ilig.		
Code	SQ FT	Descrip		Discount	Regular	Amount		, ,			(,			00.55
68080	-	Flooring	Only	1.00	1.30				′	X		=		SQ FT
68083		Padding + F	Flooring	1.50	1.95									
68079	68079 MINIMUM 200.00 260.00											Subtotal	$\vdash$	
-		all date/time	e: -									6	.000% Tax*:	<u> </u>
Flooring			d din a	Other									Amount Due:	\$
	Carpet	Pac	dding	Other										
						D SUPERVI								400
ы	ease o	complete t	tnis sed	ction if yo	u nave cn	osen Snep	oard	to sup	ervise	yo	ur instail	ation and	l/or disman	tting.
Inbou	nd Fre	eight Info	rmatio	n				Outbo	und F	rei	ght Infor	mation		
		ıny Name:					_	Carrier		-				
# of pie		04	-	ight of Ship	ment:		_	Deliver		ent 7	Го:			
Is shipn Trackin		□ Crated		Uncrated				Address City, ST						
	•	/al date:					-			e (ai	r. van line	, ground, e	tc.):	
Shipme			□ Wa	rehouse	□ Show s	site	-						ked up by you	r carrier,
•												wing option		
Set-up	o Infor	mation fo	or Insta	allation				Force fi	eight th	rou	gh preferre	ed carrier:		_
Please o	heck all	that apply an	nd provide	e information	where reque	ested.		Send sh	nipmen	t ba	ck to Shep	ard wareho	ouse:	(\$400 min. fee
Booth S	Size:		х					Service	es Yo	ou F	lave Ord	dered	(please check al	I that apply)
Forklift		d? □	Yes	□ No				Services You Have Ordered (please check all that apply)  □ Electrical □ Furniture □ A/V Equipment						
Carpet		□ owned		rented from	Shepard				th Clea	aning		elephone/Ir		
Carpet		-	Yes	□ No				Electric						
Drawing	gs are?	□ Fax	ed to She	epard 🗆	Shipped w/e	exhibit crates					_	-	et (diagram is	attached)
O= -'	- F	:L:4 0 :	m4a-4 !								ings are a			
	e Exh	ibitor Co	ntact li								•		n crate numb	
Name: Hotel:				Phone	#:			_ □ Elec	ctrical c	ıraw	ings were	sent to the	official contr	actor
Arrival of	date/tim	ne:		 Departi	ure date/tim	ie:								
Please	compl	ete the foll	iowing:	-	ny Name:	-							ooth #:	
					t Name:							P	hone #:	
				Autnor	ized Signat	ure:								

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.



**Shepard Exposition Services** 

# **GROUND RIGGING/FORKLIFT RENTAL**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301

 ${\bf Ft\; Lauderdale/Broward\; County\; Convention\; Center\; -\; Ft\; Lauderdale,\; Florida}$ 

Event Code: F100590318

Customer Service Email: orlando@shepardes.com Discount Deadline: February 22, 2018

#### **GROUND RIGGING FORKLIFT RENTAL** DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES. Please complete the following: # of pieces to be spotted Heaviest piece to be spotted (times are not Install Date/Time: Dismantle Date/Time: guaranteed) Description of work to be performed: Regular PLEASE NOTE: Qty. Item Description Discount Amount Code FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY Rate structure includes forklift and (1) 35028 Straight-time Hourly Rental 297.75 387.00 operator only. 480.50 35039 Overtime Hourly Rental 369.60 Minimum crews are based on scope of 35067 Double-time Hourly Rental 441.50 574.00 work and area jurisdiction. **Item Description Discount** Regular Code Qty. Amount Additional labor and groundmen will be FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY billed at the hourly rate. 35029 Straight-time Hourly Rental 595.45 774.00 35049 Overtime Hourly Rental 739.20 961.00 The minimum charge for labor and Double-time Hourly Rental 882.95 1147.75 35069 equipment is one (1) hour. Labor and equipment thereafter is charged in half Code Qty. **Item Description** Discount Regular **Amount** (1/2) hour increments. FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY 1161.25 35035 Straight-time Hourly Rental 893.20 Orders cancelled without 24-hour notices 35066 Overtime Hourly Rental 1108.85 1441.50 will be charged a one (1) hour cancellation 35070 Double-time Hourly Rental 1324.45 1721.75 CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST Monday-Friday, 8:00 AM - 4:30 PM ST - Straight time: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM OT - Overtime: DT - Double time: All other hours and holidavs RIGGING LABOR RATES Qty. **Item Description** Discount Regular Amount PLEASE NOTE: Code The minimum charge for labor and RIGGING FOREMAN LABOR PER MAN HOUR equipment is one (1) hour. Labor and 35085 Straight-time Hourly Rate 125.00 162.50 equipment thereafter is charged in half 35086 Overtime Hourly Rate 187.50 243.75 (1/2) hour increments. 35099 Double-time Hourly Rate 250.00 325.00 Qty. Item Description Discount Regular Amount Orders cancelled without 24-hour written Code notice will be charged a one (1) hour RIGGERS AND MATERIAL HANDLERS PER MAN HOUR cancellation fee. 35087 100.00 Straight-time Hourly Rate 130.00 35100 Overtime Hourly Rate 150.00 195.00 Double-time Hourly Rate 200.00 260.00 35101 Subtotal \$ Please complete the following: Tax\*: \$ 6.000% **Company Name:** Booth #: Amount Due: \$ **Contact Name:** Phone #: **Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

<sup>\*</sup> All tax rates are subject to change.



# **SHEPARD LOGISTICS SERVICES**

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

Event Code: F100590318

# FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

INBOUND PICK UP LOCATION INFORMATION	SHIPPING INFORMATION
Payment Authorization form must be on file to pick up as charges will	
included on your show services invoice.	Number of Pieces Est. Dims Est. Weig
Requested Pick Up Date:	Crates
Hours of Operation:	Cartons (cardboard)
	Cases/Trunks (fiber) (color)
Company	Skids/Pallets
Address	Carpet (color)
	TV/Monitor
	Other
(City) (State) (Zip)	Total Pieces Total Dims. Total Wt.
	Size of largest piece: L W H
SHIP TO	Loading Dock   Yes   No Lift Gate
	Residential Inside Pick up Inside Delivery
☐ I will be shipping to the WAREHOUSE	Special Instructions:
(Company Name, Booth #)	
USITT Conference & Stage Expo	
c/o Shepard Exposition Services	Please note: All Shepard Logistics quotes include transportation cost only.
1910 NW 97th Ave	Additional material handling fees may apply on show site
Miami, FL 33172	OUTBOUND SHIPPING INFORMATION
Warehouse Deadline March 6, 2018  Date	I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.
☐ I will be shipping to SHOW SITE c/o Shepard Exposition Services (Company Name, Booth#)	Ship to Address:
USITT Conference & Stage Expo	-
Ft Lauderdale/Broward County Convention Center	Contact Name:
1950 Eisenhower Blvd	Phone:
Ft Lauderdale, FL 33316	Deliver By Date:
Delivery date: March 13, 2018	Number of labels:  Special Instructions:
TVDE OF SERVICE OF SERVICE	TRANSPORTATION CHARGES
TYPE OF SERVICE - Choose One  Next Day Air 2nd Day Air	TRANSPORTATION CHARGES  Charges for transportation and material handling services provided by
Next Bay All	Shepard shall be billed to the Credit Card on file.
Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.	Type Card  Logistics/Material Handling ONLY  Credit Card #:
	Expiration Date: Security Code:
Standard Ground Other (Truck Load, Specialized)	Billing Address: City, ST, Zip:
Standard Ground Standard (Track 2004, Openialized)	
	Name on Card: Authorized Signature:
A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFI	IRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.
Please complete the following:	
Exhibiting Co. Name:	Booth #:
Contact Name:	Phone #:
Emall:	Fax #:
Authorized Signature:	

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.



# **Shepard Logistics**

# **Complete Transportation Services**

# **Advantages of Shepard Logistics**

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

# **Benefits of Shepard Logistics**

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com







# SHIPPING VERSUS MATERIAL HANDLING

# WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



# WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



# ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

# Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

# **Material Handling Process:**

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- · Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



# **SHIPPING LABELS**

# **USITT Conference & Stage Expo**

# **ADVANCE SHIPPING ADDRESS LABELS**





# **DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS**

	( Shepard	
$\boldsymbol{R}$	DIRECT TO SHOW	7
	TO:(EXHIBITING CO. NAME)	
	Booth #:	7
	C/O: SHEPARD EXPOSITION SERVICES	
S	Ft Lauderdale/Broward County Convention Center	
	1950 Eisenhower Blvd	N
	Ft Lauderdale, FL 33316	4
H	For: USITT Conference & Stage Expo	1
	MUST NOT BE DELIVERED PRIOR TO:	
	March 13, 2018 @ 8:00 AM	



# Shepard

# HANGING SIGN SHIPPING LABELS

**USITT Conference & Stage Expo** 

#### HANGING SIGN SHIPPING ADDRESS LABELS

**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

	(♣) Sh	epard ADVANCE WAREHOUSE	
R		HANGING SIGN	
	TO:		
$\boldsymbol{U}$	Booth #:	(EXHIBITING CO. NAME)	
		c/o Shepard Exposition Services	
a		1910 NW 97th Ave	
S		Miami, FL 33172	
L		Delivery Hours: M-F, 8-2:30 PM	
	For:	USITT Conference & Stage Expo	
		First day freight can arrive w/o a surcharge:	
		February 13, 2018	
		Last day freight can arrive w/o a surcharge:	
		March 6, 2018	

	She	ADVANCE WAREHOUSE				
D	HANGING SIGN					
K	TO:	(EXHIBITING CO. NAME)				
IJ	Booth #:					
		c/o Shepard Exposition Services				
		1910 NW 97th Ave				
S		Miami, FL 33172				
TT		Delivery Hours: M-F, 8-2:30 PM				
	For:	USITT Conference & Stage Expo				
		First day freight can arrive w/o a surcharge:				
		February 13, 2018				
		Last day freight can arrive w/o a surcharge:				
		March 6, 2018				



# MATERIAL HANDLING AUTHORIZATION

# **USITT Conference & Stage Expo**

March 15 - 17, 2018

# **Shepard Exposition Services** 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

Customer Service Email: orlando@shepardes.com

# **MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**

# SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT\* ON MATERIAL HANDLING

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. \*Discount does not apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

#### **CALCULATION OF MATERIAL HANDLING SERVICES**

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

Standard Material Handling												
Weight	Description			Price	Total		Weight	Description			Price	Total
Advance Shipments to Warehouse						Direct Shipments to Showsite						
	\$104.00		\$135.25					\$104.00	\$156.00	\$135.25		
	Crated	Spe	cial Handling					Crated	Uncrated	Special Handling		
	35010		35036					35030	35043	35038		
Pieces		Small Packages	(FedEx/UPS/DHL unde	er 30 lbs.)						Overtime		
	\$52.00	\$67.50	\$104.00				0\	ertime: 30%	fee for each of	overtime application	on based on S	ST rate
	φ32.00	\$52.00 \$67.50	\$104.00				Double Time					
	Each carton	Special handling	Min. per shipment				Doubl	e Time: 50%	fee for each	double time applic	cation based	on ST rate
	35048	35268	35045									
RATES ARE PER 100 LBS. WITH A 200 LB. MINI						LB. MINIMU	JM					
For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Subtotal \$												
show site and are subject to change pending move-in/move-out schedule.  N/A Tax*:							\$					

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

Amount Due: \$ \* All tax rates are subject to

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

# Early/Late Shipments to Warehouse

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

### **Reweigh of Shipments**

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

A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:		
Company Name:	Booth #:	
Contact Name:	Phone #:	
Authorized Signature:		
Shenard Exposition Services is authorized to perform mate	erial handling services on behalf of the exhibiting company named above. Sign	nature also indicates you ha

read and accept the Payment Policy and Terms and Conditions. Sign and return to Shepard.

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



# STORAGE AUTHORIZATION FORM

# **USITT Conference & Stage Expo** March 15 - 17, 2018

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

# 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email:

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTH	IORIZATION					
Please fill out the information below:						
Company Name:	Booth #:					
Contact Name:	Phone #:					
<ul> <li>For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.</li> </ul>						
<ul> <li>All packages must be properly packed &amp; labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.</li> </ul>						
SHOWSITE S	TORAGE					
show. Secured storage rates are eighty (80) cents per square fo (35400)	only. A minimum one-hour material handling labor charge at show here is no charge to return materials to your booth at the close of the					
Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. (\$100.00 Minimum)  There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.						
(35166) POST SHOW TRANSPORT.	ATION AND HANDLING					
Shepard Exposition Services will store your shipments in outake note of the important information below.  All shipments selected to be returned to warehouse are subject to applic Material Handling Fees do not include transportation or handling to and  Return to Warehouse Service Fee: At the customer's request, each charge: \$20.00 per cwt. (\$400.00 min.) (35005)  Storage per Month Service Fee: Monthly storage is \$10.00 per cmt.	cable transportation and handling fees. Please note that Onsite from the warehouse.  The shipment returned to the Shepard warehouse will incur the following					
charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)						
Special instructions or remarks:	2					
Where will your shipments be going AFTER they have been stored  Shipped to another destination as arranged via Shepard Logistics Services						
Transport to another SES show:  Pick-up arranged with another carrier	Delivery Date:					
Please complete the following:	Doub #					
Contact Name:	Booth #:					
Contact Name: Phone #: Phone #: Phone #:						
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.						

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



## MATERIAL HANDLING INFORMATION

#### Shepard Exposition Services

**USITT Conference & Stage Expo** 

1701 Boice Pond Rd., STE 101, Orlando, FL 32837
Customer Service Phone: (407) 888-9669
Customer Service Email: orlando@shepardes.com

#### **MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES**

#### SPECIAL HANDLING DEFINITIONS

#### Rate as shown on Material Handling Authorization Form

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- •Constricted Space Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- •Stacked Shipments Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- •Mixed Shipments Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as
- •Shipment Integrity Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- •Carpet/Pad Only Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- •No Documentation Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- •Designated Piece Unloading Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE Fee: .75 Per Lb Labor Rate: 100.00 Per Hour ( OT/DT rates may apply)

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

#### OVERTIME/DOUBLE TIME Surcharge:

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

Overtime: 30%

#### WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

#### EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25%

Minimum: \$50.00

Double Time: 50%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

#### UNCRATED SHIPMENTS

#### Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES Surcharge: 15% Minimum: \$50.00 35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS Surcharge: \$25.00 per forklift load 35282

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

#### EMPTY CRATE STORAGE Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

#### SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES Surcharge: \$10.50 per envelope 35007

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

If you have any questions about material handling, please contact Shepard Customer Service department.



## MATERIAL HANDLING 101

#### **USITT Conference & Stage Expo**

#### **MATERIAL HANDLING Q&A**

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

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

#### What is the definition of "freight"?

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

#### What is a "certified weight ticket"?

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

#### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

#### What are advance shipments?

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

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

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

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

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

#### **MATERIAL HANDLING CHARGES**

#### What determines how much I'm charged?

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

#### How do I calculate material handling charges?

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

#### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

#### **SMALL PACKAGES**

#### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

#### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

#### **CRATED~UNCRATED~SPECIAL HANDLING**

#### What are CRATED materials?

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

#### What are UNCRATED materials?

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

#### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

#### What is the difference between material handling and shipping?

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

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

No. please do not order a forklift for unloading/reloading of your materials.

#### What does CWT mean?

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

#### **IMPORTANT FACTS ABOUT DIRECT SHIPMENTS**

#### What are direct shipments?

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

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

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

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

#### LIABILITY INSURANCE

#### What is and why would I need liability insurance?

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

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

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

#### **OUTBOUND SHIPMENTS**

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

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

#### **SIGNATURE SERIES SHIPPING**

#### How can I make shipping my show materials easier?

- Signature Series Shipping will make it easier with the following benefits:
- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service priority of empty return at the close of show voiume aiscoumed snipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.



1701 Boice Pond Rd., STE 101, Orlando, FL 32837

## MOBILE SPOTTING FEE

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

Customer Service Phone: (407) 888-9669 Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Customer Service Fax: (407) 888-2301 Event Code: F100590318

Customer Service Email: orlando@shepardes.com Discount Deadline: February 22, 2018

#### MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

\*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Less than 1/4 tank of gas

**Battery disconnected** 

Gas tank taped shut

Qty:	Description		Surcharge per Roundtrip	Total Amount
	Motorized Unit/Vehicle Spotting	(35106)	\$200.00	

Subtotal	
N/A Tax	
Amount Due	

Please complete the following:	
Company Name:	Booth #:
Contact Name:	Phone #:
Authorized Signature:	

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

#### What types of vehicles are considered under POV GUIDELINES?

The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment



#### What can be unloaded from and loaded into a vehicle?

Only certain sizes of boxes and equipment can be unloaded from an automobile or small utility vehicle and only exhibitor owned hand carts may be used for transportation within the building





## **CARTLOAD MATERIAL HANDLING SERVICE**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669 Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

#### **CARTLOAD SERVICE**

Cartload service includes one laborer, one cart, one trip per rate listed below.



Code	# of trips	Item Description	Rate	Amount	
	ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	115.00		
35151		Dock to Booth - ST	115.00		

Overtime: Booth to dock, 35154; Dock to booth, 35153

Su	ubtotal	\$
6.000%	Tax:	\$
Amoun	t Due:	\$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

#### **CARTLOAD SERVICE RESTRICTIONS**

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:		
Company Name:	Booth #:	
Contact Name:	Phone #:	
Authorized Signatures		

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



#### **OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST**

#### **USITT Conference & Stage Expo**

March 15 - 17, 2018

1701 Boice Pond Rd., STE 101, Orlando, FL 32837 Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

Ft Lauderdale/Broward County Convention Center - Ft Lauderdale, Florida

Event Code: F100590318

#### PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary preprinting of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

\*Note: All third parties must pick up BOI /labels at the Shepard Service Desk.

note.	All tillid parties ill	ust pick up bc	L/Iabels a	at the Shepart	d Service Desk.	
SHIP TO ADDRESS:						
COMPANY NAME						
DELIVERY ADDRESS_						
CITY_				STATE	ZIP	
ONSITE CONTACT NAME				BO	OTH#	
_						
CELL PHONE #_						
Number of Pieces:		Numbe	r of Lab	els Request	ed:	
# of Crate	# of Skids	# of Cas	es	# of Cartons	Total Weight	
CARRIER SELECTI	ON					
OFFICIAL SHOW C	ARRIER: SHEPARE	LOGISTICS	O	THER:		
If selecting a carrier othe If using FedEx or UPS yo				he pickup. This	s includes Fed Ex, UPS, etc.	
Type of Service:		In the	e event y	your design	ated carrier fails to picku	ıp
Ground C	Overnight 2nd	l Day		ute via show c n to Warehou	arrier se *\$400.00 minimum charge	
<b>Shipping Options:</b>						
Inside Delivery	Residential	Lift Gate		No Loading Do	ocks	
2. Exhibitors must prope	nd deliver your BOI erly package and labe t be turned in to the Service desk if you do	L with Shipping el all materials. Shepard Service o not receive a B	e Desk incl BOL	uding piece co	orior to the close of the show.  unt and estimated weight.  outbound labels	
TRANSPORTATION CH	ARGES BILLING A	DDRESS:	SA	ME AS SHIP T	O ADDRESS	
Company Name						
Address						
City		State	Zip			
Please complete th	e following:					
Company Name:				Воо	th #:	
Contact Name:					ne #:	
Authorized Signature:						

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.



#### INTERNATIONAL SHIPPING

**ML International Expo Logistics** is the appointed preferred international customs and freight forwarder for Shepard Exposition Services events.

**ML International Expo Logistics** has a network of agents around the world that can coordinate your shipment from your home country to the show.

**ML International** and our partners offer you seamless services from your door to your booth on the show floor.

**SHIPMENT ARRIVAL DATES:** All shipments will be delivered to the advance warehouse whenever possible.

AIRFREIGHT 5 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

**OCEAN FREIGHT** 10 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

Documentation needs to arrive 5 days before the actual arrival of the freight

We provide the following services:

- Customs Clearance
- Temporary import
- Permanent import
- ATA Carnet clearance
- Delivery to show
- Collection from the show
- Return freight either ocean or airfreight

## Please contact us for assistance with your international shipment!

#### **Contact Information:**

Mark Lopata

Main Office: +1-630-355-5911

mlopata@mlintl.net
www.mlintl.net

#### **Shepard Glossary**

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

<u>Bill of Lading</u> – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

<u>Certified Weight Ticket</u> – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

<u>Common Carrier</u> – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

<u>CWT</u> – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt <u>Drayage</u> – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor - Double-time labor, or work performed on double time and charged at twice the published rate.

<u>Empty Sticker</u> – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

<u>Exclusive Contractor</u> – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event. <u>Exhibitor-Approved Contractor (EAC)</u> – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

<u>Exhibitor Kit</u> – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted - Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order - An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

<u>Freight</u> – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

<u>Forklift / Ground Rigging</u> – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

**ID Signs** – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

<u>In-line</u> – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

<u>Labor</u> – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

<u>Logistics</u> – Point to point transportation services for freight by an appointed carrier.

<u>Marshaling Yard</u> – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

<u>Move In</u> – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth. <u>Mobile Spotting Fee</u> – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

<u>Padded Van Shipment</u> – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth - A booth space on an outside wall.

<u>Pipe and Drape</u> – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

<u>Registration</u> – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

<u>Rigger</u> – A skilled worker responsible for handling and assembly of machinery.

<u>Right-to-Work state</u> – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk –** The location at which exhibitors order services.

<u>Side Rails</u> – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

<u>ST labor</u> – Straight time labor, or work performed during normal hours at the standard rate.

<u>Targets</u> – Exhibitor move in date/time prior to general move-in available by appointment only.

<u>Visqueen</u> – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

## 5 under \$3.00



## 5 under \$6.00



## 5 under \$8.00

**Javalina Corporate Pen** \$0.35ea / 250pc min \$15 setup (1color imprint)





1 Oz. Hand Sanitizer With Carabiner \$1.05ea / 100pc min \$45 setup (Full color)

**Tech Screen Cleaning Cloth** \$1.30ea / 250pc min \$55 setup (1color imprint)







#### Mini Auto Charger

Input: 12-24 Volts. Output: 5V/0.5 Amp. \$1.40ea / 200pc min \$55 setup (1color imprint)

## The Coordinator Notebook (7hx5w)

100 ruled pages. Elastic pen loop. Pen not included.

\$1.95ea / 144pc min \$55 setup (1color imprint)







Tutti Frutti 25-oz **Tritan Sports Bottle** \$4.50ea / 100pc min \$55 setup (1color imprint)

**Deluxe Memo Pad Desk Caddy** \$4.50ea / 100pc min \$55 setup (1color imprint)





**Intersections Junior Portfolio** \$4.99ea / 75pc min

\$55 setup (1color imprint)

#### **Amp Power Bank**

2.200 mAh Li-Ion Grade A Battery and a 5V/1A output \$5.99ea / 48pc min

\$55 setup (1color imprint)





Pensacola 41" Folding **Umbrella** \$4.99ea / 50pc min \$55 setup (1color imprint)

Whammo **Bluetooth Speaker** \$5.99ea / 50pc min \$55 setup (1color imprint)





Flashlight Multi Tool \$6.99ea / 50pc min \$55 setup (1color imprint)

## **Emergency Keychain Power Bank**

Input: 5V/800mA; Output: 5V/1000mA

\$6.99ea / 50pc min \$55 setup (1color imprint)





Stow n Go Picnic Blanket \$7.99ea / 60pc min \$55 setup (1color imprint)

#### **Metallic Flare Metal Earbuds**

Include a micro fiber pouch.

\$7.99ea / 48pc min \$55 setup (1color imprint)



Show Name:

Item /Color /Imprint Quantity

BILL TO		
Name		
Street Address		
City, ST ZIP		
Phone		
		_

SHIP TO Name Street Address City, ST ZIP Phone



# **XPress Connect Family**

## **Lead Retrieval Solutions for Every Exhibitor**

How do you recognize your new #1 client? With complete prospect profiles delivered by XPress Leads equipment and services.



## **XPress Connect App**

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 mega-pixel or greater camera. No mobile hardware included.



#### **XPress Connect Elite**

#### Connect software on YOUR computer

The XPress Connect Elite is our powerful lead retrieval packaged for use on your own laptop. The Elite works in either online or offline mode. An internet connection is recommended.

Computer not included. Includes USB scanner and software.
Requires OS MAC, Windows 7 or greater, 1 USB 1.1 connections and .NET Framework.



#### **XPress Connect Plus**

OUR hand-held wireless device

Use our handheld mobile phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available. Includes mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•	•	•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Scanning Device Included		•	•



#### **XPress Extras**

Maximize your exhibiting ROI with these lead collection and follow-up tools.



#### **Custom Sales Qualifiers**

Target ideal prospects! Build your own customized survey for quick lead follow-up. 20 questions and answers.



#### **Bluetooth Printer**

Get a hard copy printout of your leads onsite with a wireless, portable printer.



#### eBlast Email Service

Send your custom HTML emails through XPress eBlast post-event to your leads, the complete event email campaign solution.



#### **DITP**

Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.



#### Loss/Damage Waiver

Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

# 3rd Party Lead Collection

Successful lead collection on your third party device.



#### **Data Conversion**

Convert badge IDs collected on third party devices into complete leads post-show.



#### **Event API Integration**

Integrate your third party lead retrieval device in real-time with the event database.

\* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.



## usitt 2018 CONFERENCE & STAGE EX DO

MARCH 14-17 2018 • FORT LAUDERDALE

usittshow com



						_	5	
ORDER ONLINE:	www.xpressleadpro.com SHOW CODE	usit0318	Qty	Early THRU <b>01/18/18</b>	Advance THRU <b>02/15/18</b>	Standard AFTER 02/15/18	Tota	al
	XPress Connect Plus Handheld - OUR handheld wi	reless device		<sup>\$</sup> 455	<sup>\$</sup> 505	<sup>\$</sup> 575		
Gineget Plus	XPress Connect Plus Handheld Package - includes mobile device, DITP service, and custom sales qua	BEST VALUE!		<sup>\$</sup> 610	\$690	\$815		
	XPress Connect App Additional Licenses - Add XPr to any order and enable your sales staff to scan with their own s			s 130 i	oer additional user	activation		
Includes mobile phone and charger.	Bluetooth Printer - one bluetooth connection per lead	retrieval handheld		<sup>s</sup> 105	<sup>\$</sup> 130	<sup>\$</sup> 155		
Carl.	XPress Connect App - the App on YOUR phone or to	ablet		s 360	<sup>\$</sup> 410	<sup>\$</sup> 480		
Ginect Connect	XPress Connect App 3 Package - includes THREE App licenses and custom sales qualifie	rs		<sup>s</sup> 560	<sup>\$</sup> 610	<sup>\$</sup> 670		
For Android 3.x or higher,	XPress Connect App 5 Package - includes FIVE App licenses and custom sales qualifiers	BEST VALUE!		<sup>5</sup> 720	<sup>\$</sup> 770	<sup>\$</sup> 840		
iOS 7x and higher and 3 mega-pixel or greater camera. No mobile	Additional XPress Connect App Licenses - for additional users			<sup>\$</sup> 130 <sup>1</sup>	oer additional user	activation		
hardware included.	Bluetooth Printer - one bluetooth connection per lead	retrieval app license		<sup>\$</sup> 105	<sup>\$</sup> 130	<sup>\$</sup> 155		
Elite.	XPress Connect Elite - the Connect software on YOL	JR computer		<sup>\$</sup> 430	<sup>\$</sup> 480	<sup>\$</sup> 550		
70-	XPress Connect Elite Package - *includes USB scar PC software, DITP service, and custom sales qualifiers	nner, BEST VALUE!		<sup>\$</sup> 585	\$ 670	<sup>\$</sup> 795		
*Includes USB scanner and software. Requires OS MAC, Windows 7 or greater, 1 USB	XPress Connect App Additional Licenses - Add XPress Connect Apps to any order and enable your sales staff to scan with their own smartphone or tablet			\$ 130 per additional user activation				
1.1 connection and .NET Framework Computer not included.	Bluetooth Printer - one bluetooth connection per lead	retrieval PC		<sup>\$</sup> 105	<sup>\$</sup> 130	<sup>\$</sup> 155		
XPRESS EXTRAS	S							
7	Custom Sales Qualifiers / Custom Surveys			s 110	<sup>\$</sup> 130	<sup>\$</sup> 165		
	<b>DITP Service</b> - Delivery, Installation, Training, Pickup			<sup>\$</sup> 110	<sup>\$</sup> 130	<sup>\$</sup> 165		
	XPress eBlast Service - post show email service to	leads collected		s 225	<sup>\$</sup> 275	\$ 335		
	Data Conversion - third party post-show solution				<sup>\$</sup> 550			
пиши	Event API Integration - third party real-time solution	on			<sup>\$</sup> 1000			
FAX ORDER	1-508-759-4238					SUBTOTAL	=	
EMAIL ORDER	xpressleadpro@cdsreg.com	ODTIONAL	1 OSS/DAMA	GE WWW.		TAX <b>6</b> %	+	
ACCOUNT	Amy Thrasher	OPTIONAL LOSS/DAMAGE WAIVER (Qty x85 per device)  NO, I do not want to purchase the Loss/Damage Waiver - initial here			-	+		
MANAGER QUESTIONS?	1-800-746-9734 • 1-508-743-0186		•	FEE (WAIVED	when you ord	er online!)	+ 20.	.00
TOTAL (USD) =				=				



XPress Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event

ORDER ONLINE: www.xpressleadpro.com

SHOW CODE:

usit0318

CONTACT INFO	RMATION	PAYMENT IN	FORMATION
COMPANY		CARD NUMBER	
CONTACT NAME		NAME ON CARD	
BILLING ADDRESS		EXP DATE	
CITY		SIGNATURE	
STATE/ZIP		AUTHORIZATION	Your signature below denotes acceptance of the Terms & Conditions
BOOTH #		AOTHORIZATION	of this Order Form and is REQUIRED for processing.
PHONE/EXT #		SIGNATURE	
FAX		PRINT NAME	
EMAIL		TODAY'S DATE	
COMPANY WEBSITE http://www		EMAIL RECEIPT TO	
·	All orders will be confirmed by email. "Convention Data Services" will appear on	your credit card statement.	Thank you for your order.

#### **Terms & Conditions**

- Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. Checks will not be accepted as payment at the show site.
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for XPress Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. No refunds will be granted in these circumstances.
- 6) Onsite orders are based on unit availability.
- Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b below). Customer acknowledges and understands that the applicable replacement cost is as follows:
- 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement

cost indicated above for either the failure to return the equipment or for any damaged equipment.

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000

8b) Loss/Damage Waiver Terms: The Loss/ Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRAC-TOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer

must file a police/security report and provide a copy of such report to the CONTRAC-TOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

- CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10)CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.



•1950 Eisenhower Blvd •Fort Lauderdale FL 33316

• Point of Contact: • Robert Heard • (954) 765-5964 •robert.heard@aus.com

## **Private (Service) Staffing Order Form**

Allied Universal Security provides trained, professionally uniformed officers for your particular needs. Please fill out the schedule below and if you have any questions please contact us at the above address. We will get in touch with you regarding your information, contracts, and payments.

Company Name:			
Billing Address:			
Business Telephone:		Fax Telephone:	
Order Placed By:	Title:		Booth:
Signature:	Email:		Date:

## Please fill in your anticipated schedule below:

Date	Start Time	End Time	# of Hours	Type of	# of	Total Hours
				Personnel	Personnel	

**Total Number of Hours** 

We will contact you with the hourly rate and amount due. Thank you for choosing Allied Universal Security Services.



#### **Wireless Services Order**

Greater Fort Lauderdale/Broward County Convention Center

285 Andrew Young International Blvd., NW Atlanta, GA 30313

Phone: 404-222-5500 Fax: 404-222-5514 http://www.ccld.net info@ccld.net

Event Name:		Bo	oth #/Locatio	n:		
Company Name:		Eve	ent Date(s):_			
Street Address:	Oity:			State:	Postal Code:	
Contact Name: Telephone #:			Email A	.ddress:		
PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to	CCLD. Note: We	cannot accep	ot checks from for	eign banks nor can we	accept cash.)	
☐ Check Enclosed ☐ Money Order Enclosed	□ Visa □	Mastercar	rd 🗖 Ame	erican Express		
Credit Card Number:	_	Expirati	on Date:		Security Code:	
I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS	S ORDER. PLEA	ASE SEE B	ACK PAGE FOR	R COMPLETE TERM	S & CONDITIONS.	
Sgnature: Date:	<del></del>	Name	asit appearsor	n credit card:		
Incentive Rates Apply to Orders Received (wi	ith paymer	nt) 21 C	alendar Da	nys PRIOR to	First Open Sh	ow Date.
WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)		INCENT	IVE RATES	BASE RATES	QUANTITY	TOTAL
Wi-Fi In Booth Package: Up to 10 Users  **(login instrucations will be emailed, customer may upgrade to use their own login infor	rmation below)	\$	2,500	\$ 3,000		
Wi-Fi In Booth Package: Up to 20 Users  **(login instrucations will be emailed, customer may upgrade to use their own login infor	rmation below)	\$	3,500	\$ 4,000		
Wi-Fi In Booth Package: Up to 50 Users (customer may provide their own Wi-Fi network name (SSID) and password at no addition	onal charge)	\$	5,000	\$ 6,000		
Wi-Fi Network Name (SSID) and Password  **(Available to purchase with 10 user and 20 user packages above)		\$	750	\$ 1,000		
Please provide Wi-Fi Network Name (SSID) and Password if purch	hased above					
Wi-Fi Network Name (SSID):						
Wi-Fi Password (must be 8 characters & is case sensitive):						
Splash Page with Sponsor Logo (Template provided by CCLD) and Redirect Landing Page (URL that is customer specific)		\$	2,500	\$ 3,000		
The 10, 20 and 50 user Wi-Fi networks above will be rate limited to 5	5Mbps per use	er.			<u>'</u>	
WI-FI EXHIBITOR BOOTH SERVICES (PER USER)		INCENT	IVE RATES	BASE RATES	QUANTITY	TOTAL
2Mbps Wi-Fi In Booth Connection per user		\$	300	\$ 350		
This service is available on the exhibit floor and is priced per user.	Each device	requiring	service would	d need a separate	connection.	
The login information will be emailed after payment is processed an	nd will include	the Wi-F	i network nan	ne and password	's).	
			1			
Please note: The above Wi-Fi Exhibitor Booth Service	es are			Subtotal (W	i-Fi Services):	
available on the exhibit floor. For mission critical application	ons, we			10% Sales Ta	x / Surcharge:	
recommend using a wired internet connection as Wi-Fi is vu to interference due to many different factors outside of our A separate paid network named BCCCWIFI is available excl	control.				Total:	
in the lobbies and meeting rooms (excludes exhibit floors) of a daily rate of \$27.50 for a 1Mbps connection.	offering			fax to us at 4	04-222-5514. I instructions will	fo@ccld.net or be sent after

#### TERMS AND CONDITIONS

- 1. **Lease of Equipment**. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
- 2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
- 3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
- 4. Local Exchange Telephone Services. Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
- 5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
- Request for Service; Payment.
  - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
  - (b) Personal checks will be accepted with Advance Rate requests only.
  - (c) There will be \$50.00 service charge for all returned checks.
- 7. **Equipment Management**. Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
- 8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
- Customer's Duties.
  - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
  - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. You will be charged upon non-return of the equipment. Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycom Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
  - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. Customer should pick up equipment and/or instructions at the CCLD Service Desk.
- 10. **Events of Customer Default**. Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
- 11. **Remedies of CCLD**. At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
- 12. Limitation of Liability.

17.

- (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
- (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
- (c) In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.
- (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
- (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.

  13. Indemnification. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
- 14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
- 15. **Entire Agreement; Amendment**. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
- 16. Governing Law. This Agreement shall be construed under the laws of the state in which the building is located.
  - Cellular Air Time (Usage). Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
- 18. Wireless Applications. Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
- 19. **Exclusivity**. CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

#### **METHOD OF PAYMENT FORM**



**ELECTRICAL EXHIBITION SERVICES** 

16110 NW 13th Avenue, Miami, FL 33169 Phone: (305) 623-5335 Fax: (305) 623-5337

PRINT NAME

	Advance Pa	ayment Deadline	e Date: 02/1	13/18
--	------------	-----------------	--------------	-------

Advance Payment Deadine Date. 02/13/16							
COMPANY:	BTH#						
EVENT:	58th Annual Conference & Stage Expo						
FACILITY:	Greater Ft Lauderdale, Broward County Conv Center						

**EVENT #: 038002MI** 

**TOTAL DUE** 

March 15-17, 2018

DATES:

miami@edlen.com									
EXHIBITOR I	NFORMATION								
COMPANY NAME:		PHONE:							
ADDRESS:		FAX:							
CITY:	ST:	Z	ZIP:						
COUNTRY:		CELL:							
EMAIL:									
METHOD OF PAYMENT									
All transactions require a credit card on file with propagation of the American Express, Master Card, Visa, Discover, ACH and									
COMPANY CHECK	BANK WIRE TRANS	SFER INFO	ORMATION *						
Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.	114 14 Icluded with transfer.								
CREDIT CARD For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.  ACH ELECTRONIC PAYMENT TRANSFER  Bank of America ABA# 125000024 Acct: 33855214 6900 Westcliff Drive, Las Vegas, NV 89145 Phone: 888.852.5000 Ext 6007 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institutio that you wish to make an ACH electronic payment transfer.									
CHECK AND CREDIT	CARD INFORMATION								
CHECK #  CREDIT CARD NUMBER:  CARD HOLDER SIGN:	PRINT NAME:		EXP DATE:						
EMAIL ADDRESS:		THIRD PAF	RTY: YES or NO						
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN	INFORMATION ABOVE								
ADDRESS: CI	TY:	ST:	ZIP:						
By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.	SERVICE TOTALS  ELECTRICAL/LABOR/MA  PLUMBING	TERIAL							
PLEASE SIGN	LIGHTING								
AUTHORIZED SIGNATURE		SUB TOT	AL						
	6% SALES TAX. SALES TAX FL DR13 OR DR-14 TAX EXEM	IPTION CERT							

DATE

#### **ELECTRICAL ORDER FORM**

**Advance Payment Deadline Date: 02/13/18** 

Е	М	



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

EVENT: 58th Annual Conference & Stage Expo

FACILITY: Greater Ft Lauderdale, Broward County Conv Center

DATES: March 15-17, 2018 EVENT #: 038002MI

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

#### **ORDER INSTRUCTIONS**

#### **120 VOLT POWER DELIVERY**

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

## 208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

#### **ISLAND BOOTHS**

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

#### **24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

#### **DEDICATED OUTLETS**

For a dedicated outlet order a 20 amp outlet.

#### **MATERIAL DELIVERY**

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

#### **CANCELLATIONS**

Credits will not be made for services delivered and not used. See back of form for additional details.

#### **TERMS & CONDITIONS**

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-0314MI

<b>ELECTRICAL OUTLETS</b>	Approximately 120	0V/208V_A.C. 60	Cycle - Price	s are for entire	e event
120 VOLT	QTY Show Hours Only	<b>QTY</b> 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			87.00	132.00	
1000 WATTS (10 AMPS)			114.00	171.00	
2000 WATTS (20 AMPS)			173.00	259.00	
<b>208 VOLT SINGLE PHASE</b> 20 AMPS			292.00	417.00	
30 AMPS			348.00	497.00	
60 AMPS			517.00	738.00	
208 VOLT THREE PHASE					
20 AMPS			388.00	582.00	
30 AMPS			462.00	693.00	
60 AMPS			688.00	1032.00	
100 AMPS			987.00	1481.00	
200 AMPS			2086.00	3129.00	
480 VOLT THREE PHASE			4070.00	0004.00	
60 AMPS			1376.00	2064.00	
100 AMPS			1974.00	2962.00	
TRANSFORMER(S) Boost 20					
Transformer (20 amp minimun	n charge)	Total Amps:		x 3.50 =	
MATERIAL RENTAL (Exhi	ibitor must pick up	items at electric	cal service cer	nter on show s	ite)
15' EXTENSION CORD				26.00	
POWER STRIP				26.00	
ELECTRICAL LABOR					
ST (Mon-Fri, 8am-4:30pm; Ex	cluding Holidays)			87.00	
OT (Mon-Fri, 4:30pm-8am; Sa				174.00	
LIFT (Only required if outlets	,			_	
overhead. Cost does not incl				250.00	

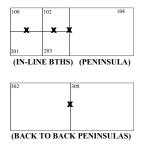
	PLACE TOTAL HERE			
PRINT NAME:				
AUTHORIZED SIGNATURE:	DATE:			
EMAIL:	PHONE:			
The "Method of Payment Form" must be completed and returned with this order form.				

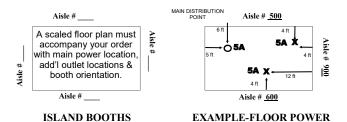
#### **TERMS & CONDITIONS**

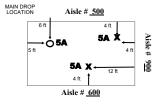
- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount.
   Exhibitors will be notified by email or fax of any such corrections.
- 3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
- 4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- 5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 6. Island booths If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- 7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- 8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- 9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
- 12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

#### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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







**EXAMPLE-CEILING POWER** 

#### **ELECTRICAL LABOR FORM**



ELECTRICAL EXHIBITION SERVICES 16110 NW 13th Avenue, Miami, FL 33169 Phone: (305) 623-5335 Fax: (305) 623-5337 miami@edlen.com Advance Payment Deadline Date: 02/13/18

COMPANY: BTH #

**EVENT: 58th Annual Conference & Stage Expo** 

FACILITY: Greater Ft Lauderdale, Broward County Conv Center

DATES: March 15-17, 2018 EVENT #: 038002MI

#### **ELECTRICAL JURISDICTION**

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

#### **ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK**

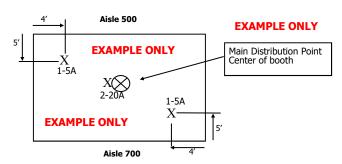
- 1. Electrical distribution under carpet
- 2. Connection of all 208V or higher services
- 3. Hardwiring of any electrical apparatus
- 4. Overhead power distribution

- 5. Wiring of overhead signs
- 6. Installation of lighting requiring tools for installation

#### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
  - A. Floor plans must include exact outlet locations with dimensions or be to scale
  - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
  - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



2. [	ate you will begin building your booth	Estimated time

Show Site Contact with authority to make additions or changes to your order

Contact Name \_\_\_\_\_

Contact Company

Contact Cell #

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

#### **ELECTRICAL LABOR FORM**



COMPANY: BTH#

**EVENT:** 58th Annual Conference & Stage Expo

FACILITY: Greater Ft Lauderdale, Broward County Conv Center

DATES: March 15-17, 2018 EVENT #: 038002MI

#### **ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES** 

	Monday	/-Friday 8	3:00am -	4:30pm; Excl	uding H	olidays			
	Over Time							\$174.0	00 per hour
	Monday	/-Friday 4	4:30pm -	8:00am; Satu	ırday, Sı	unday &	Holidays		
					L	IFT RAT	ES		
	Lift							\$250.0	00 per hour
Lift charges apply for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for quote.									
			LABOR I	REQUIRMEN	TS (Ple	ase com	plete all t	he sections b	elow)
If yo times	u require ar s, number o	ny addition of men re	onal elect equired a	trical work in y nd the type of	our boo	oth, pleas equested.	e provide u This will a	s with a productions:	tion schedule with the dates, mmodating your labor needs.
<u>Exal</u>	mple:								
Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign
Day		Date		# Men		Time		Work required	
Day		 Date		# Men		— Time		— Work required	
Day		Date		# Men		— Time		<ul><li>Work required</li></ul>	
Day		 Date		# Men		— Time		— Work required	
Day		 Date		# Men		— Time		— Work required	
Day		Date		# Men		Time		— Work required	
				S	HOW S	ITE SUP	PERVISOR		
Conta	act Name:					Compa	ny:		
Cell N	lumber:					— Email a	address:		

## PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

#### **ELECTRICAL LAYOUT FORM**



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

#### Advance Payment Deadline Date: 02/13/18

COMPANY:	E	BTH#	

**EVENT: 58th Annual Conference & Stage Expo** 

FACILITY: Greater Ft Lauderdale, Broward County Conv Center

DATES: March 15-17, 2018 EVENT #: 038002MI

miami@edlen.com	
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required the rear of an in-line booth this form is not necessary.	at
Indicate booth type: Island $\Box$ Peninsula $\Box$ Inline $\Box$ Provide aisle or adjacent booth #'s for orientation	on
Power is brought to one location in island booths and then distributed from that point. Indicate this location an all other outlet locations using the legend below:	ıd
X = Main Distribution Point	tt
Indicate the layout scale and total square footage. Example: 1 Square = 1 FootSquare =Ft	
Adjacent Booth or Aisle #	
	Adjac
	ent B
	ooth o
	Adjacent Booth or Aisle#
	e#_
Haisle Ha	
o P P P P P P P P P P P P P P P P P P P	
Booth Control of the	
Adjacent Booth or	l
Adja	

Adjacent Booth or Aisle #

#### LIGHTING ORDER FORM

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

#### Advance Payment Deadline Date: 02/13/18

58th Annual Conference & Stage Expo **EVENT:** 

**Greater Ft Lauderdale, Broward County Conv Center** FACILITY:

March 15-17, 2018 **EVENT#: 038002MI** DATES:

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

#### **OVERHEAD LIGHTING** (Does not include labor or lift time to install or remove)



Ceiling mounted fixture

**COMPANY:** 

- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available

## Call for a quote for labor & lift cost

1000 WATT OVERHEAD LIGHT

ST LABOR (Install and/or remove fixture)

OT LABOR (Install and/or remove fixture)

LIFT (Install and remove fixture)

QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
	247.00	372.00	
	87.00	87.00	
	174.00	174.00	
	250.00	250.00	

BTH#

#### (Track & fixture includes power and 1 hour labor for install and removal) TRACK LIGHTING



ADDITIONAL MR16 LIGHT FIXTURES

4' TRACK WITH 2 FIXTURES 4' TRACK WITH 3 FIXTURES 4' TRACK WITH 4 FIXTURES

- 50 Watt MR 16 Fixtures
- Adjustable fixtures
- Low heat
- Beam spread 23-26°
- High intensity, output lights
- Color consistency for jewelry & art

QTY	•	ADVANCE	REGULAR	TOTAL
		143.00	229.00	
		173.00	259.00	
		203.00	289.00	
		42.00	42.00	

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator. ARM & POLE LIGHTS (Lights include power and 1 hour labor for install and removal)





- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths

ARM LIGHT	
8 FOOT POLE LIGHT WITH 1 F	IXTURE
8 FOOT POLE LIGHT WITH 2 F	IXTURES

QTY	ADVANCE	REGULAR	TOTAL
	103.00	155.00	
	93.00	140.00	
	186.00	280.00	

	PLACE TOTAL HERE			
PRINT NAME:				
AUTHORIZED SIGNATURE:	ı	DATE:		
EMAIL:	PHONE:			
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.				
The "Method of Payment" form must be completed and returned with this order form.				

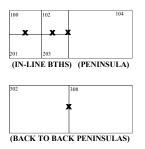
Form LIGHTING-0314MI

#### **TERMS & CONDITIONS**

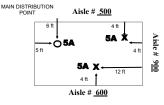
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount.
   Exhibitors will be notified by email or fax of any such corrections.
- 3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
- 4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- 5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 6. Island booths If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- 7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- 8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- 9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
- 12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

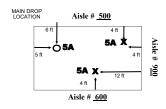
#### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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









EXAMPLE-FLOOR POWER

**EXAMPLE-CEILING POWER** 

#### PLUMBING ORDER FORM



#### **ELECTRICAL EXHIBITION SERVICES**

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

Advance Order Deadline Date:02/13/18	F		М	Γ
--------------------------------------	---	--	---	---

COMPANY: BTH#

**EVENT: 58th Annual Conference & Stage Expo** 

FACILITY: Greater Ft Lauderdale, Broward County Conv Center

DATES: March 15-17, 2018 EVENT#:038002MI

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ON-LINE AT WWW.EDLEN.COM

#### **UTILITY SERVICES** Advance Regular COMPRESSED AIR: 90-100 LBS. Psi Air Outlet 225.00 338.00 115.00 174.00 Additional Connections within 20' of Outlet 8.00/cfm 11.00/cfm CFM requirements (There is a 5 CFM min. charge per outlet) Remember to order CFM with air services. Connection size see # 9 on back of form. WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.) Water Outlet 203.00 305.00 Additional Connections within 20' of Outlet 116.00 174.00 # of connections required: Size of connection: PSI required: \_\_\_\_\_ GPM Required: \_\_\_\_\_ **DRAIN LINES** 145.00 **Drain Outlet** 218.00 Additional Connections within 20' of Outlet 116.00 174.00 Number of connections required: Size of connection required: FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water) 1-50 Gallons 120.00 80.00 51 - 200 Gallons 120.00 180.00 360.00 201 - 500 Gallons 240.00 Each additional 100 Gallons up to 1,000 Gallons 25.00 38.00 Over 1,000 Gallons CALL FOR QUOTE LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets) ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays) 73.00 OT (Monday- Friday 4:30 PM - 8:00 AM (All day Sat, Sun, & Holidays) 138.00 LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.) 250.00 When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets. GAS & MISC. REQUIREMENTS (Call for a Quote)

**PLACE TOTAL HERE** 

The "Method of Payment" form must be completed and returned with this order form

PHONE:

## **LABOR REQUIREMENTS**There is a minimum labor charge of 1

rifiers a millificial rabbi charge of a hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

**ORDER INSTRUCTIONS** 

## ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you *must order another outlet*.

## OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

#### **SERVICE CONNECTIONS**

All service connections are to be made by Edlen plumbers. Material charges may apply.

## AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

#### WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

#### **WASTE WATER**

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

COMPANY:

EMAIL:

**AUTHORIZED SIGNATURE:** 

#### **TERMS & CONDITIONS**

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

#### **TERMS, CONDITIONS & REGULATIONS**

- 1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
- 2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
- 4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
- 5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
- 8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
- 10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
- 14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
- 15. Gas & Cylinders: When available 1025 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
- 16. All equipment using water must have inlet and outlet properly tagged.
- 17. All equipment must comply with state and local codes.
- 18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
- 21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
- 22. Credit will not be given for outlets installed or connections made and not used.
- 23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
- 26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.



# AUDIO-VISUAL ORDER FORM Event Name\_\_\_\_\_ Event Dates\_\_\_\_\_



SECTION A		Event Dat	es			
COMPUTER DISPLAY	QTY/DAY	RATES	AUDIO	QTY/DAY	RATES	
COMP CYEN DIGI EAST		X RATES =	7,00,0	QTY. X DAYS		
17" FLAT PANEL DISPLAY	X	\$100.00 =	JBL EON SPEAKER W/STAND	x	\$75.00	
21" FLAT PANEL DISPLAY	x	\$185.00 =	SMALL SOUND SYSTEM *	x	\$250.00 =	
31" FLAT PANEL DISPLAY	×	\$360.00 =	* 2 POWERED SPEAKERS W/STANDS,MIXE	The state of the s	terms.	_
42" FLAT PANEL DISPLAY**	×	\$600.00 =	AUDIO DI BOX	x	\$15.00 =	
50" FLAT PANEL DISPLAY**	×	\$650.00 =	4 CHANNEL MIXER	×	\$40.00 =	
42"/50" CHROME POST STAND**	×	\$125.00 =	WIRELESS LAVALIER/HANDHELD/HEADSET	×	\$150.00	
LCD PROJECTOR (3000L)	×	\$650.00 =	WIRED MIC ON STAND/PODIUM	×	\$30.00 =	
**Please select Chrome Stands if needed		141. B. B. B. B. B. J. F. 14.11.	CD PLAYER	x	\$50.00	
Larger Monitors available upon request. A VIDEO	QTY/DAY		PROJECTION	QTY/DAY	RATES	
	The state of the s	X RATES =	111111111111111111111111111111111111111		X RATES =	
1/2" VHS PLAYER W/AUTO REPEAT	×	\$50.00 =	OVERHEAD PROJECTOR	×	\$40.00 =	
DVD PLAYER (NTSC)	×	\$60.00 =	35MM SLIDE PROJECTOR	×	\$50.00 =	
DVD PLAYER (PAL-SECAM)	×	\$150.00 =	35MM VIEWER W/ BUILT-IN 12" SCREEN	×	\$55.00 =	
BETACAM SP PLAYER	x	\$450.00 =	TRIPOD SCREENS (6' - 7' - 8')	×	\$40.00 =	
20" TV/VCR COMBO	×	\$70.00 =	48" PROJ./ MONITOR CART W/SKIRT	×	\$20.00 =	
20" VIDEO BOX MONITOR	x	\$70.00 =	WIRELESS PRESENTATION CONTROL	x	\$30.00	
27" VIDEO BOX MONITOR	- x	\$100.00 =				
36" VIDEO BOX MONITOR	x	\$180.00 =				
Larger Monitors Available Upon Request		100000	SECTION B			
Specialty Equipment Available Upor			CALCULATE YOUR ORDER	-		
ORDERING INSTRU		S	Equipment Total	· · · · · · · · · · · · · · · · · · ·	.c.c.c.c.c.	
<ol> <li>After choosing quantity o</li> <li>Enter dollar amounts from</li> <li>Calculate your order in set</li> <li>Fill in billing information in</li> <li>Fax to Everlast Production</li> </ol>	n section A ection B n section C	in section B	Add Basic Delivery/ Setup/ Pick up. Sub-Total		+ \$	.00
Delivery Informatio	n			me		
THE RESERVE LAWS SERVED AND THE RESE				110		-
Delivery Date Location	Time		Location			
SECTION C						
Billing Information	Please Pri	int Clearly				
Company Name:			On Site Contact:			
Address:		-	on one contact.			
	STREET		CITY	STATE	ZIP	
the wall of the second of						
Phone Number			Fax Number			_
Print Name			Signature	1/	Date	
Payment Information CREDIT CARD AMX MC VISA	Circle One	e				
C.O.D.	CARD NUMBER	3	EXPIRATION DATE	CARDHOLDER	'S NAME	
COMPANY CHECK	CHECK #		CASH			

# BROWARD COUNTY CONVENTION CENTER BUSINESS CENTER SERVICES

1950 EISENHOWER BOULEVARD

Fort Lauderdale, Florida 33316

Phone 954-765-5952 Fax 954-765-5957

Hours of Operation: Monday thru Friday, 9:00AM-5:00PM

FACSIMILE SER	VICES		PACKING & SHIPPIN	VG	
Transmission-Domesti	c		Handling Fees		
First Page		\$ 2.00			
Each Addition	onal	\$ 2.00	Letter or Pak	\$	3.50
			Sm. Box (1-35 lbs.)	\$	5.00
Transmission-Internati	onal		Med. Box (36-70 lbs.)	\$	7.50
First Page		\$ 10,00	Lg. Box (71 lbs. & Over)	\$	10.00
Each Additional Incoming Transmissions		\$ 2.00			
		\$ 2.00	International Box	\$	10.00
PHOTOCOPY SEI	RVICES		SECRETARIAL SERV	TCI	ES
	7	70		Per	1/4 Hr
	Quantity	r Copy	Word Processing/Graphics	\$	10.00
8.5 x 11 Reg. White	1-100	\$ 0.25	Hand Collating, Stapling		
8.5 x 11 Reg. White	101-500	\$ 0.20	Folding, & Cutting	\$	5.00
8.5 x 11, 3-hole White	1-50	\$ 0.26	LASER PRINTING		
8.5 x 11, 3-hole White	51-500	\$ 0.16	,		
			Per Page from Diskette	\$	1.00
8.5 x 11 Color Paper	1-50	\$ 0.27	Per Page from Laptop	\$	1.50
8.5 x 11 Color Paper	51-500	\$ 0.17	Business Cards (10ea.)	\$	2.00
			Tent Cards	\$	2.50
8.5 x 14 White	1-50	\$ 0.27	- 1-10 - 10 - 10 - 10 - 10 - 10 - 10 -		
8.5 x 14 White	51-500	\$ 0.17	WORK STATION REA	VTA	L
11 x 17 White	1-50	\$ 0.28		Per	1/2 Hr
11 x 17 White	51-500	\$ 0.18	Use of Computer/Printer	\$	10.00

2.00

#### **Business Center Operated By:**

Volume Discounts Available On Larger Orders

Transparencies Black & White

Everlast Productions 1950 Eisenhower Blvd. Ft. Lauderdale, Florida 33316





Fax 954.765.5957



## 950 Eisenhower Boulevard rt Lauderdale, Florida 33316

Video Equipment	
DVD Player (Blue Ray)	\$35.00
42" Flat Screen	\$250.00
50" Flat Screen	\$300.00
52" Flat Screen	\$350.00
LCD Projector 3000 Lumens	\$300.00
LCD Projector 6000 Lumens	\$450.00
LCD Projector 6500 Lumens	\$550.00
LCD Projector 12000 Lumens	\$1,000.00
Folsom Screen Pro Switcher	\$700.00
Folsom Screen Pro II Switcher	\$800.00
Folsom Image Pro	\$350.00
RGBHV Dist Amplifier	\$60.00
RGBHV Switcher	\$80.00
RGBHV Humbucker	\$60.00
VGA 1 x 4 Dist. Amplifier	\$60.00
VGA 1 x 4 Switcher	\$80.00
Composite Dist. Amplifier	\$60.00
Panasonic HD Camera	\$400.00
Sony D50 Camera Kit	\$650.00
Video Record (DV Cam)	\$300.00

#### For Custom Video Packages or Additional Equipment Contact Everlast Productions

\$30.00
\$30.00
\$55.00
\$70.00
\$200.00
\$200.00

For Custom Lighting Packages, Intelligent Lighting, or Additional Equipment Contact Everlast Productions

#### **Everlast Productions, Inc.**

<u>Javier Fernandez</u> Office: 954-765-5952 Mobile: 305-778-2733

Email: jfernandez@everlastproductions.com

www.everlastproductions.com

	Front	Rear
7 1/2' x 10'	\$125	\$150.00
9' x 12'	\$130.00	\$160.00
9' x 16'	\$150.00	\$175.00
10 1/2 ' x 14'	\$175.00	\$200.00
12' x 16'	\$225.00	\$250.00
15' x 20'	\$260.00	\$275.00
Black Dress Kits available, price is same		

Black Dress Kits available, price is same rear surface. Black Pipe and Drape 16' Height \$15.00 per running foot.

TRIPOD SCREENS	
5' x 5' Carpeted	\$30.00
6' x 6' Carpeted	\$30.00
7' x 7' Carpeted	\$40.00
8' x 8' Carpeted	\$40.00

MEETING ACCESSORIES	
Apple Ipad	\$70.00
PC Laptop	\$175.00
Laser Pointer	\$35.00
Flip Chart w/pad and markers	\$45.00
Flip Chart Pad (Purchase)	\$20.00
Markers (Purchase)	\$2.50
Display Easels	\$15.00
34"-48" Cart w/ BlackDrape	\$15.00
Projection Stand	\$20.00
4' x 6' White Board w/ markers	\$50.00
Electronic Speaker Timer	\$55.00
4" LED Speaker Timer	\$125.00
Teleconference Phone-Polycom	\$150.00
Clearcom 2-Channel Base Station .	\$70.00
Clearcom Beltpack w/Headset	\$35.00

#### MICROPHONES

Lavalier Microphone	\$40.00
Wireless Microphone System	\$160.00
PZM Microphone	\$55.00
Mic Stands (table-top or floor)	\$5.00
SM58	\$30.00

SOUND SYSTEMS	
Shure 4 Channel Mixer	\$45.00
12 Channel Mixing Console	\$160.00
Table Top Lectern w/Built-In PA	\$40.00
Floor Lectern w/Built-In PA	\$65.00
Powered Speaker w/Stand	\$90.00
Basic Sound Package (50 people)	\$250.00

For Custom Audio Packages or Additional Equipment Contact Everlast Productions

AUDIO PLAYERS/RECORDERS		
24 Channel Press Box	\$110.00	
Multi-disc CD Player	\$75.00	
Audio Record (CD)	\$100.00	

Rigging Equipment	
12"x12"x10' Box Truss	\$45.00
12"x12"x8' Box Truss	\$32.00
12"x12"x5' Box Truss	\$25.00
12"x12"x12" Corner Block	\$25.00
24"x24" Truss Base Plate	\$25.00
1 Ton Chain Hoist Motor	\$100.00
1/2 Ton Chain Hoist Motor	\$75.00
Motor Distro	\$100.00
6 Count Rigging Kit	\$35.00
12 Count Rigging Kit	\$65.00
24 Count Rigging Kit	\$130.00
Aerial Lifts Are pricing upon Request	

For Custom Rigging Packages or Additional Equipment Contact Everlast Productions

All pricing is based on a 24 hour period.

\$200.00

Getner Phone Interface

Two Way Radio (Price upon Request)

#### REFERENCE SHEET

Explaining the Exclusive Agreement Between

The Greater Fort Lauderdale / Broward County Convention Center and International Alliance of Theatrical Stage Employees (IATSE Local Union #500)

The Center employs Facility Workers to be the Technical Services personnel to handle all entertainment, and theatrical stage related work and audio visual operations. As a result of a collective bargaining agreement signed by the BCCC and IATSE Local #500, the following work rules apply:

#### **TECHNICIAL SERVICE JOB DUTIES**

Technical Services personnel performs the "Move-In", "Performance", and "Move-Out" of entertainment and theatrical events, conventions, general sessions, meetings, sports events and exhibitions including loading and unloading, sound, spotlight, laser and pyro operations, wardrobe, stage carpentry and electrical work, light board operations, rigging, auto-fly and hydraulic/mechanical effects operations, computer operations, video and camera (including HDTV), and audio-visual operations.

#### STAFFING LEVELS

Technical Services personnel staffing levels will be set at the discretion of the Center based on the specific needs of each production. Outside production supervision is permitted, but may not displace working Technical Services personnel (union stagehands) on any production.

#### **HOURS OF WORK**

#### A. Minimum Calls

A four (4) hour minimum will apply to all calls. This includes "Move-In", "Performance" and "Move-Out" calls.

#### B. Call-Backs

Any Technical Services personnel who is called back with less than six (6) hours rest after working at least fourteen (14) consecutive hours shall be paid 1 ½ times the applicable hourly rate until a break of at least six (6) hours is given.

#### C. Wages

A working Department Head will be assigned to each department used. On large calls, a non-working steward may be required. Contact the Technical Services Coordinator for any job titles not listed above.

Wages listed in Section VI – Equipment Inventory & Rates.

#### D. Overtime

Technical Services personnel shall receive 1 ½ times the applicable hourly rate under the following circumstances:

- 1. Work performed in excess of eight (8) hours in one day and/or forty (40) hours in the work week, but not for both.
- 2. All work performed between midnight and 7 a.m.
- 3. All work performed on Sunday.

#### E. Holidays

Technical Services personnel shall receive 1 ½ times the applicable hourly rate during the following holidays:

New Year's Eve (after 5 p.m.)

New Year's Day

Martin Luther King Day

Memorial Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve

Christmas Day

#### F. Call Procedures

All calls are to be made through the Operations Department. In many cases, the Event Manager will put the event's Production Manager, or Audiovisual Coordinator directly in touch with Technical Services Coordinator. A minimum notice of forty-eight (48) hours notice for all calls is required. All repeat or extended calls should be ordered by 2:00 p.m. of the previous day.

Revised 12/5/13

at Broward County Convention Center







Food and Beverage Director Jim Bennett jbennett@ftlauderdalecc.com

Senior Catering Sales Manager Melissa Ayre mayre@ftlauderdalecc.com

Catering Sales Manager Christina Mulholland cmulholland@ftlauderdalecc.com

Catering Operations Coordinator Sherry Maloni smaloni@ftlauderdalecc.com

**Executive Chef**Marcel Martinez
mmartinez@ftlauderdalecc.com

Catering Policies...2
Breakfast....3
Beverages & Breaks...4-7
Boxed Lunch...8
Reception...9-10
Cocktails & Wine...11

## at Broward County Convention Center

Savor...Fort Lauderdale is the exclusive food and beverage provider at the Broward County Convention Center. No food or beverage of any kind will be permitted to be brought into the facilities by the patron or any of the patron's guests or invitees. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Menus - Menu selections and other details pertinent to your functions are required to be submitted to the catering department a minimum of four weeks prior to the first function date. Events over 2,000 guests may require specialized menus, our culinary team is happy to customize the perfect menu for your event. To make sure every guest has a pleasant experience we do offer spilt menus (maximum of two options) but require each guest to have a place card indicating entrée choice to give to their server, along with final counts by table three days in advance.

**Pricing** - Prices quoted do not include 21% service charge or 6% sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

**Guarantees**- A guaranteed number of attendees/ quantities of food is required. This guarantee must be submitted by noon three business days before your event. If the guarantee is not received, SAVOR...Fort Lauderdale reserves the right to charge for the number of persons/ quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges within 3 business days prior to event.

Overset Policy -SAVOR...Fort Lauderdale will be prepared to provide service staff and have seats available for 5% over-set up to 1,000 guests (maximum overset of 20 guests) for plated meals and buffet meals with complete table setups only. There will be an additional \$150.00 charge for each over-set of 20 guests.

**Service Staff** -Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 40 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Holiday labor rates will apply for events scheduled on building holidays.

**Event Timeline** - All service times are based on two-hour breakfast or lunch service and three-hour dinner service. Additional service time will be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted will have additional labor fees per hour, per server scheduled. Additional security and ancillary fees will also apply.

Beverage Services -We offer a complete selection of beverages to compliment your function. Please note alcoholic beverages and service are regulated by the Liquor Control Board, SMG/SAVOR, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

Contracts - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and SA-VOR...Fort Lauderdale. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

**Cancellations** – Any event cancelled less than 3 business days prior to the event will incur 90% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis.

Payment/Deposit - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 14 business days prior to the event. Payment can be made in cash, check, wire transfer or credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

## at Broward County Convention Center

## **Breakfast Enhancements**

Minimum order of 12 per item

#### **Breakfast Sandwiches**

Choice of Bacon, Sausage or Ham with Egg and Cheese \$8 each

#### **Breakfast Burrito**

Scrambled Eggs, Chorizo Sausage, Peppers, Spinach and Jack Cheese **\$8 each** 

#### **Baked Ham and Swiss Cheese Croissant**

\$8 each

#### **Bacon & Spinach Quiche**

\$48 each (8 servings)

#### **Seasonal Vegetable Breakfast Quiche**

\$48 each (8 servings)

#### Scrambled Eggs with Cheddar Cheese (V; GF)

\$5 per person

#### Applewood Bacon (GF)

\$4 per person

#### Sausage or Turkey Sausage Links (GF)

\$4 per person

#### Seasonal Fruit Parfait (v)

Layered with Crunchy Granola and Low-Fat Yogurt \$5 each

#### **Parfait Tower Bar**

Vanilla Yogurt (v; GF), Honey Granola (v; vEG), Mixed Berries, Peaches, Diced Melons, Dried Cranberries, Bananas and Toasted Coconut (3) \$8 per person

#### Oatmeal Bar (v: veg

Dried Cranberries, Raisins, Granola, Nuts, Chocolate Chips, Brown Sugar and Cinnamon \$6 per person

#### Breakfast Frittata (GF)

Seasonal Vegetables with Asiago Cheese \$64 each (8 servings)

#### **Smoked Salmon Platter**

Chopped Eggs, Capers, Red Onions, Mini Bagels and Cream Cheese \$8 per person

#### **Cinnamon French Toast or Belgian Waffles (v)**

Berries, Sweet Butter and Vermont Maple Syrup (3) \$6 each

Prices do not include 21% service charge and 6% sales taxes

V- Vegetarian/ GF- Gluten Free / VEG-Vegan / 3-V, GF, VEG

## at Broward County Convention Center

## **A La Carte Items**

Minimum order of 12 per item

## **Morning Snacks**

Danish Pastries, Cinnamon Rolls, Muffins and Croissants (v) \$42 Per Dozen

Assorted Bagels with Cream Cheese (v) \$42 Per Dozen

Fresh Sliced Fruit (v; vEG) \$7 Per Person

Whole Fruit (VEG) \$3 Per Piece

## **Sweet Snacks**

Cookies, Brownies & Blondies (v) \$42 Per Dozen

Lemon, Raspberry or Rice Krispy Bars (v) \$42 Per Dozen

Assorted Cake Pops (v) \$42 Per Dozen

Mini Macrons (v) \$42 Per Dozen

Chocolate Truffles (v) \$42 Per Dozen

Large Candy Bars (v) \$3 Each

Jelly Belly — Jelly Beans (GF) \$29 Per Pound

Fun Sized Candy Assortment (v) \$15 Per Pound

Individual Yogurt (v) \$4 Each

Granola Bars (v) \$4 Each

Energy Bars (v) \$6 Each

Chilled Hard Boiled Eggs (v) \$5 Each

Mini Fruit & Berry Parfaits (v) \$5 Each

Nutella Crepes (v) Candied Walnuts and Banana \$42 Per Dozen

Mini Scones (v) Preserves & Cream \$42 Per Dozen

Chocolate Chips Cookies with Flavored Milk (v) \$5 Each

Mini Flavored Milk Shakes (v) \$5 Each

**Sweet Passion Cones with Mousse (v)** \$5 Each

Red Velvet, Chocolate and Apple Cider Mini Donuts (v) \$42 Per Dozen

Mini Italian Pastries (v) \$42 Per Dozen

Prices do not include 21% service charge and 6% sales taxes

V- Vegetarian/ GF- Gluten Free / VEG-Vegan / 3-V, GF, VEG

## at Broward County Convention Center

## A La Carte Items

Minimum order of 12 per item

## **Savory Snacks**

Warm Soft Pretzels (v) \$5 Each Nacho Cheese, \$1 Additional Per Guest

Flavored Popcorn (3)
Cocoa, Truffle and Paprika Flavored
\$7 Per Person

Individual Bags of Potato Chips (3) or Pretzels (VEG)
\$3 Each

Potato Chips(3) and Onion Dip (v) \$5 Per Person

Tortilla Chips and Salsa (3) \$5 Per Person

Pita Chips and Hummus (VEG) \$6 Per Person Truffled Deviled Eggs and Candied Bacon (GF) \$4 Each

Passion Cones with Savory Dips (v) \$5 Each

Mixed Nuts (3) \$28 Per Pound

Trail Mix (veg) \$28 Per Pound

## **Florida Themed**

Seasonal Berry Smoothie Shots (v; GF) \$5 Each

Mini Crudité Shooter (v; GF) \$5 Each

Chocolate Drizzled Fruit Kabobs (3) \$7 Each

Assorted Citrus Cupcakes (v) \$42 Per Dozen Assorted Citrus Cookies (v) \$42 Per Dozen

Assorted Citrus Pralines (v) \$42 Per Dozen

Mini Tropical Pastries (v) \$42 Per Dozen

Prices do not include 21% service charge and 6% sales taxes

V- Vegetarian/ GF- Gluten Free / VEG-Vegan / 3-V, GF, VEG



## at Broward County Convention Center

## **Hot Beverages**

Starbucks Freshly Brewed Regular Coffee

\$58 Per Gallon

Starbucks Freshly Brewed Decaffeinated Coffee

\$58 Per Gallon

**Revolution Tea with Hot Water** 

\$58 Per Gallon

## **Cold Beverages**

Assortment of Coke, Diet Coke & Sprite \$4 Each

Bottled Water \$4 Each

Bottled Iced Tea \$4 Each

Individual Bottled Fruit Juices \$4 Each

**Bottled Perrier or San Pellegrino Water** \$5 Each

Monster Energy Drink 16.oz \$6 Each

## **Keurig Booth Package**

**Keurig Brewer Rental—Minimum of 100 Servings** \$400 for Exhibitor Package

Additional Refills—Minimum of 24 Servings \$96 Each

**Keurig Machine Deposit** 

\$100

Deposit Refundable Post Event Once Machine is Returned in Working Order

Iced Tea \$42 Per Gallon

Lemonade \$42 Per Gallon

Florida Orange Juice \$48 Per Gallon

Infused Spring Water

\$84 Per 3 Gallons

Choice of Lemon, Lime, Orange or Cucumber-Mint

## **Water Coolers**

Water Cooler Kit and Refills

Water Cooler Kit

Chilled Water dispenser includes 5 gallons of Spring Water and disposable 7 ounce cups \$75 Each

**5 Gallon Water Refills** \$45 Each

Prices do not include 21% service charge and 6% sales taxes

# SAVOR....Fort Lauderdale

#### at Broward County Convention Center

#### **Themed Action Breaks**

Minimum of 100 guests per cart

All action breaks require a attendant fee of \$150 per station, per every four hours

Client is responsible for ordering specified amount of power at the cart location through Edlen Electric at 954-607-7255.

#### Café Lauderdale

A dedicated 20 amp circuit is required 200 serving minimum
An experienced Barista will brew flavored Lattes, Cappuccinos, Espresso & Cuban coffees to order

56 Each

#### Cinnamon Roasted Almonds (4 oz)

A dedicated 30 amp circuit is required The aromatic smell of sweet cinnamon glazed almonds will lead your guests directly to you

\$7.50 Each

#### Italian Ice

A dedicated 5 amp circuit is required Treat your guests to Fat Free Italian Ice using local fruit. Available Flavors: Blueberry, Lemon, Lime, Strawberry or Pineapple

\$6 Each

#### **Sun Squeezed Lemonade**

A dedicated 5 amp circuit is required 16 oz. of freshly squeezed lemonade shaken and served over ice for each guest

\$6 Each

#### **Under the Big Top**

A dedicated 20 amp circuit is required
Old fashioned cart serving fresh popped popcorn
(3)

\$3.50 Per Serving

#### Florida Frozen Chillers

A dedicated 20 amp circuit is required lcy cold 6 oz. drinks served out of our pour tab machines. Minimum of 120 servings per flavor. Choice of Strawberry, Lemonade, Mango, Rum Runner, Pina Colada, Margarita or Mojito

Without Alcohol, \$6 Each With Alcohol, \$8 Each

#### **Ice Cream You Scream**

A dedicated 20 amp circuit is required Vanilla, chocolate or strawberry ice cream your guest's choice of the following toppings: Chocolate Chips, Gummy Bears, Crushed Butterfinger and Oreo, M&M's, Rainbow Sprinkles, Chocolate or Caramel Syrup

Two toppings, \$6 Each Three toppings, \$7 Each

#### **Out to the Ball Game**

A dedicated 15 amp circuit is required Hot Dogs served out of our old fashioned wheeled hot dog cart with warm buns, Ketchup (3), mustard (3), and relish (3)

\$5 Each

#### **Stadium Soft Pretzels (v)**

A dedicated 40 amp circuit is required
Warm soft pretzels served with yellow mustard

\$4 Each With nacho cheese, \$5 Each

Prices do not include 21% service charge and 6% sales taxes

# SAVOR....Fort Lauderdale

#### at Broward County Convention Center

#### **Boxed Lunches**

Orders of 12 boxed lunches or more; maximum of three selections Orders of 11 boxed lunches or less; maximum of two selections

#### \$23 per person

#### **Chicken Caesar Wrap**

Grilled Chicken Breast with Shaved Parmesan Cheese, Romaine Lettuce, Caesar Dressing in a Roasted Garlic Wrap with Whole Fruit, Potato Chips and Chocolate Chip Cookie

#### Tomato Mozzarella (v)

Basil and Creamy Pesto on a Ciabatta Roll with Whole Fruit, Potato Chips and Chocolate Chip Cookie

#### **Mediterranean Vegetarian (v)**

Spinach Wrap with Hummus, Portobello Mushrooms, Arugula, Cucumber and Feta Cheese with Whole Fruit, Potato Chips, and Chocolate Chip Cookie

#### Add \$1 Per Lunch Gluten Free Wrap (v; GF)

Our Mediterranean Vegetarian with a Gluten Free Wrap and Gluten Free Dessert

#### \$24 per person

Hickory Smoked Turkey
Muenster Cheese, Leaf Lettuce,
Cranberry Marmalade on a
Whole Wheat Hoagie with Whole Fruit,
Potato Chips and Chocolate Chip Cookie

Mortadella, Swiss, Pineapple Chutney on Ciabatta Roll with Whole Fruit, Potato Chips and Chocolate Chip Cookie

Brie Cheese, Arugula, Mushroom Aioli on a Pretzel Roll with Whole Fruit, Potato Chips and Chocolate Chip Cookie

Cappicola, Salami and Smoked Ham on a Ciabatta Roll with Whole Fruit, Potato Chips and Chocolate Chip Cookie

Asian Seared Tuna on a Bed of Udon Noodles, Bok Choy, Cucumbers, Red Pepper, Carrots, Pickled Ginger and Bibb Lettuce, Asian Sesame Vinaigrette with Whole Fruit, Potato Chips and Chocolate Chip Cookie

Grilled Chicken Breast with Maple Smoked Bacon, Pepperjack Cheese, Arugula and Tomato on a Ciabatta Roll with Whole Fruit, Potato Chips and Chocolate Chip Cookie

#### \$25 per person

Balsamic Marinated Chicken, Chopped Lettuces with Wild Mushrooms, Carrots, Roasted Corn, Orange Segments and Creamy Peppered Basil Dressing with Whole Fruit, Potato Chips and Chocolate Chip Cookie

Prices do not include 21% service charge and 6% sales taxes

# Receptions

# SAVOR....Fort Lauderdale

#### at Broward County Convention Center

### **Hors D'oeuvres**

Minimum order for 50 pieces per selection

#### \$4 Cold Selections

Belgium Endive with Spiced Goat Cheese & Walnut (v; GF)

Herb Cheese Stuffed Figs (v; GF)

Seared Scallop with Avocado Salad (GF)

Hearts of Palm, Roasted Tomato & Asparagus (VEG; GF)

Chicken Salad on Tostone (GF)

#### \$4 Hot Selections

Conch Fritter with Papaya Tartar

Plantain & Cheese Empanada (v)

Beef Empanada with Chimichurri

Asiago & Risotto Croquette (v)

Coconut Chicken Tenders with Guava BBQ Sauce

#### \$5 Cold Selections

Tomato, Mozzarella and Basil with Organic Olive Oil (v; GF)

Grilled Chicken Avocado Toast

Shrimp & Mango Tartlet

Wild Mushroom Truffle Toast (v)

Beef Tenderloin, Sundried Tomato, Horseradish Cream on Crostini

#### \$5 Hot Selections

Coconut Curry Chicken Roll

Crispy Artichoke Hearts with Parmesan Cheese

Chicken Satay with Orange Cilantro Glaze (GF)

Florida Blue Crab Cake with Cilantro Lime

Beef Chimichurri Skewers (GF)

#### \$6 Cold Selections

Seared Tuna with Fig, Tomato, Mint Relish on Crostini

Artichoke Bottom with Feta & Sundried Tomato (V: GF)

Shrimp Cilantro Lime Pepper

Chicken Almond Tartelette

#### S6 Hot Selections

Coconut Lobster Tails with Tarragon Aioli

Mini Hot Dogs with Sweet Relish Mustard

Mini Beef & Cheese Sliders with Mango Ketchup

Mini Cuban Sandwiches

Prices do not include 21% service charge and 6% sales taxes

# SAVOR....Fort Lauderdale

#### at Broward County Convention Center

## **Cold Reception Displays**

#### International & Domestic Cheese Platter (v)

Minimum order for 25 guests with French Bread and Gourmet Crackers \$6 per person

#### Fresh Crudités Display (v)

Minimum order for 25 guests Served with Roasted Garlic Dip and French Onion Dip \$5 per person

#### Antipasto Brochettes (v; GF)

Minimum order for 25 pieces Skewered Marinated Mozzarella, Olives, Artichokes, Capicola, Roasted Peppers and Focaccia (v) \$5 per piece

#### Roasted Vegetable Platter (v) Minimum order for 25 guests

Fresh Baked Focaccia with Zucchini, Baby Carrots, Fennel, Baby Corn, Red Peppers, Cherry Tomatoes and Eggplant, drizzled with Extra Virgin Olive Oil, Balsamic Glaze and Shaved Parmesan \$7 per person

#### International Dips (v)

Minimum order for 25 guests Red Pepper Hummus, Roasted Tahini Eggplant, Cucumber Raita, Tomato Bruschetta, Black Bean Dip, Pita Chips, Ciabatta Crostini and Plantain Chips \$9 per person

#### Sushi Bar (GF)

Minimum order for 50 pieces Featuring California Rolls, Sashimi and Sushi Assortment with Wasabi, Ginger and Soy Sauce \$28 per person (4 pieces per guest)

#### South Beach Raw Bar (GF)

Minimum order for 50 guests Jumbo Gulf Shrimp, Jonah Crab Claws, Oysters, Mussels, Cocktail Sauce, Remoulade Lemon and Lime Wedges \$28 per person



Prices do not include 21% service charge and 6% sales taxes

# **Cocktails & Wine**

# SAVOR....Fort Lauderdale

#### at Broward County Convention Center

#### **Cocktail Service**

Minimum sales of \$500 per bar, paid in advance, refunded post event if met. Bartender fee of \$150 per bar, per four hours or portion there of Bar list and prices are subject to change

#### **Hosted Bars On Consumption**

Cost based on per drink consumption

\$12.00
\$8.00
\$6.00
\$7.00
\$8.00
\$4.00
\$4.00
\$4.00

Drink Tickets available at \$8 each

#### Wine by the Bottle

\$32 per House Bottle: Red, White & Rosé \$50 per Premium Bottle: Red, White & Rosé



#### **Bar Packages**

Price based on 100 guests
Four hour bartender fee included

#### World Wine Bar... \$1,550

A sampling of wines from around the world. Includes 36 bottles of wine (two reds and two whites) and International and Domestic Cheese Display.

#### **Happy Hour Bar... \$1,300**

Unwind with an ice cold beer and some of your favorite bar snacks. Includes two varieties of beer (one import and one domes—150 total) and 3.5 pounds each of Mixed Nuts & Pretzels.

#### **Bangin Bloody Mary Bar... \$900**

Choice of Either Vodka or Tequila Garnished with Assorted Hot Sauces, Skewered Pickled Vegetables, Pickle Spears & Celery Sticks Roasted Shrimp Garnish \$4 Per Person

#### Sparkling Mimosa Bar... \$900

Champagne or Sparkling Water Served with your Choice of Fruit Garnishes Juices to Include Orange, Grapefruit & Cranberry Juice with Strawberry, Grapes, Mint Leaves, Lime & Orange Wheels as Garnishes

#### Signature Drink Bar... \$900

Select a Signature Drink to Showcase at Your Bar

Contact Your Catering Sales Representative for a List of Our Signature Drinks

Prices do not include 21% service charge and 6% sales taxes

#### at Broward County Convention Center

#### SAMPLE ALCOHOL DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Broward County Convention Center. Savor SMG is the exclusive provider of all food and beverage for the Broward County Convention Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email/fax to Melissa Ayre, Catering Sales Manager at <a href="mayre@ftlauderdalecc.com">mayre@ftlauderdalecc.com</a> or 954.765-9551. Please wait for approval from the Catering Department. For additional information, menus, or to place an order, please call the Catering Sales Department at 954.765.5947.

#### **REGULATIONS:**

- 1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
- 2. All items are limited to sample size
  - A. Non Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
- B. Alcoholic Beverage items limited to 2 oz serving of Beer & .5 oz serving of liquor/spirits. Company representitive handling beverage to have Responsible Vendor Certification and supply a copy of Insurance naming the Convention Center, SMG and Broward County as Additionally Insured.
  - C. Food items limited to "bite size".
- D. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) **MUST** be purchased from Catering Department.

Name of Event:	
Company Name:	
Contact:	
	State:Zip Code:
Phone:	Fax:
	Booth #:
1. Products you wish to sa	ample:
2. How do you plan on sar	mpling this product (i.e. trays, 2oz cups):
3. Please explain purpose	of offering these samples:
will apply):Refrigerator Space (pl	ed any of the following (3 weeks advance notice required. Charges ease indicate amount of space in cubic feet):
	hafing dishes, spoons, etc):
	nd bag):
Approved By:	(Food & Beverage Director)(Date)

#### at Broward County Convention Center

#### SAMPLE FOOD & BEVERAGE DISTRIBUTION AUTHORIZATION REQUEST

Savor SMG is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the Broward County Convention Center. Savor SMG is the exclusive provider of all food and beverage for the Broward County Convention Center and our liability insurance only allows for original manufacturer/producers to distribute food items (including bottled water). Your Catering Event Manager is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form and email/fax to Melissa Ayre, Senior Catering Sales Manager at <a href="mayre@ftlauderdalecc.com">mayre@ftlauderdalecc.com</a> or 954.763.9551. Please wait for approval from the Catering Department. For additional information, menus, or to place an order, please call the Catering Sales Department at 954.765.5947.

#### **REGULATIONS:**

- 1. Items dispensed are limited to product manufacturer/producer/distributor of exhibiting firm.
- 2. Submit Certificate of Insurance with Request
- 3. All items are limited to sample size
  - A. Non Alcoholic Beverages limited to maximum 4 oz. Container with 3 oz of product.
  - B. Food items limited to "bite size".
  - C. Food and/or beverage items used as traffic promoters (i.e. cookies, popcorn, coffee, bottled water, bar service, alcoholic beverages etc.) MUST be purchased from Catering Department.

Name of Event:	
Company Name:	
Contact:	
	State:Zip Code:
Phone:	Fax:
Email:	Booth #:
1. Products you wish to s	sample:
	ampling this product (i.e. trays, 4oz cups):
3. Please explain purpos	e of offering these samples:
will apply): Refrigerator Space (pace in the control of the c	eed any of the following (3 weeks advance notice required. Charges blease indicate amount of space in cubic feet):
Approved By:	(Food & Beverage Director)(Date)

# SAVOR...Fort Lauderdale at Broward County Convention Center

#### Sizes/Power Requirements

Booth Service	Size of Machine & Cart	Electric needed
Almond Cart (small)	73"W x 35.5"D x 41"H	30A 110V
	73"W x 35.5"D x 91"H with umbrella	
Almond Cart (large)	80" W x 35.5"D x 38"H	30A 220V
	80" W x 35.5"D x 91"H with umbrella	
Bar	77"W x 32"D x 48"H	5A (only if cash)
Cappuccino & Espresso SM	10.5"W x 8.5"D x 13"H	30A 220V
Cappuccino & Espresso LG	77"W x 32"D x 48"H	30A 220V
Cookie Cart	60"W x 36" D x 76"H	(2) 20A 110V
	Oven: 22"W x 22"D x 17.5"H	
Frozen Chiller Machine	14.25"W x 18.25"D x 27.75"H	20A 110V
Hot Dog Cart	53"W x 23"D x 35"H	15A 110V
Ice Cream Freezer	60"W x 24"D	10A
Ice Cream (Soft Serve)	95"Wx 36"H x 84"D	5A 110V
Italian Ice Cart	39"W x 25"D x 36"H	5A 110V
Lemonade Stand	54"W x 30"D x 46"H	5A
	54"W x 30"D x 91"H with umbrella	
Pasta or Salad Cart	108"W x 36.5"D x 84"H	20A 110V
Pizza Cart	60"W x 31"D x 53"H	30A 3 Phase 220V
Pizza Warmer		30A 220V
Popcorn Machine	54"W x 25"D x 71"H	20A 110V
Pretzel Cart	58"W x 36"D x 78"H	(2) 20A 110V
Pretzel Table Top	20"W x 20"D x 36"H	(2) 20A
Refrigerator Cabinet	20.5"W x 29"D x 36"H 8.5A 110V	
(Pepsi Cooler)		
Sausage & Peppers Cart	61"W x 31"D x 43"H	30A 220V
	61"W x 31"D x 82"H with cover	



# REFRIGERATED STORAGE ORDER FORM

TITLE OF EVENT:		C	ONTACT:	
<b>BOOTH NAME:</b>	BOOTH #:			
<b>COMPANY NAME:</b>				
<b>ON SITE CONTACT</b>				
<b>BILLING ADDRESS</b>				
_				
<u>-</u>				
PHONE #:		F	AX #:	
DATE OF DELIVED	V AND DICK LID.			
DATE OF DELIVER' BEGINNING:	AND PICK-UP:		ENDING:	
= = =	Stored Goods:		ENDING.	
Description of	Stored Goods.			
Refrigerated S	Storage			
Requirements				
•				
Size of Goods				
_	_		First Come, First Serve Basis.	
-	2 Cubic Feet	_	<ul> <li>Over 2 Cubic Feet</li> </ul>	
\$1.50 F	Per Cubic Foot/Per Day		\$3.00 Per Cubic Foot/Per Day	
FORM OF DAVMEN	There will be 3.5% Administ	tration Fee for cre	adit card orders	
FORM OF PAYMEN	1.			
	Сп	IECK 🗆	CREDIT CARD ☐ (\$500.00 max.)	
America	an Express □	Visa □	Master Card □	
	• —		<del>-</del>	
-	ents are due prior to rece	• .	<u> </u>	
	will be 3.5% Administrati			
	-		ce Charge and 6% Sales Tax.	
		a c/o Browa	ard County Convention Center	
C/O F	food & Beverage.			
Name of Card Holde	er·			
Card Number:				
Card Expiration Dat	 te:			
Signature:				
oignature.				

Subscribe Past Issues Translate ▼

Exhibitor Bulletin #1- Labor and Drayage Information, Conference Session Submission, Opportunities Outside the Booth, Sponsorship Opportunities, Update your Virtual Booth





#### Exhibitor Bulletin #1

USITT is the entertainment industry's complete event for Production, Design, and Technology.

#### Labor and Drayage

Each city and venue USITT visits has a variety of differences and challenges. In 2018 the rules and regulations will be the same as the previous event in St. Louis.

Privately Owned Vehicle (POVs)

- Limited to a car, pick up truck or passenger van
- No rental trucks or contract carriers will be allowed to unload themselves
- · Two wheel handcarts are allowed
- Two full-time employees may handle the movement of materials

Up to 24' box truck unloading will not be allowed by company employees in Fort Lauderdale. These trucks will be subject to the Teamsters unloading and delivering the materials to the booth space at the drayage rate. Please plan and budget accordingly.

Decorator labor is required for install and dismantle of displays in 20'x20' booths and larger. Up to a 20'x20', you may use company employees to assemble your booth space.

Ground supported trussing may be assembled by



Sessions @ USITT

We are creating the schedule for 2018 conference sessions for USITT.

If you have a topic you'd like to present in 2018 please follow the instructions below.

Deadline to submit is October 30

Click here to submit a session topic for USITT 2018

If you have already created a profile in a2z, your login info is here:

Email: <<Email Address>>

#### Subscribe

#### **Past Issues**

truss that is rigged or is in booths larger than 20'x20', must utilize labor assistance.

The exhibitor manual with forms and additional details will be coming out October 1.



#### Outside the Booth

One of the focuses of USITT is to create avenues for our exhibiting companies to participate beyond the booth space. The goal is to facilitate more attendee interaction with your products without adding additional exhibiting cost; generating a higher ROI for you!

#### Console demos

2018 will see the return of our console demo area on the expo floor. Hundreds of attendees took advantage of these training offerings. The manufacturers were able to get a better educated attendee, and USITT was able to offer a way to connect. There is no charge to participate as a manufacturer. Contact **Ron Procopio** for more information in securing a training location.

#### **Costume Stage**

A new Costume Stage on the Stage Expo floor will be created; allowing costume rental companies to showcase a variety of offerings. The stage will also offer conference training and demos specifically for costume and make up products and services.

#### **Equipment on stages and in public areas**

If you have not, create a new account to submit a proposal.

\*Note: if there is no password indicated, then you need to create an account.

Click here for instructions on the submission process



#### Sponsorship Opportunities

Sign up for a sponsorship at USITT 2018 today and take advantage of the branding beginning as early as July 1st with the event website launch.

**Registration Sponsorship** 

**Expo Hall Sponsorship** 

**Session Room Sponsor** 

**Commission Receptions** 

**VIP Cocktail Reception** 

**Opening Night Sponsor** 

**Design Expo Sponsorship** 

**Closing Party Sponsor** 

Expo Bags

Lanyards

Subscribe Past Issues Translate ▼

Exhibitor Bulletin #2- Housing is Open, Latin America Marketing and Customers, Conference Session Submission, Sponsorship Opportunities, Update your Virtual Booth





#### Exhibitor Bulletin #2

USITT is the entertainment industry's complete event for Production, Design, and Technology.

# Latin America: Non-stop to Fort Lauderdale

Do you sell or distribute to the Caribbean, Central or South America? Did you know that Jet Blue flies direct from Columbia to Fort Lauderdale for less than \$400 round trip? Southwest and Spirit Airlines also fly to FLL; in addition to the other major airlines direct to FLL, MIA and PBI.

If you have clients and customers in these regions, make sure to let your sales team know that this is an opportunity to showcase your products to them. South Florida is a Spanish speaking area of the country and just a few hours away from hundreds of production companies and venues. With airfare so inexpensive, destinations so close, and free badges available to your customers; USITT 2018 is a great opportunity to showcase your company to customers based in Latin America.

In addition, USITT will be marketing to potential attendees in those areas through partnerships and advertising; making the most of the proximity to the region.

#### Hotel Booking is now Open



#### Submit a Session Topic for 2018

The schedule for 2018 is filling up. The conference schedule will be announced in September, but we have reserved some spaces for our exhibiting companies.

If you have a topic you'd like to present in 2018 please follow the instructions below.

Deadline to submit is October 30

Click here to submit a session topic for USITT 2018

If you have already created a

Subscribe	Past Issues	

solicit hotel rooms. Any vendor that does so is NOT official and will not have our negotiated rates. You can book using the link here or on www.usittshow.com/housing

Click here to book your hotel rooms

#### Sponsorship Opportunities

Sign up for a sponsorship at USITT 2018 today and take advantage of the branding beginning as early as July 1st with the event website launch.

**Registration Sponsorship** 

**Expo Hall Sponsorship** 

**Session Room Sponsor** 

**Commission Receptions** 

**VIP Cocktail Reception** 

**Opening Night Sponsor** 

**Design Expo Sponsorship** 

**Closing Party Sponsor** 

See all the opportunities available here

**Click here for the Sponsorship Opportunities Contract** 

Contact **Ron Procopio** to find out all the deliverables on these sponsorships and other opportunities. 800-938-7488 x 107

Email: ron@usitt.org Password:

If you have not, create a new account to submit a proposal.

\*Note: if there is no password indicated, then you need to create an account.

Click here for instructions on the submission process

# Update your Virtual Booth

All of the booths have been entered into the USITT Virtual Tradeshow floorplan. Make sure your information is up to date.

Company: Booth Number:

Click here to login to your virtual booth
Password:

**Subscribe** 

**Past Issues** 

Sound Lab, an outdoor stage, conference session rooms, stages on the expo floor, lobby spaces and other areas we haven't even considered yet! If you'd like to include your equipment in one of the areas please contact **Ron Procopio** to find out how.



See all the opportunities available here

Click here for the Sponsorship Opportunities Contract

Contact **Ron Procopio** to find out all the deliverables on these sponsorships and other opportunities. 800-938-7488 x 107

# Update your Virtual Booth

All of the booths have been entered into the USITT Virtual Tradeshow floorplan. Make sure your information is up to date.

Company: <<Company Name>>
Booth Number: <<SpaceNumber>>

Click here to login to your virtual booth

Password: <<Virtual Booth

Password>>

follow on Twitter | friend on Facebook | forward to a friend

Copyright © 2017 USITT, All rights reserved.

Mail Chimp.

unsubscribe from this list | update subscription preferences