

EXHIBITOR

SERVICE MANUAL

Cruise360

Broward County Convention Center

Ft. Lauderdale, FL

March 31, 2022



Extreme Family Expo & Events

9402 American Eagle Way, Ste 200, Orlando, FL 32837

Telephone: 407-227-6732

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BOOTH EQUIPMENT:

Each inline booth will be set with 8' high panels of blue and silver back drape and 3' high blue side divider drape. A one line identification sign will be provided indicating the name of the exhibiting company and booth number.

Each 10' x 10' booth will consist of:

One - 6' silver draped table

Two - Side chairs

One - Wastebasket

One - 7" x 44" identification sign. Copy for this sign is provided by Show Management.

Tables and chairs must not be removed from booths in which they were placed by EFE&E. Please notify the EFE&E Service Desk if: 1) you ordered furniture and it was not delivered or 2) items were delivered that you did not order. If items are taken or "borrowed" from neighboring booths, you will be charged for those items once they are in your booth.

Furnishings included in your booth space may not be traded or swapped for other sized or types of furnishings. All items are provided on a rental basis and any damage to EFE&E materials will be the responsibility of the exhibitor.

BOOTH/AISLE CARPET:

The exhibit hall **is not** carpeted. Extreme Family Expo & Events offers a variety of carpet colors if you wish to customize your booth (please refer to the carpet order form in this kit for information).

SHIPPING INFORMATION:

ADVANCE WAREHOUSE SHIPMENTS

Extreme Family Expo & Events, LLC. will accept freight beginning **March 3, 2022** at the address below. Shipments received after **March 14, 2022** will be charged a 25% surcharge. Shipments arriving after **March 28, 2022** will be refused.

The advance warehouse will receive shipments Monday - Friday from 8:00 am - 4:30 pm.

SHOW SITE SHIPMENTS

Extreme Family Expo & Events, LLC. will accept freight from **8am to 5pm on March 29 and 30 and 8am to 12 noon on March 31, 2022** at the address below. Do not ship your materials to arrive prior to these dates. All shipments must be consigned to "c/o Extreme Family Expo & Events, LLC." to enable us to accept them for handling. If shipments are sent outside these parameters or addressed only to the facility, the facility may refuse it or turn it over to Extreme Family Expo & Events, LLC. for distribution to your booth. This may result in charges from Extreme Family Expo & Events, LLC. and the facility.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Show Name: Cruise360
To: Name of Exhibitor & Booth Number
c/o: Extreme Family Expo & Events, LLC.
ArcBest/ABF Freight
14045 S. Military Trail
Delray Beach, FL 33484

SHOW SITE SHIPPING ADDRESS

Show Name: Cruise360
To: Name of Exhibitor & Booth Number
c/o: Extreme Family Expo & Events, LLC.
Broward County Convention Center
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

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SHOW SCHEDULE:

INSTALLATION

Wednesday, March 30, 2022 from 12:00 pm - 6:00 pm

Thursday, March 31, 2022 from 8:00 am - 12:00 pm

SHOW HOURS

Thursday, March 31, 2022 from 2:15 pm - 6:00 pm

DISMANTLE

Thursday, March 31, 2022 from 6:00 pm to 11:30 pm

Drivers other than the Official Show Carrier must check in by 11:30 pm on March 31, 2022

Please note: this show moves out on overtime; all applicable surcharges will apply.

MISCELLANEOUS:

The following ancillary forms are included in the exhibitor manual:

Show Carrier - ArcBest/ABF Freight

Electric - Edlen

Audio Visual - ShowGear Productions

Lead Retrieval - TRC Show Leads

WiFi - Broward County Convention Center

Questions? Contact Extreme Family Expo & Events, LLC. 407-227-6732 or email orders@extremefamilyexpo.com

Fire Department Regulations

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies & exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles & exits which must be kept on display at the assembly.

Listed below are additional requirements to follow for safety:

- Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to **one-quarter tank or less**, and tape or lock fuel caps; LP tanks should be removed from all vehicles. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.

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PAYMENT POLICY & CREDIT CARD AUTHORIZATION FORM

For discount price, order and payment must be received by **March 14, 2022**. Orders received after the discount deadline may be substituted based on availability.

Discount Prices: To qualify for discount prices, orders must be received with full payment on or before the discount deadline.

Payment for Services: We require your credit card charge authorization to be on file with EFE&E even if paying by check, cash or bank wire transfer.

Payment may be made by company check, cash, wire transfer or credit card authorization. For your convenience, we will use your charge authorization for any unpaid balances.

Any additional costs incurred for orders or services placed at show site are due and payable upon order placement. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the EFE&E Service Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

If paying by credit card, this form will be used as your authorization to charge any additional amounts incurred by you or your show representative, including material handling and labor charges. Any charge back fee resulting from invalid charge disputes will incur a \$50.00 fee per occurrence. **If any part of your credit card information is incorrect or is not provided a \$50.00 credit card processing fee may be assessed**

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance order(s). Payment must be rendered by wire transfer, cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a \$50.00 service charge for any returned check(s) or declined credit cards for each occurrence. **A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.**

Bill of Lading: All freight left on show floor without a bill of lading on file with EFE&E will be shipped via ArcBest/ABF Freight collect, and will be charged a \$50.00 administrative fee by EFE&E.

This form is Mandatory and must be filled out and returned to EFE&E for your order(s) to be processed. I agree in placing this order that I have accepted EFE&E's Payment Policy.

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number, expiration date and CVV Code.

American Express ☐ Master Card ☐ VISA ☐ Expiration Date _____ CVV CODE _____

Credit Card Number

Cardholder's Signature: _____

Cardholder's Name (please print or type): _____

Cardholder's Billing Address: _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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THIRD PARTY BILLING FORM

In order to authorize EFE&E to charge a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it by the discount deadline.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show (by the discount deadline if wanting discount prices) then the charges will revert to the exhibitor. Both exhibitor and third party agree to be bound by EFE&E's Payment Policy.

EXHIBITING FIRM

Co. Name:
Address:
City, State, Zip:
Phone:

THIRD PARTY

3rd Party Name:
Address:
City, State, Zip:
Phone:

The items checked below are to be paid for by the Exhibiting Firm.

- | | |
|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Standard Furniture |
| <input type="checkbox"/> I&D Labor | <input type="checkbox"/> Custom Furniture |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpeting/Padding |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Rental Units |

The items checked below are to be paid for by the Third Party.

- | | |
|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Standard Furniture |
| <input type="checkbox"/> I&D Labor | <input type="checkbox"/> Custom Furniture |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpeting/Padding |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Rental Units |

I agree in placing this order that I have accepted EFE&E's Payment Policy.

Exhibiting Firm Charge Authorization

Authorized Signature:
Authorized Name (please print or type):

Third Party Charge Authorization

Authorized Signature:
Authorized Name (please print or type):

PLEASE PRINT CLEARLY OR TYPE:

Check the appropriate box, list card number, expiration date and V Code.

American Express ☐ Master Card ☐ VISA ☐

--

(Credit Card Number)

CVV CODE

EXPIRATION DATE

PLEASE PRINT CLEARLY OR TYPE:

Check the appropriate box, list card number, expiration date and V code.

American Express ☐ Master Card ☐ VISA ☐

--

(Credit Card Number)

CVV CODE

EXPIRATION DATE

Standard Furnishings



Counter Stool



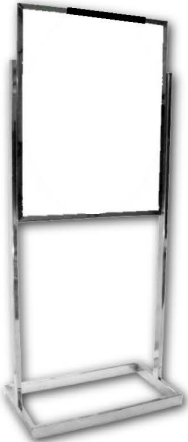
Padded Arm Chair



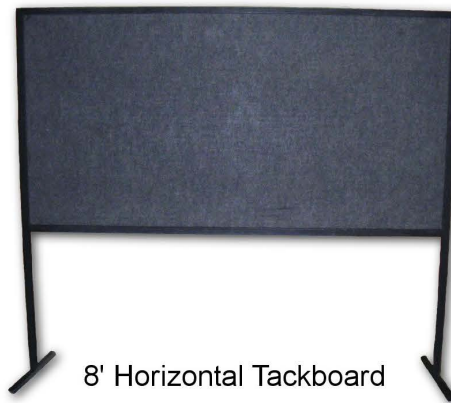
Padded Side Chair



Molded Side Chair



22" x 28" Sign Holder



8' Horizontal Tackboard



Easel



42" High Draped Table



30" High Draped Table

Items received may not be exactly as pictured.

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FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 100% charge of the original price.

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight.

Extreme Family Expo & Events, LLC. cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Extreme Family Expo & Events, LLC.

Qty.	24" Wide Draped Tables (white plastic top; draped on 3 sides) Circle your drape color below	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	\$101.00	\$126.00	
	4' long x 42" high	\$139.00	\$174.00	
	6' long x 30" high	\$125.00	\$156.00	
	6' long x 42" high	\$163.00	\$204.00	
	8' long x 30" high	\$156.00	\$195.00	
	8' long x 42" high	\$189.00	\$236.00	
	Fourth side draping	\$33.00	\$41.00	

Circle Drape Color:	Black	Expo Blue	Navy Blue	Red	Teal
	Burgundy	Grey	Purple	Rose	White

Qty.	24" Wide Undraped Tables (white plastic top)	Disc. Price	Stand. Price	Sub-total
	4' long x 30" high	\$68.00	\$85.00	
	4' long x 42" high	\$106.00	\$133.00	
	6' long x 30" high	\$92.00	\$115.00	
	6' long x 42" high	\$130.00	\$163.00	
	8' long x 30" high	\$123.00	\$156.00	
	8' long x 42" high	\$156.00	\$195.00	
	30" Round x 30" high Café Table	\$110.00	\$138.00	
	30" Round x 40" high Café Table	\$138.00	\$173.00	

Total of Items	7%	Amount
Ordered: \$ _____	+ Tax: \$ _____	= Due: \$ _____

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Padded Arm Chair	\$75.00	\$94.00	
	Padded Side Chair	\$65.00	\$81.00	
	Counter Stool	\$86.00	\$108.00	
	Molded Side Chair	\$52.00	\$65.00	
	Director's Chair - Low Height; Black	\$70.00	\$88.00	
	Raffle Drum / Ticket Tumbler	\$76.00	\$95.00	
	Wastebasket	\$18.00	\$23.00	
	Easel	\$31.00	\$39.00	
	22' x 28' Chrome Sign Holder	\$61.00	\$76.00	
	Pegboard 4' x 8' Horizontal or Vertical	\$156.00	\$195.00	
	Tackboard 4' x 8' Horizontal or Vertical	\$156.00	\$195.00	
	Retractable Stanchion	\$84.00	\$105.00	
	Glass Showcase	\$528.00	\$660.00	
	Clothing Rack / Bag Rack	\$59.00	\$74.00	

Risers are 8" wooden planking topped in white plastic.

	4' undraped table riser - 1 step	\$34.00	\$43.00	
	6' undraped table riser - 1 step	\$41.00	\$51.00	
	8' undraped table riser - 1 step	\$48.00	\$60.00	
	White riser draping - priced per linear foot	\$6.00	\$8.00	
	For 2 step risers - add an additional:	\$20.00	\$25.00	
	8' Uprights	\$13.00	\$16.00	
	3' Uprights	\$13.00	\$16.00	
	Cross beams	\$13.00	\$16.00	
	8' Masking drape	\$14.00/lf	\$18.00/lf	
	3' Masking drape	\$14.00/lf	\$18.00/lf	

Circle Drape Color:	Black	Expo Blue	Navy Blue	Red	Teal
	Burgundy	Grey	Purple	Rose	White

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Looking for Custom Furniture?



For a complete listing of Custom Furnishings and prices, e-mail orders@extremefamilyexpo.com, or call our Customer Service Department at 407-227-6732 and ask that a Custom Furniture Catalog be e-mailed to you.

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CARPET & PADDING ORDER FORM

Pre-cut carpet standard sizes

		Discount Price	Standard Price
<input type="text"/> sq. ft.	9' x 10'	\$161.00	\$201.00
<input type="text"/> sq. ft.	9' x 20'	\$321.00	\$401.00
<input type="text"/> sq. ft.	9' x 30'	\$483.00	\$604.00
<input type="text"/> sq. ft.	9' x 40'	\$645.00	\$806.00

Custom cut ft. x ft. = sq. ft. @ \$2.75/sq. ft. \$3.45/sq. ft.

Circle Carpet Color: Black Blue Burgundy Grey Red Sage Teal

		Discount Price	Standard Price
<input type="text"/> sq. ft.	Comfort carpet padding per sq. ft.	\$1.35	\$1.70
<input type="text"/> linear ft.	Rug taping per linear ft.	\$2.45	\$3.10
<input type="text"/> sq. ft.	Visqueen per sq. ft.	\$1.35	\$1.70

Plush carpet is available. See the enclosed form or contact your Customer Service Representative at 407-227-6732. No refunds on custom cut carpet after discount deadline. No refunds on any carpet after installation. If color is not selected, EFE&E will do so at no risk.

Total of Items Ordered: \$_____ + 7% Tax: \$_____ = Amount Due: \$_____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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ULTRA PLUSH CARPET ORDER FORM

This plush, heavy cut nylon pile carpet has built-in Scotchguard. Rental includes installation, all necessary taping, plastic covering for protection, and removal at the close of the show.

PAYMENT: Payment in full (with sales tax) *must accompany order*.

AVAILABILITY: Orders received later than the discount deadline will be processed based on availability and charged an additional 50%.

No refunds on plush carpet cancellations.

Circle Carpet Color:	French Beige	Grey Pearl	Ivory	Charcoal	Emerald Green
	Burgundy	Cherry Red	Blue Mist	Black	White

Other colors are available upon request.

If color is not selected, EFE&E will do so at no risk.

MINIMUM ORDER 100 SQUARE FEET

Plush carpet:

_____ ft. x _____ ft. = _____ sq. ft. at \$4.50 per sq. ft. = \$_____

Carpet Padding:

Discount Price: \$1.35 per sq. ft. = \$_____

Standard Price: \$1.70 per sq. ft. = \$_____

Total of Items 7% Amount

Ordered: \$_____ + Tax: \$_____ = Due: \$_____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

IMPORTANT NOTICE

Booth cleaning is not
part of your booth package.

To order cleaning,
please fill out the enclosed
cleaning order form or see
your Customer Service
Representative at the
EFE&E Service Desk when
you arrive at show site

Thank You



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CLEANING ORDER FORM

BOOTH CLEANING - All rental carpets are delivered clean to your space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

Vacuuming or sweeping of booths and the emptying of wastebaskets are not included in your booth space rental. If you desire these services, you must order them. All rates are based on gross square footage of your booth **with a 100 square foot minimum per day. WHEN ORDERING DAILY CLEANING, YOU MUST ORDER FOR EVERY SHOW DAY.**

_____ sq. ft. x .42	Vacuuming Carpet - Prior to show opening only
_____ sq. ft. x .79	Shampooing Carpet
_____ sq. ft. x .33	Anti-Static Spraying

PORTER SERVICE - This excess trash removal service is provided every 2 hours during the show.

March 31, 2022	One Day - 500 sq. ft. & under	\$120.00
March 31, 2022	One Day - 501 sq. ft. & over	\$152.00

Total of Items Ordered: \$_____ + 7% Tax: \$_____ = Amount Due: \$_____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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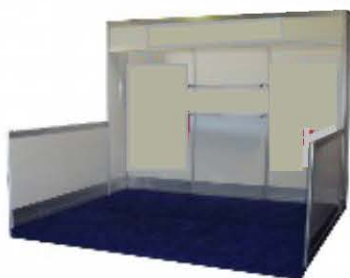
March 31, 2022

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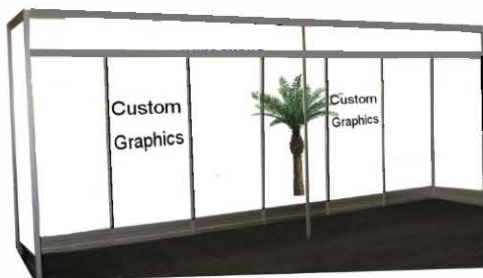
RENTAL EXHIBITS ORDER FORM

RENTAL EXHIBITS ORDERED AFTER THE DISCOUNT DEADLINE WILL BE CHARGED AN ADDITIONAL 30%.

Units include: two shelves per 10 ft. section, **standard white panels**, standard carpet, backwall lighting (electricity not included) and header. Standard header copy is in black block lettering listing the company name only. Specialized graphics and logo reproductions must be quoted separately.



Rental Unit 10 x 10



Rental Unit 10 x 20



Custom Unit

Rental Unit	8' x 10'	\$2107.00
Rental Unit	10' x 10'	\$2107.00
Rental Unit	8' x 20'	\$4382.00
Rental Unit	10' x 20'	\$4382.00
Custom Rental Unit	(any size)	Quote
Colored/Fabric Panels		Quote
Lighted Header for Rental Units		\$163.00
Additional Shelves	Each	\$48.00
Table Top Exhibit	42" H	\$474.00
1 Meter Credenza	Wh. Panels	\$385.00
Colored/Fabric Panels		Quote
2 Meter Credenza	Wh. Panels	\$468.00
Colored/Fabric Panels		Quote
Sliding Doors-Credenzas	Wh. Panels	\$83.00
Lock for Sliding Doors	Each	\$28.00

Circle Carpet Color:

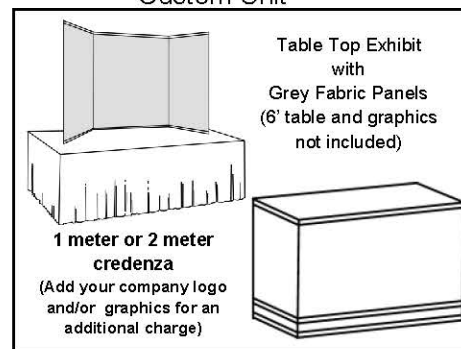
Black Red Blue
Grey Burgundy Teal

Padding can be ordered on the carpet order form. Plush carpet is available. Call your Customer Service Representative for a quote.

DON'T WASTE GREAT ADVERTISING SPACE!

EFE&E can add your company logo and digital graphics on any panel.

Contact Exhibitor Services at Exhibitorservices
@extremefamilyexpo.com or call
407-227-6732
for more information.



CUSTOM RENTAL UNITS ARE AVAILABLE

TOTAL AMOUNT OF ITEMS ORDERED:	\$ _____
TAX 7%:	_____
BALANCE DUE:	\$ _____

HEADER COPY: _____

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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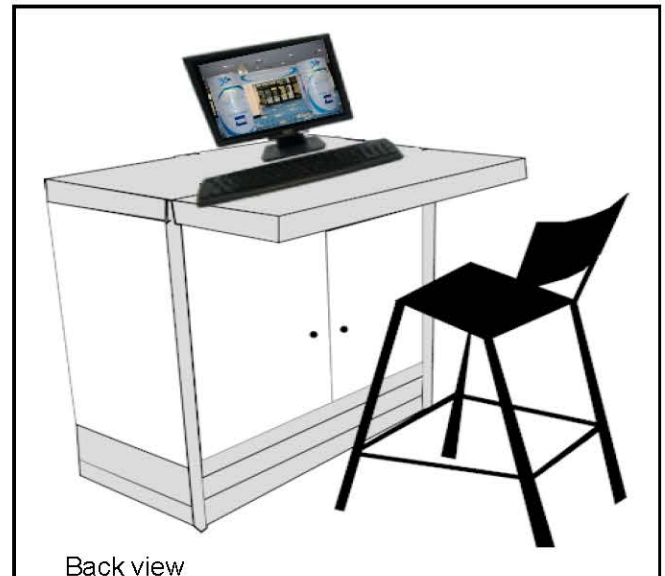
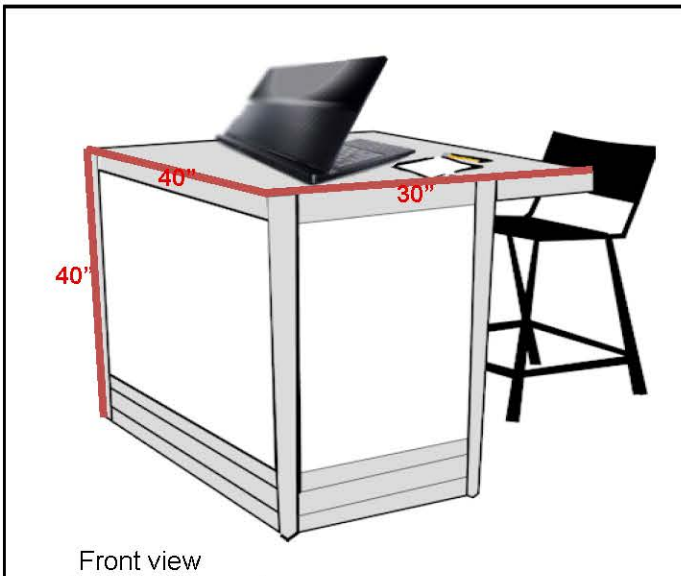
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COMPUTER KIOSK RENTAL ORDER FORM

RENTAL KIOSKS ORDERED AFTER THE DISCOUNT DEADLINE WILL BE CHARGED AN ADDITIONAL 30%.



Units include: Sliding door storage cabinet and keyboard shelf. Units are constructed of standard white panels. *Colored or fabric panels* available at an additional charge. *Lockable doors* are available at an additional charge. Specialized graphics and logo reproductions are available. Please contact your EFE&E Customer Service Representative for a quote.

Qty.	Description	Price
	Computer Kiosk Unit white panels	\$569.00
	Colored/Grey Fabric Panels	Quote
	Lockable doors	\$28.00 Additional
	Company logos and/or graphics for white or colored panels	Quote

Dimensions:

Front Panel: 38 1/8" x 31 1/2"

Side Panel: 18 1/2" x 31 1/2"

TOTAL AMOUNT OF ITEMS ORDERED:	\$ _____
TAX 7%:	_____
BALANCE DUE:	\$ _____

Please contact your EFE&E Customer Service Representative for a quote.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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GRAPHICS & SIGN ORDER FORM

When ordering signs, please provide the following information.

- A. Size
- B. Exact Copy
- C. Colors (for copy & show card)
- D. Indicate vertical or horizontal

Prices listed below are for one color copy, single sided on white background.

Standard Sizes	Qty	Discount Price	Standard Price	Total
7" x 44"		\$59.00	\$89.00	\$
11" x 14"		\$66.00	\$99.00	\$
14" x 22"		\$79.00	\$119.00	\$
22" x 28"		\$99.00	\$149.00	\$
28" x 44"		\$158.00	\$237.00	\$
Other sizes		Quote		
Easel Back		\$10.00	\$15.00	\$

TOTAL AMOUNT OF ITEMS ORDERED:	\$ _____
SALES TAX 7%:	\$ _____
BALANCE DUE:	\$ _____

EFE&E can provide you with high quality digital graphic reproduction. Capabilities include photo quality, high resolution digital printing, virtually any size for banners, signage, exhibit graphics, etc.

W _____ X _____ H = _____ sq. ft.

\$20.00 per sq. ft discount price, \$30.00 standard price per sq. ft.

Sq. ft. _____ X \$ _____ = \$ _____

- Minimum order per graphic: 9 sq. ft.
- Double sq. ft. for double-sided graphics
- File conversion, retouching, cloning, or color correcting may incur additional design labor charges.
- If required, there will be an additional charge for design labor to prepare logos for reproduction.

Application/Artwork/Fonts: Print ready, high resolution, print PDF files with 1/8" bleed when printed at 100% are preferred. Create artwork in Illustrator, Photo Shop or InDesign if possible. Before creating PDF, convert fonts to outlines. If Native Files are supplied, collect all fonts and links. Large artwork may be scaled proportionately (1/10 or 1/2). Please indicate which scale is used. Send CMYK or PMS colors or send a brochure or color output for color match.

- There will be an additional charge for reproduction of emblems, logos, trademarks, specialty signs, custom graphics, banners, etc. Quotes will be provided upon request.
- Show site orders quoted upon request.

All graphics are subject to a 100% cancellation charge.

SIGN COPY AS FOLLOWS (or attach copy with order):

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Extreme Family Expo & Events

9402 American Eagle Way, Ste 200, Orlando, FL 32837

Telephone: 407-227-6732

Cruise360

Broward County Convention Center
Ft. Lauderdale, FL

March 31, 2022

For discount price, order and payment
must be received by **March 14, 2022**.
Orders received after the discount deadline
may be substituted based on availability.

FLORAL ORDER FORM

Orders placed after the discount deadline will be filled on availability and charged an additional 25%.

All charges for rental items include container, delivery to booth and removal at close of show.

	Rental Price	Quantity	Total Price
Fern	\$ 55.00	_____	\$ _____
Green plants for table top	\$ 55.00	_____	\$ _____
2' Green Plants	\$ 72.00	_____	\$ _____
3 - 4' Green Plants	\$ 83.00	_____	\$ _____
5' Green Plants	\$110.00	_____	\$ _____
6' Green Plants	\$165.00	_____	\$ _____
7' & Taller Green Plants	Quoted	_____	\$ _____
Small Flower Arrangement - Color Preference: _____	\$ 99.00	_____	\$ _____
Large Flower Arrangement - Color Preference: _____	\$138.00	_____	\$ _____
Misc. Flowering Plants:			
Color Preference: _____ (if available)	\$ 58.00	_____	\$ _____
Custom Design Arrangements (Call for quote)			
Size: _____ Height: _____ Color: _____	\$ _____	_____	\$ _____

If color preference is not selected or is not available, EFE&E will select at no risk. All flowering plants are based upon availability.

SUBTOTAL: _____ \$ _____
TAX 7%: _____ \$ _____
TOTAL DUE: _____ \$ _____

Floral orders can be placed at the EFE&E Service Desk during Exhibitor move-in hours. A minimum of 24 hours notice must be allowed for delivery. Every effort will be made to fill floor orders.

No credits or refunds on floral orders. Damaged or stolen plants are Exhibitor's responsibility, to be paid at retail value.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

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March 31, 2022

EXHIBITOR APPOINTED CONTRACTOR FORM (EAC)

DEADLINE DATE: March 3, 2022

NAME OF SHOW AND EXHIBITOR NAME IS REQUIRED ON THE CERTIFICATE OF INSURANCE.

In the event an Exhibitor plans to utilize a firm other than Extreme Family Expo & Events, LLC. for installation and dismantle labor, the EXHIBITOR must complete and email this form to orders@extremefamilyexpo.com or mail to:

**Extreme Family Expo & Events, LLC.
9402 American Eagle Way, Ste 200
Orlando, FL 32837**

In the event this form is not received by **March 3, 2022**, the EAC will not be permitted to service your exhibit.

EFE&E will not bill a third party for charges incurred.

In addition, a Certificate of Insurance showing General Liability Coverage naming Extreme Family Expo & Events, LLC., *as an additional named insured and certificate holder*, **plus** confirmation of Workers Compensation insurance, must be submitted, with this form, to Extreme Family Expo & Events by your EAC no later than **March 3, 2022** or they will not be allowed on the floor. The insurance must be valid in the state where the work is being performed.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of Extreme Family Expo & Events. The EAC must coordinate all of its activities with Extreme Family Expo & Events, LLC.

The EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the EAC to remove from the floor all tape installed, any bulk trash from the booth floor and any bulk trash from the exhibit hall (such as skids or crates) or the exhibitor will be billed accordingly by Extreme Family Expo & Events, LLC.

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be **hired through Extreme Family Expo & Events, LLC.**

Exhibiting Company:	Booth #:
Telephone:	
Exhibitor Contact :	
Exhibiting Firm's Officer's Signature:	
EAC/Display House:	
Contractor Contact Name:	
Contractor Telephone:	
Contractor's Email:	

Extreme Family Expo & Events

9402 American Eagle Way, Ste 200, Orlando, FL 32837

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March 31, 2022

LABOR ORDER FORM

- Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the service desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.
 - The minimum charge for labor is one (1) hour per worker.
 - All labor will be billed in one (1) hour increments.
 - As indicated on the EAC form, labor and services ordered for exhibitor by other contractors must be authorized prior to show setup in writing by the exhibiting company. A **Certificate of Insurance** must also be presented to EFE&E prior to any other contractor beginning work on the show floor. Payment for labor and services is the responsibility of the exhibitor.
 - LABOR RATES add 7% tax to below rates:**
\$82.50/hour straight time: Weekdays 8:00 AM. - 4:30 PM.
\$123.75/hour overtime: All other hours on weekdays and all hours on Saturday and Sunday. Holidays will be billed at double the straight time rate.
- * Invoice will be calculated with the actual hours worked.

SCHEDULE FOR LABOR	Number of Workers	Dates Required	Time	Approx. Hours *
Installation:				
Dismantling:				

► Please Check Type of Service Required

- ☐ **Service A:** All work performed by EFE&E personnel.
Please send any necessary information, blue prints, etc.

The charge for Service A is 30% of total labor bill with a \$75.00 minimum charge.

Please Indicate:

☐ Yes ☐ No Set-up plans attached

☐ Yes ☐ No Photo attached

☐ Yes ☐ No Self-contained unit

Set-up plans in crate #: _____

Number of crates: _____

- ☐ **Service B** All work performed by EFE&E personnel under the direct supervision of exhibitor's representative. ***Should the exhibitor's representative not be present during the entire time, EFE&E assumes no liability.***

Please indicate:

Exhibitor's/Rep's. name: _____

Onsite phone number: _____

Other Services Available: (Please indicate if needed)

☐ Forklift labor Up To 3,000 lbs: \$77.00 per hr + 1 hr (min) labor

☐ Banding \$2.25 per lin. foot + 1 hr (min) labor

☐ Shrink wrapping per standard pallet \$33.00 + 1/2 hr (min) labor

For other services/equipment please call EFE&E @ 407-227-6732.

Location of booth/dimension of booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your order/booth placed.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

UNION JURISDICTIONS FOR FLORIDA

To assist you in planning for your participation in the forthcoming event, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION/DISMANTLING

Currently we have an agreement with the Local Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this local union. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by emailing (orders@extremefamilyexpo.com) or mailing (9402 American Eagle Way, Ste 200, Orlando, FL 32837) the labor form, or at show site, at the service desk. If full time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

MATERIAL HANDLING

Extreme Family Expo & Events, LLC. has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Extreme Family Expo & Events, LLC. will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them, and access to the loading dock/freight areas may be restricted.

GRATUITIES

Extreme Family Expo & Events, LLC. requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all EFE&E employees. Any attempts to solicit a gratuity for any service should be reported to a EFE&E representative at the service desk or correspondence may be directed to the attention of the General Manager.

Extreme Family Expo & Events

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Cruise360

Broward County Convention Center
Ft. Lauderdale, FL

March 31, 2022

BOOTH LAYOUT FORM

A grid must be completed for each of the following services to ensure proper placements of items in your booth. If form is not submitted, items will be placed at EFE&E's discretion.

To use this grid:

- Use bold lines to indicate the outline of your booth
- Indicate the dimension of your booth
- Mark the adjacent booth numbers or aisle numbers

☐ Pegboard/Tackboard

☐ Rental Units

☐ Carpet & Padding (if not carpeting entire booth)

☐ Showcases/Credenzas/Computer Kiosks

☐ EFE&E Supervised Labor

☐ Masking Drape/Uprights/Cross Bars

Back of booth (adjacent booth number or aisle number: _____)

Adjacent Booth or Aisle Number _____

Adjacent Booth or Aisle Number _____

Front of booth (adjacent booth number or aisle number: _____)

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Extreme Family Expo & Events

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Cruise360

Broward County Convention Center
Ft. Lauderdale, FL

March 31, 2022

SIGN HANGING ORDER FORM

For discount price, order and payment must be received by **March 14, 2022**. Orders received after the discount deadline may be substituted based on availability.

In order to facilitate your order, please answer the following questions and return this form to Extreme Family Expo & Events, LLC

Description of item (sign, banner, truss, etc.):

Type of material (wood, vinyl, cloth, steel, etc.):

Size: _____

Weight: _____

Please include diagram of sign placement in your booth:

Diagram showing a large rectangle representing the booth. Inside it is a smaller rectangle representing the sign. Arrows point to the top, bottom, left, and right sides of the sign rectangle, each labeled 'BOOTH#'. The top and bottom labels have a small square icon next to them, indicating where to place the sign.

Installation and removal charges will be based on high lift charges and a minimum of 3 men, 1 hour labor each way. Add 7% tax to below rates.

Additional time will be charged if exceeding the 1 hour minimum.

ALL LABOR WILL BE BILLED IN ONE HOUR INCREMENTS.

High lift charge \$165.00 each way per hour (Based on number of orders)

Straight time \$88.00/per hour

Overtime \$132.00/per hour

If a sign needs an electrical hook-up or exceeds 200 pounds, please contact your Customer Service Representative.

SCHEDULE FOR LABOR	# of Additional Workers	Dates Required	Time	Approx. Hours *
Installation:				
Dismantling:				

Please contact your Extreme Family Expo Customer Service Representative for shipping instructions when shipping hanging signs.

Sign hanging must be ordered in advance and signs must be shipped to advance warehouse for Extreme Family Expo to guarantee this service.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Extreme Family Expo & Events

9402 American Eagle Way, Ste 200, Orlando, FL 32837

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March 31, 2022

MATERIAL HANDLING RATE SCHEDULE

Freight to warehouse will be accepted starting on **March 3, 2022**.

Ship prepaid only - collect shipments will be refused. Loose and uncrated materials will be received at show site only. ANY ADVANCE SHIPMENTS RECEIVED AFTER MARCH 28, 2022 WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE. All charges are based on in-bound weights only.

ADVANCE WAREHOUSE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at EFE&E warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials
- Installation labor can be easily scheduled

SHOW SITE SHIPMENT

Freight will be accepted from 8am - 5pm on **March 29 and 30 and 8am - 12 noon on March 31, 2022.**

Rates Include:

- Unloading materials when received and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Important Factors:

- Materials must be received only on designated date(s)
- Limited control of delivery time schedule
- Unloading will occur on a "first come, first serve" basis as off loading area(s) become available
- Tracing capabilities diminish
- Limited time for repair/replacement in the event of damage
- Difficult to schedule installation labor

Please use following labels to address your shipment(s).

Advance Warehouse: \$93.75 per CWT

with a 200 lb minimum (CWT = 100 lbs)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

Please use following labels to address your shipment(s).

Show Site: \$87.50 per CWT

with a 200 lb minimum (CWT = 100 lbs)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

_____ lbs. x \$93.75 per CWT + 7% tax = _____

_____ lbs. x \$87.50 per CWT + 7% tax = _____

Exhibiting Company Name _____

Booth # _____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of EFE&E Labor. Please contact your EFE&E Representative at 407-227-6732.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER MARCH 14, 2022 WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SPECIAL HANDLING SURCHARGES: Materials delivered in a manner that require additional handling, such as ground unloading; stacked or constricted space unloading; designated piece unloading; mixed loads; no documentation or supporting paperwork FedEx, UPS, USPS; shipments that require additional time, equipment or labor to unload; loose or pad-wrapped materials; and/or un-skidded machinery will be assessed a **25% special handling fee**. A surcharge will be assessed for special trips, handling of shipments arriving at the advance warehouse after initial installation date, or for shipments arriving at show site after scheduled set-up times.

When move-in or move-out times are scheduled during **overtime hours** due to circumstances beyond the control of Extreme Family Expo & Events, LLC., an additional 25% in and/or 25% out will be applied. Overtime hours: Monday through Friday before 8:00 AM and after 4:30 PM, all hours on Saturday, Sunday and Holidays. **NOTE: Above prices include outbound overtime.**

Extreme Family Expo & Events, LLC., will not be responsible for damage to uncrated and/or unskidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW (FOR INFORMATION PURPOSES ONLY). YOU ARE STILL REQUIRED TO FILL OUT A BILL OF LADING AT SHOW SITE.

Consign To:			
Street Address:			
City:		State:	Zip:
Name of Carrier:	Motor Freight:	Air:	Van Line:
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

- Shipments must be consigned to Extreme Family Expo & Events, LLC., as hotel and convention sites do not have the facilities to receive such shipments and may refuse them.
- Extreme Family Expo & Events, LLC. will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
- It is understood that Extreme Family Expo & Events, LLC. and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to EFE&E for material handling services are based on the value of the material handling services and the scope of EFE&E's liability as herein set forth. The amounts payable to EFE&E are unrelated to the value of the Exhibitor's property being handled by EFE&E or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by EFE&E or its subcontractors. It is agreed therefore that if EFE&E or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitor's exclusive remedy.
- Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Extreme Family Expo & Events, LLC. will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
- Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth.
- Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a bill of lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Extreme Family Expo & Events, LLC. **Specified (freight force) time can be obtained at the EFE&E Service Desk or by calling customer service.**
- All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
- Extreme Family Expo & Events, LLC., as the Official Service Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by Extreme Family Expo & Events, LLC., but for which Extreme Family Expo & Events, LLC. is required to handle the storage of the empty shipping containers, a charge will be assessed.
- To avoid confusion, remove all expired shipping labels before shipment.
- Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge (\$15.00 minimum) based on the amount advanced by Extreme Family Expo & Events, LLC.
- In the event freight is left on the show floor without a bill of lading on file with EFE&E, it will be shipped via ArcBest/ABF Freight collect, and will be charged a \$50.00 administrative fee by EFE&E.

EXTREME FAMILY EXPO & EVENTS, LLC. WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

Extreme Family Expo & Events, LLC. will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Extreme Family Expo & Events, LLC., for responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material.

TERMS

Charges due upon presentation of invoice at show; payment received within 30 days of invoice date will be net, thereafter interest at the rate of 18% per annum will be added to the unpaid balance of the invoice until it is paid.

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and emailed to orders@extremefamilyexpo.com or mailed to 9402 American Eagle Way, Ste. 200, Orlando, FL 32837

Company Name:	Address:
Attention of:	City/State:
Signature:	Title:
Name of Show:	Booth #:

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

Cruise360
c/o Extreme Family Expo & Events, LLC.
ArcBest/ABF Freight
14045 S. Military Trail
Delray Beach, FL 33484

ADVANCE FREIGHT MUST BE DELIVERED BY:
March 28, 2022

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

To: _____
(Exhibitor Name)

Cruise360
c/o Extreme Family Expo & Events, LLC.
ArcBest/ABF Freight
14045 S. Military Trail
Delray Beach, FL 33484

ADVANCE FREIGHT MUST BE DELIVERED BY:
March 28, 2022

Booth # : _____

No. _____ of _____ pieces

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ADVANCE FREIGHT MUST BE DELIVERED BY:
March 28, 2022

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

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To: _____
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c/o Extreme Family Expo & Events, LLC.
ArcBest/ABF Freight
14045 S. Military Trail
Delray Beach, FL 33484

ADVANCE FREIGHT MUST BE DELIVERED BY:
March 28, 2022

Booth # : _____

No. _____ of _____ pieces

ADVANCE WAREHOUSE

EXHIBITOR MATERIALS

From (Shipper):

To: _____

(Exhibitor Name)

Cruise360
c/o Extreme Family Expo & Events, LLC.
Broward County Convention Center
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

FREIGHT MUST BE DELIVERED ON:
March 29 & 30, 2022 from 8am - 5pm
March 31, 2022 from 8am - 12 noon

Booth # : _____

No. _____ of _____ pieces

SHOW SITE**EXHIBITOR MATERIALS**

From (Shipper):

To: _____

(Exhibitor Name)

Cruise360
c/o Extreme Family Expo & Events, LLC.
Broward County Convention Center
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

FREIGHT MUST BE DELIVERED ON:
March 29 & 30, 2022 from 8am - 5pm
March 31, 2022 from 8am - 12 noon

Booth # : _____

No. _____ of _____ pieces

SHOW SITE**EXHIBITOR MATERIALS**

From (Shipper):

To: _____

(Exhibitor Name)

Cruise360
c/o Extreme Family Expo & Events, LLC.
Broward County Convention Center
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

FREIGHT MUST BE DELIVERED ON:
March 29 & 30, 2022 from 8am - 5pm
March 31, 2022 from 8am - 12 noon

Booth # : _____

No. _____ of _____ pieces

SHOW SITE**EXHIBITOR MATERIALS**

From (Shipper):

To: _____

(Exhibitor Name)

Cruise360
c/o Extreme Family Expo & Events, LLC.
Broward County Convention Center
1950 Eisenhower Blvd.
Ft. Lauderdale, FL 33316

FREIGHT MUST BE DELIVERED ON:
March 29 & 30, 2022 from 8am - 5pm
March 31, 2022 from 8am - 12 noon

Booth # : _____

No. _____ of _____ pieces

SHOW SITE

Extreme Family Expo & Events

9402 American Eagle Way, Ste 200, Orlando, FL 32837

Telephone: 407-227-6732

Cruise360

Broward County Convention Center
Ft. Lauderdale, FL

March 31, 2022

PRE-PRINTED OUTBOUND SHIPPING LABELS REQUEST

Please complete this form and return to EFE&E to receive printed labels. They will be available at the EFE&E Service Desk at the close of the show.

Shipping Destination 1: Number of labels: _____

Please print clearly or type.

Company:	Contact :	Booth Number:
Street Address:	City:	State: Zip Code :

Shipping Destination 2: Number of labels: _____

Company:	Contact :	Booth Number:
Street Address:	City:	State: Zip Code :

Shipping Destination 3: Number of labels: _____

Company:	Contact :	Booth Number:
Street Address:	City:	State: Zip Code :

Once your shipment is packed, ready to go, and has labels on it, return your Bill of Lading (BOL) to the EFE&E Service Desk. Shipments without the BOL turned in will be shipped by the official show carrier at the exhibitor's expense.

EFE&E does not accept responsibility for exhibitor property left on the floor unattended.

PLEASE PRINT CLEARLY OR TYPE

****Signature also indicates you have read and agree to EFE&E's payment policy****

Company Name: _____ Booth #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Authorized Name (Print): _____ Signature: _____

Extreme Family Expo & Events

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Telephone: 407-227-6732

Cruise360

Broward County Convention Center
Ft. Lauderdale, FL

March 31, 2022

The following order forms are for services/materials provided by sources other than Extreme Family Expo . Please follow the return instructions on the various forms attached.

Official Transportation Provider

via the ABF Freight® network

Let ArcBest® make your next trade show the easiest you have attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800.654.7019

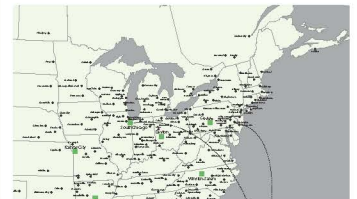
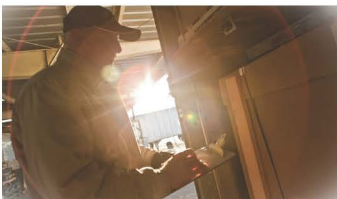
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ArcBest®



REQUEST FOR INFORMATION

ArcBest® Trade Show Shipping

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to 479.785.8701.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ArcBest • Trade Show Shipping • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019

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Cruise360

March 31, 2022



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CONVENTION CENTER

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ORDER FORM

All Orders Due By:
March 18th, 2022



Greater Fort Lauderdale/Broward County Convention Center
1950 Eisenhower Blvd, Fort Lauderdale, FL 33316
March 29th - April 3rd, 2022

Advanced Show Rate Before FEBRUARY 28th, 2022. Regular Show Rates Will Apply After FEBRUARY 28th, 2022.



Contact Information

NOTES

Company Name:

Company Address:

Order Contact:

Name:

Email:

Phone:

Ext:

Fax:

Room Name or Booth:

Delivery Date & Time:

Pick Up Date & Time:

On Site Contact:

Name:

Email:

Phone:

TOTAL

Advance Rate:

Show Rate:

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

\$ 0.00

COST BREAKDOWN:

EXHIBIT FLOOR

TOUR GUIDE

MEETING ROOM

The undersigned has read and agreed to all terms and conditions beginning on page 6, and labor rates of this rental agreement. The undersigned authorizes Show Gear Productions to charge the below listed for the equipment, labor, and/or services detailed in this agreement, and for any client approved add-ons and change orders. Unless noted, billing details will be sent separately.

Signature:

Date:



PRICES ARE FOR EXHIBIT FLOOR ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED SHOW DAY.

4K



HD



4K UHD LCD/LED		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
98" Monitor Ultra HD Video, HDMI Inputs			Call	Call		
90" Monitor Ultra HD Video, HDMI Inputs			Call	Call		
86" Monitor Ultra HD Video, HDMI Inputs		0	3500	3750	\$ 0	\$ 0
75" Monitor Ultra HD Video, HDMI Inputs		0	2100	2300	\$ 0	\$ 0
70" Monitor Ultra HD Video, HDMI Inputs		0	1800	2000	\$ 0	\$ 0
65" Monitor Ultra HD Video, HDMI Inputs		0	1400	1600	\$ 0	\$ 0
55" Monitor Ultra HD Video, HDMI Inputs		0	1000	1200	\$ 0	\$ 0
TOUCH SCREEN		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
98" Plannar Ultra UR9851			Call	Call		
80" Sharp Touch Screen		0	2500	2700	\$ 0	\$ 0
70" Sharp Touch Screen		0	2000	2200	\$ 0	\$ 0
65" Samsung OTS Touch Screen		0	1900	2100	\$ 0	\$ 0
55" Samsung OTS Touch Screen		0	1500	1700	\$ 0	\$ 0
46" Samsung OTS Touch Screen		0	1200	1400	\$ 0	\$ 0
40" Samsung OTS Touch Screen		0	1000	1200	\$ 0	\$ 0
GIANT TAB TOUCH SCREENS		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
55" Showcase		0	2400	2500	\$ 0	\$ 0
42" Smartphone Lite Full Enclosure		0	2000	2100	\$ 0	\$ 0
23" Smartphone Lite		0	900	1000	\$ 0	\$ 0
Android APP Configuration		0	100	200	\$ 0	\$ 0
iOS APP Configuration		0	600	700	\$ 0	\$ 0
HD		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
90" Monitor 1080p HD, HDMI Inputs			Call	Call		
80" Monitor 1080p HD, HDMI Inputs		0	1600	1800	\$ 0	\$ 0
75" Monitor 1080p HD, HDMI Inputs		0	1200	1300	\$ 0	\$ 0
60" Monitor 1080p HD, HDMI Inputs		0	900	1000	\$ 0	\$ 0
55" Monitor 1080p HD, HDMI Inputs		0	800	900	\$ 0	\$ 0
50" Monitor 1080p HD, HDMI Inputs		0	700	800	\$ 0	\$ 0
45" Monitor 1080p HD, HDMI Inputs		0	650	750	\$ 0	\$ 0
42" Monitor 1080p HD, HDMI Inputs		0	550	650	\$ 0	\$ 0
32" HD LCD		0	250	300	\$ 0	\$ 0
23" HD LCD (No USB Play Back)		0	125	175	\$ 0	\$ 0
HARDWARE		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
Dual Post Monitor Stand		0	125	175	\$ 0	\$ 0
Shelf for Dual Post Monitor Stand		0	45	75	\$ 0	\$ 0

For USB Playback, PowerPoint Presentation must be saved as a PDF. Video must be formatted as a MP4 with a maximum resolution of the equipment ordered.

AUDIO EQUIPMENT		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
Wireless Handheld Microphone		0	225	275	\$ 0	\$ 0
Wireless Head Set Microphone		0	225	275	\$ 0	\$ 0
Anchor Explorer Speaker: 60W		0	100	150	\$ 0	\$ 0
JBL 10 Professional Speaker: 125W		0	150	200	\$ 0	\$ 0
JBL 15 Professional Speaker: 300W		0	225	300	\$ 0	\$ 0
12 Channel Analog Audio Mixer		0	150	225	\$ 0	\$ 0
LIGHTING EQUIPMENT		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
Source 4 Leko Fixture		0	105	150	\$ 0	\$ 0
LED Colored Up Lights		0	105	150	\$ 0	\$ 0
16 Channel Lighting Control Board		0	300	375	\$ 0	\$ 0
Dimmer Pack		0	75	100	\$ 0	\$ 0
COMPUTER EQUIPMENT		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
Laptop Dual Core i7 16GB RAM 500GB HD		0	225	275	\$ 0	\$ 0
MS Surface Pro 3 i5 RAM? 128GB HD		0	275	375	\$ 0	\$ 0
iPad 4G Cellular (DATA INCLUDED)		0	300	400	\$ 0	\$ 0
iPad Wifi		0	175	275	\$ 0	\$ 0

IMPORTANT INFORMATION

Show Gear Productions requires pre-payment on all orders
Set up, Strike & Onsite Support is charged at 25% of the equipment total
Delivery and Pick up fee included with rental
No Drayage Fees

EXHIBIT FLOOR ORDER SUMMARY

EQUIPMENT CHARGE
SERVICE FEE 25%
TOTAL:


Advanced Totals Show Totals	
\$ 0.00	\$ 0.00
0.00	0.00
\$ 0.00	\$ 0.00

Show Gear Productions is the Official AUDIO VISUAL supplier for CRUISE360. We are a one stop shop for all your tech needs, with an onsite team offering 24/7 service & support. We can also provide advanced installation and operators, including LED/video techs, audio engineers, camera operators, and much more.


TOUR GUIDE SYSTEM ORDER FORM

PRICES ARE FOR EXHIBIT FLOOR ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED ON SHOW DAY.


DUE TO RADIO FREQUENCY CROSS OVER, SHOW GEAR PRODUCTIONS IS THE EXCLUSIVE TOUR GUIDE SYSTEM PROVIDER.



TOUR GUIDE SYSTEM		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
Tour Guide System with 20 Headsets		0	1400	1500	\$ 0	\$ 0
Tour Guide System with 10 Headsets		0	750	850	\$ 0	\$ 0
Tour Guide System with 5 Headsets		0	500	600	\$ 0	\$ 0
Additional Headset Receivers		0	75	90	\$ 0	\$ 0
MULTIPLE INPUT ACCESSORIES		Qty	Advanced Rate	Show Rate	Advanced Totals Show Totals	
Wireless Handheld/Headset Microphone		0	225	275	\$ 0	\$ 0
12 Channel Audio Mixer		0	105	145	\$ 0	\$ 0
Direct Input Box		0	30	45	\$ 0	\$ 0



THE TOUR GUIDE SYSTEM OFFERS EXCELLENT QUALITY AUDIO AND EXTREME RELIABILITY WITH INTERFERENCE FREE COMMUNICATIONS. IT ALLOWS TOUR GUIDES TO COMMUNICATE REMOTELY TO A SMALL AUDIENCE WITH NO INTERRUPTION OR EXTERNAL NOISES!



IMPORTANT INFORMATION	TOUR GUIDE SYSTEM ORDER SUMMARY	Advanced Totals Show Totals	
SHOW GEAR PRODUCTIONS REQUIRES PRE-PAYMENT ON ALL ORDERS. SET UP, STRIKE & ONSITE SUPPORT IS CHARGED AT 25% OF THE EQUIPMENT TOTAL DELIVERY AND PICK-UP FEE INCLUDED WITH RENTAL NO DRAYAGE FEES	EQUIPMENT CHARGES	\$ 0	\$ 0
	SERVICE FEE 25%	\$ 0.00	\$ 0.00
	TOTAL	\$ 0.00	\$ 0.00

MEETING ROOM ORDER FORM

PRICES ARE FOR MEETING ROOMS ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED SHOW DAY.

	2MM COLEDER LED WALL PLEASE CALL FOR FLYING SETUP PRICES		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	8x1 Panel Column		0	1,600	2,000	\$ 0	\$ 0
	16' x 9' Screen Configuration		0	12,000	13,500	\$ 0	\$ 0
	20' x 11' Screen Configuration		0	14,400	16,000	\$ 0	\$ 0
	32' x 9' Wide Screen Configuration		0	19,000	21,000	\$ 0	\$ 0
	Studio "V" Screen Configuration		0	24,000	27,000	\$ 0	\$ 0
	PROJECTION SCREENS		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	100" Insta-Theater Screen		0	50	75	\$ 0	\$ 0
	8' Tripod Screen with Dress Kit		0	75	100	\$ 0	\$ 0
	5.65' x 10' Fast Fold Screen with Dress Kit		0	200	250	\$ 0	\$ 0
	10' Cradle Screen with Dress Kit		0	100	150	\$ 0	\$ 0
	6.75' x 12' Fast Fold Screen with Dress Kit		0	250	325	\$ 0	\$ 0
	7.8' x 14' Fast Fold Screen with Dress Kit		0	300	375	\$ 0	\$ 0
	9' x 16' Fast Fold Screen with Dress Kit		0	375	450	\$ 0	\$ 0
	11.25' x 20' Fast Fold Screen with Dress Kit		0	500	600	\$ 0	\$ 0
	CALL FOR LARGER AVAILABILITY						
	PROJECTORS		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	3000 Lumens HD LCD Projector		0	175	225	\$ 0	\$ 0
	5000 Lumens HD LCD Projector		0	275	325	\$ 0	\$ 0
	6500 Lumens HD LCD Projector		0	425	475	\$ 0	\$ 0
	10000 Lumens HD Laser Projector		0	1,000	1,100	\$ 0	\$ 0
	12000 Lumens HD LCD Projector		0	1,200	1,350	\$ 0	\$ 0
CALL FOR LARGER AVAILABILITY							
	VIDEO SWITCHERS		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	VMIX Video Switcher Package			CALL FOR AVAILABILITY			
	VMIX Video Switcher + Streaming Package			CALL FOR AVAILABILITY			
	16 IN/4 OUT Channel Video Switcher		0	425	500	\$ 0	\$ 0
	Roland VHD Switcher		0	225	300	\$ 0	\$ 0
CAMERA PACKAGES			Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	HD Camera w/Tripod		0	275	350	\$ 0	\$ 0
	ROBO Camera		0	550	700	\$ 0	\$ 0
	ROBO Camera Controller		0	175	225	\$ 0	\$ 0
	Multiview Monitor		0	110	150	\$ 0	\$ 0
	EVENT ACCESSORIES		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	Laptop Computer (Windows 10, i7 Processor)		0	75	100	\$ 0	\$ 0
	Laptop Computer (Apple MacBook Pro)		0	125	150	\$ 0	\$ 0
	Desktop Computer (Apple iMac, 27in Display)		0	175	200	\$ 0	\$ 0
	Large Confidence Monitor		0	200	225	\$ 0	\$ 0
	Small Confidence Monitor		0	125	150	\$ 0	\$ 0
	Deluxe Wireless Slide Advancer		0	65	85	\$ 0	\$ 0
	Basic Wireless Slide Advancer		0	25	50	\$ 0	\$ 0
	Wireless Comm Package w/Headsets		0	100	150	\$ 0	\$ 0
	Wired Comm Package w/Headsets		0	50	100	\$ 0	\$ 0
	Flip Chart Meeting Kit		0	35	50	\$ 0	\$ 0

MEETING ROOM ORDER FORM CONTINUED ON NEXT PAGE

MEETING ROOM ORDER FORM CONTINUED

PRICES ARE FOR MEETING ROOMS ONLY. RENTAL PRICES ARE SUBJECT TO A 20% MARKUP IF ORDERED SHOW DAY.

	SPEAKERS		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	JBL EON 10 Speaker 125 Watts & Stand		0	50	75	\$ 0	\$ 0
	JBL EON 15 Speaker 125 Watts & Stand		0	75	100	\$ 0	\$ 0
	QSC KLA-12 Line Array Speaker & Stand		0	150	200	\$ 0	\$ 0
QSC KLA-12 Hanging Line Array	0		80	100	\$ 0	\$ 0	
	MIXING CONSOLES		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	24 IN/16 OUT Channel Digital Console		0	250	325	\$ 0	\$ 0
	16 IN/8 OUT Channel Digital Console		0	175	250	\$ 0	\$ 0
	16 IN/8 OUT Channel Analog Console		0	105	150	\$ 0	\$ 0
12 IN/4 OUT Channel Analog Console	0		50	75	\$ 0	\$ 0	
	MICROPHONES		Qty	Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	Handheld Wired Microphone		0	35	50	\$ 0	\$ 0
	Podium/Tabletop Microphone 8"		0	35	50	\$ 0	\$ 0
	Podium/Tabletop Microphone 12"		0	50	65	\$ 0	\$ 0
	Wireless Microphone Kit w/Lavalier		0	75	100	\$ 0	\$ 0
	Wireless Microphone Kit w/Handheld		0	75	100	\$ 0	\$ 0
	Wireless Microphone Kit w/ Headset		0	100	125	\$ 0	\$ 0
LIGHTING				Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
Deluxe Light Package (4 Towers, 12 Fixtures)		0	1200	1500	\$ 0	\$ 0	
Medium Light Package (2 Towers, 6 Fixtures)		0	550	700	\$ 0	\$ 0	
Basic Light Package (1 Tower, 1 Fixture)		0	85	125	\$ 0	\$ 0	
Source 4 Leko Light Fixture		0	35	50	\$ 0	\$ 0	
LED RGB Light Fixture		0	45	65	\$ 0	\$ 0	
16 Channel Lighting Control Board		0	125	175	\$ 0	\$ 0	
Dimmer Pack		0	35	50	\$ 0	\$ 0	
FOR LARGER LIGHTING NEEDS PLEASE CALL							
	DRAPE			Advanced Daily Rate	Show Day Rate	Advanced Totals Show Totals	
	BLACK 10' Valor Drape Panel w/Hardware		0	12	16	\$ 0	\$ 0
	BLACK 10' TECH Drape Panel w/Hardware		0	8	12	\$ 0	\$ 0
IMPORTANT INFORMATION				MEETING ROOM ORDER SUMMARY		Advanced Totals Show Totals	
SHOW GEAR PRODUCTIONS REQUIRES PRE-PAYMENT ON ALL ORDERS. SET UP, STRIKE & ONSITE SUPPORT IS CHARGED AT 25% OF THE EQUIPMENT TOTAL DELIVERY AND PICK-UP FEE INCLUDED WITH RENTAL NO DRAYAGE FEES				EQUIPMENT CHARGES		\$ 0	\$ 0
				SERVICE FEE 25%		\$ 0.00	\$ 0.00
				TOTAL		\$ 0.00	\$ 0.00

TERMS AND CONDITIONS OF RENTAL

The RENTER (client) agrees that all electronic equipment can fail without notice due to wear and tear, movement during installation, or due to inconsistent power provided by venue, and agrees to hold Show Gear Productions harmless for any costs or loss of exhibit time due to equipment failure before or during the client's presentation. The only compensation Show Gear Productions will offer is a pro-rated rental cost reduction based upon the duration of the equipment failure beyond a (2) two-hour period. If the equipment is mounted in such a way by the RENTER, or by Show Gear Productions as directed by the RENTER as to limit or delay our ability to replace the item at the time of failure then the item will be replaced at the next available moment and no pro-rate discount can be offered unless no replacement is made available. The RENTER is responsible for any rigging costs incurred to swap out equipment if rigged. The RENTER is responsible for the security and wellbeing of all equipment from the moment delivered (including during drayage/handling by decorators or other 3rd parties assigned by RENTER to handle their booth elements) until picked up by Show Gear Productions. This includes scratches to monitor screens and bezels, missing remotes or mounting hardware or any other loss or damage regardless of cause. Damages will be charged to the credit card on file. By executing this rental agreement, you agree to all terms and conditions on this form.

CANCELLATION POLICY

Availability is NOT guaranteed until order is paid and confirmed. Orders cancelled less than 14 days prior to delivery are subject to a 25% restocking fee. Orders cancelled less than 8 days prior to delivery are subject to a 50% restocking fee. Orders cannot be cancelled less than 5 calendar days before the delivery date unless both parties agree. The "Delivery" Date for all booth orders is considered the first setup date that the exhibitor is allowed to setup, or the delivery date requested on this order form. RENTER must be in the booth and sign for delivery unless you authorize us to leave the equipment in the booth unsecured. Re-delivery may add costs to the RENTERS order. If the RENTER requests Show Gear Productions to leave the equipment in the booth unattended because they cannot be in the booth to sign for the gear at the scheduled delivery time, the RENTER agrees to stipulate the condition of the equipment was good at the time of the delivery, and any damage to the equipment as noted at the time of pickup will be charged to the RENTER.

LABOR POLICY

Show Gear Productions will perform all work that we are ABLE to perform without violation of any union rules or restrictions and deliver the equipment to your booth. The basic delivery charge includes our techs setting up the monitors on their tabletop stands and placing them on a RENTER provided surface or mounting the monitors to a floor stand that WE provide. We will connect the monitor to a local source and remove the empty cases. All other types of installation (mounting monitors on walls, truss, or any other method) is considered advanced installation and must be discussed in advance. If a dedicated tech or technicians are required for this installation, then additional charges may apply. Advanced installation is \$70/per hour, per technician, in most cases and some minimums may apply. Please call us at 949-600-8235 to discuss your booth. We will work with you to minimize costs but please

understand if our techs are going to spend several hours or days assembling the AV in your booth, we must be compensated for this work. We can also help you plan all technical considerations such as splitting signals to multiple monitors, HDCP Compliance, signal loss over distance, etc. There is no cost for pre-production services with your order.

DELIVERY / PICKUP POLICY

Delivery and pickup time under the Delivery Section is not guaranteed. This is the target time and date that we aim for, and in almost all cases its not an issue. However, Show Gear Productions does not control the dock. We can only estimate when the equipment will be loaded into the facility and delivered to your booth. Please do not schedule riggers or install crew for audio visual without consulting with Show Gear Productions first. Show Gear Productions cannot be held responsible for labor costs (or any other costs) for wait/stand-by time if the AV is not delivered to the booth at the exact time requested. We recommend a time buffer between the requested delivery time and the scheduling of any install and dismantle labor (including labor booked through Show Gear Productions) to ensure the equipment is in the booth before labor arrives.

TV STAND POLICY

We often get questions as to why we charge what we charge for a TV stand, and then a separate cost for a mount. There are several factors involved, and we have experimented with various price structures in the past and have determined that the best method for all parties is to charge the same rental cost for a stand, regardless of if the monitor is also rented from Show Gear Productions, or if you provide one yourself. However, the commercial (industry standard) Dual Pole 7' Tall Plasma/LCD Stand that we carry does not mount directly to the monitor. The monitor must have a compatible bracket, manufactured by Premier Mounts and it must mount to the PSD Dual Pole Stand. Consumer wall mounts found at box stores such as Best Buy will not mount to the stand. If the client owns the proper mount for their monitor- its no problem. However, if the client brings his/ her own monitor and does not own the compatible mount, then Show Gear Productions can rent the mount. It would be impossible for us to list the cost of these mounts on the order form as there are literally hundreds of models that fit every brand/make/model of monitor on the market. We will gladly provide a quote for these mounts upon request. We usually rent these mounts to our clients for \$75, but this is not guaranteed. Just email or call us with the exact make/model of monitor you are bringing. Please understand that if you bring your own monitor you will need to order labor from us if you want us to attach it to the stand. We will do our absolute best to serve you, but AV labor is expensive for us to provide, and hanging client monitors on stands is always a time-consuming endeavor. Show Gear Productions will not be held liable for ANY damage to a client monitor for any reason whatsoever, if you request that Show Gear Productions hang your monitor. There is simply no way for us to verify if any damage to the monitor already existed or was caused by a third party. Internal damage cannot be seen by visual inspection. By ordering labor to handle any of your equipment you agree to hold Show Gear Productions AV and its vendors harmless for any loss or damages of any kind.

EXHIBITOR/ VENDOR 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 ONLY.
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.
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 **PROHIBITED** inside the Center.
21. Exterior banners are **PROHIBITED** outside the facility.
22. All electrical cords should be taped down immediately after placement.
23. Concealed Weapons or Firearms, defined under "Florida Statutes", are **PROHIBITED** inside the Center. Contact the Event Manager for details.

Service Order Form-Telecommunications & Network Services Order Form



WIRELESS INTERNET SERVICES BROWARD COUNTY CONVENTION CENTER



Event Name: _____ Booth #/Location: _____
 Company Name: _____ Event Date(s): _____
 Street Address: _____
 City: _____ State: _____ Postal Code: _____
 Contact Name: _____ Telephone #: _____
 Email Address: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.		
WI-FI EXHIBITOR BOOTH SERVICES (PER USERS)	INCENTIVE	ON-SITE
2Mbps Wi-Fi In Booth Connection per user	\$300	\$350
WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE	ON-SITE
Wi-Fi In Booth Package: Up to 10 Users <i>**(login instructions will be emailed, customer may upgrade to use their own login information below)</i>	\$2,500	\$3,000
Wi-Fi In Booth Package: Up to 20 Users <i>**(login instructions will be emailed, customer may upgrade to use their own login information below)</i>	\$3,500	\$4,000
Wi-Fi In Booth Package: Up to 50 Users <i>(customer may provide their own Wi-Fi network name (SSID) and password add no additional charge)</i>	\$5,000	\$6,000
Wi-Fi Network Name (SSID) and Password <i>**(Available to purchase with 10 user and 20 user packages above)</i>	\$750	\$1,000
WI-FI INFORMATION		
<i>Please provide Wi-Fi Network Name (SSID) and Password if purchased above</i>		
Wi-Fi Network Name (SSID): _____		
Wi-Fi Password (must be 8 characters & is case sensitive): _____		

Service Order Form-Telecommunications & Network Services Order Form



WIRED INTERNET SERVICES BROWARD COUNTY CONVENTION CENTER



Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.		
BASIC INTERNET, NOT FOR STREAMING	INCENTIVE	ON-SITE
Includes: 1 Private IP Address, Routers PROHIBITED and will not work		
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage	\$300	\$350
Additional Device(s), Per Device Up to 4 [6 or more available online]	\$100	\$125
DEDICATED INTERNET	INCENTIVE	ON-SITE
Includes: 5 Public IP Addresses, Routers SUPPORTED		
Dedicated 3 Mbps	\$2,500	\$3,000
Dedicated 6 Mbps	\$3,500	\$4,000
Dedicated 10 Mbps	\$5,000	\$6,000
Dedicated 15 Mbps	\$7,500	\$10,000
STREAMING PACKAGE (Dedicated 20 Mbps)	\$10,000	\$12,000
INTERNET EQUIPMENT & LABOR	INCENTIVE	ON-SITE
Switch Rental- up to 24 ports	\$185	\$270
Patch Cable (up to 100')- Cat5e	\$50	\$74
Labor/Floor Work-four lines per hour	\$125	\$125
Distance Fee for each Internet line delivered outside the facility	\$500	\$500
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)		
<p>Prices above do not include a 3% service charge and sales, communication tax unless otherwise noted.</p> <p>Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate network named BCCCWIFI is available complimentary in designated pre-function spaces.</p> <p>*PRICES SUBJECT TO CHANGE.</p>		

ORDER ONLINE

www.ftlauderdalecc.com/exhibitors/show-services

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT



We are happy to answer any questions:
itservices@ftlauderdalecc.com
 954.302.8887
www.ftlauderdalecc.com

Service Order Form-Telecommunications & Network Services Order Form

1. **Lease of Equipment.** ASM agrees to lease and provide to Customer, and Customer agrees to lease and obtain from ASM, 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 ASM 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 ASM 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 ASM under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). ASM or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to ASM at the number shown on the ASM Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by ASM 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 ASM Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by ASM under a license agreement with the building owner or manager. ASM may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event ASM's only obligation shall be to refund any advanced payments made by Customer.
9. **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 ASM's written consent. Only ASM 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 ASM 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 ASM will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 7% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of ASM 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 ASM 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 ASM, or Customer fails to return equipment to ASM 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 ASM.** At any time after a default by the Customer, ASM 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 ASM may apply and retain all or such portion of customers deposit as may be necessary to compensate ASM for any unpaid charges or damages and expenses incurred on account of such default, or ASM may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) ASM's obligations under this Agreement are subject to, and ASM 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 ASM, its representatives, agents or employees, or any other cause beyond ASM'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 ASM's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by ASM or at ASM's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, ASM 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 ASM 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 ASM 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 ASM 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 ASM 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 ASM 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 ASM 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.** ASM 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.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with ASM. Billing for such services will be billed separately by ASM.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact ASM to coordinate frequency usage.
19. **Exclusivity.** ASM is the exclusive voice/data communications provider for the BCCC. 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.