

FAST FACTS

SOUTHERN WOMEN'S SHOW

OCTOBER 10 - 13, 2013
ORANGE COUNTY CONVENTION CENTER, NORTH CONCOURSE HALL B
ORLANDO, FLORIDA

BOOTH EQUIPMENT:

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

CARPET: Purple

DRAPE: White

DISCOUNT DEADLINE: SEPTEMBER 16TH

Order by deadline to receive discount rates. Checks must be received by September 12th.

SHOW SCHEDULE:

Move - In

Tuesday, October 8 10am - 6pm
Wednesday, October 9 8am - 8pm

Show Hours

Thursday, October 10 10am - 7pm
Friday, October 11 10am - 7pm
Saturday, October 12 10am - 7pm
Sunday, October 13 11am - 5pm

Move Out

Sunday, October 13 5pm - 10pm
Monday, October 14 8am - 12noon

Freight Re-Route

Monday, October 14 11am

SHOW DECORATOR:

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

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

SHIPPING INFORMATION:

Advanced warehouse will be receiving until Thursday, October 3 from 8am - 4pm. Receiving at show site will begin on Monday, October 7 at 9am.

ADVANCED WAREHOUSE

SWO13/BOOTH # and COMPANY NAME
C/O FM Convention Contractors, Inc.
2481 Principal Row Suite 100
Orlando, Florida 32837

SHOW SITE

SWO13/BOOTH # and COMPANY NAME
C/O FM Convention Contractors, Inc.
Orange County Convention Center
9860 Universal Boulevard
Orlando, Florida 32819

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

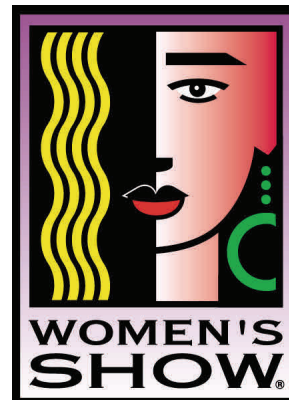
ELECTRIC/LIGHTING/GAS/PLUMBING/CABLE/PARKING SERVICES: Order forms located at end of kit.
Orange County Convention Center, Phone: 407-685-9824, Fax: 407-685-9884, E-mail: exhibit.services@occc.net

FLORAL SERVICES: Order form located at end of kit.

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

CUSTOM FURNITURE: Brochure and order form located at end of kit.

FM Convention Contractors, Phone: 321-296-1888, E-mail: customerservice@fmconventioncontractors.com



OCTOBER 10 - 13, 2013
ORLANDO, FLORIDA



2481 Principal Row
Suite 100
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PAYMENT METHOD

DISCOUNT DEADLINE: SEPTEMBER 16TH

Order by deadline to receive discount rates. Checks must be received by September 12th.

PAYMENT INFORMATION FOR FM CONVENTION CONTRACTORS ONLY:

CREDIT CARD:

Master Card; Visa; American Express

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

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

CHECKS:

Make check payable to: FM Convention Contractors, Inc.

Include event code on check: **SWO13**

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

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

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

AFTER DEADLINE DATE:

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

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

AT SHOW SITE:

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

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

RECEIPTS:

Receipts are emailed as payment is processed for advanced orders.

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

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

CANCELLATION POLICY:

Ordered items cancelled before SEPTEMBER 16TH will be refunded at 50%.

NO REFUNDS after SEPTEMBER 16TH.

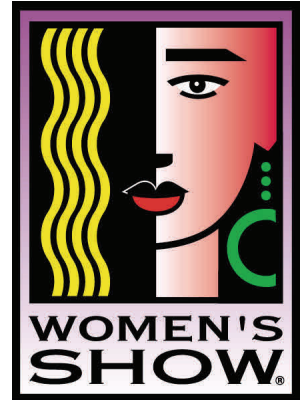
NO REFUNDS ON ORDERED ITEMS DELIVERED TO THE BOOTH.

NOTE

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

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

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



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PAYMENT FORM

DISCOUNT DEADLINE: SEPTEMBER 16TH

Order by deadline to receive discount rates. Checks must be received by September 12th.

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

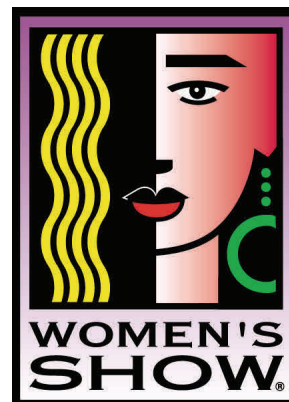
PAYMENT BY CHECK: Fax order and copy of check for advanced pricing discount		
CHECK #	DATE:	AMOUNT:

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

ENTER TOTALS HERE

DÉCOR PACKAGE	
TABLES	
ACCESSORIES	
CARPET	
CLEANING	
LABOR	

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



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DÉCOR PACKAGE ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 16TH

Order by deadline to receive discount rates. Checks must be received by September 12th.

DÉCOR PACKAGE

DRAPE COLOR IS WHITE; SIDE RAIL COLOR IS WHITE

NOT AS PICTURED

SKIRT & CARPET COLOR (choose below)

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

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



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

Blue _____ Black _____ Red _____ White _____

2 – CHAIRS

1 – WASTEBASKET

OPTION 1 ONLY:

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

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

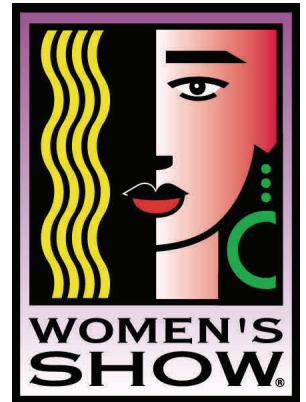
Discount Rate
before SEPTEMBER 16TH: \$168
\$202 after SEPTEMBER 16TH

ENTER DÉCOR PACKAGE TOTAL HERE

\$

COMPANY NAME

BOOTH #



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TABLE ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 16TH

Order by deadline to receive discount rates. Checks must be received by September 12th.

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

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

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

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

CHOOSE TABLE SKIRT COLOR:

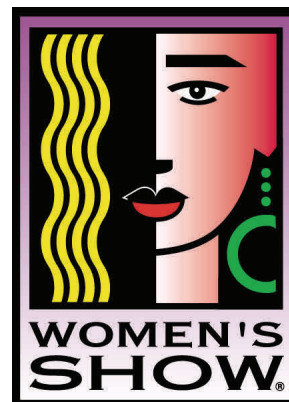


If colors are not specified, we reserve the right to choose to expedite set up of show.

ENTER TABLE TOTAL HERE

\$

COMPANY NAME	BOOTH #



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CARPET ORDER FORM

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

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

Rental price includes installation, removal and tape.

Cleaning may be ordered on the cleaning form.

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

CHOOSE CARPET COLOR:

Blue _____

Gray _____

Black _____

Red _____

Hunter Green _____

Teal _____

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

CUSTOM CARPET: Call for color availability.

Rental price: \$3.75 per square foot

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

ENTER CARPET TOTAL HERE

\$

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CHAIR & ACCESSORIES ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 16TH

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

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



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**ENTER CHAIR &
ACCESSORIES TOTAL HERE**

\$

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SIGN ORDER FORM - 1

DISCOUNT DEADLINE: SEPTEMBER 16TH

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

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



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

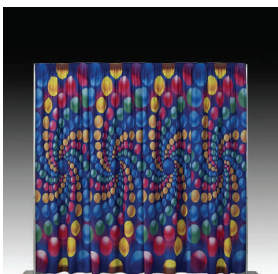
Size: 8' - 89" x 89" x 12" -- \$2,000



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

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

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



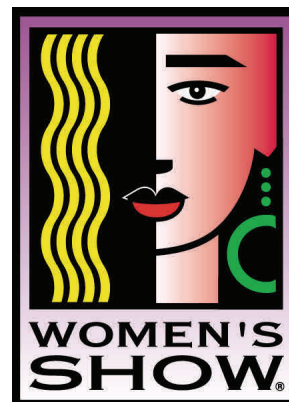
4). *Custom Booth Back & Side Curtains* -- Custom Printed Smooth Fabric; Comes with a sewn pole pocket on top with hemmed sides and bottom. The Custom booth back curtain is a great way to create a noticeable exhibit booth.

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

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

PIPE TO HANG CUSTOM CURTAINS: \$150.00

LABOR, IF DESIRED, ADDITIONAL



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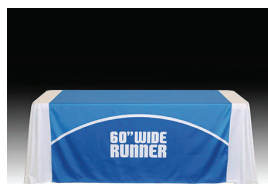
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SIGN ORDER FORM - 2



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

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



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

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

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



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

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



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

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

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

Sign to order

Price

--	--

ENTER SIGN TOTAL HERE

\$

COMPANY NAME

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CLEANING ORDER FORM

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



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ENTER CLEANING TOTAL HERE

\$

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INSTALL/DISMANTLE ORDER FORM

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

LABOR - EXCLUDES FORKLIFT LABOR

Labor is performed by trained & skilled personnel.

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

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

RATES:

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

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

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

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

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

Please indicate:

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

Photo attached ____ Set-up plans in crate number ____

Additional Services (please indicate if needed)

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

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

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

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

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

**ENTER INSTALL / DISMANTLE
TOTAL HERE**

\$

COMPANY NAME	BOOTH #



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UNLOADING/CADDY SERVICE ORDER FORM

UNLOADING AT SHOW SITE - if you need our help.

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

- No exhibitor forklifts or pallet jacks permitted.

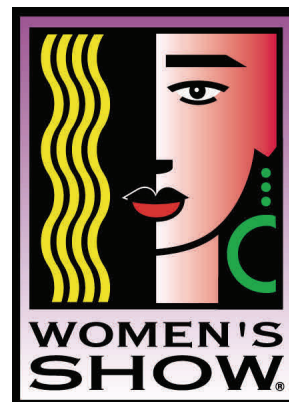
GENERAL UNLOADING

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

CADDY/CARTLOAD SERVICE

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

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



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ENTER UNLOADING TOTAL HERE

\$

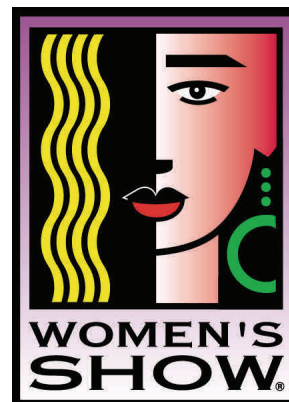
COMPANY NAME	BOOTH #

EXHIBITOR APPOINTED CONTRACTOR FORM

This form, completed in its entirety, plus a certificate of insurance must be submitted together to FM Convention Contractors, Inc. at the address below by SEPTEMBER 16TH. Use one form per Exhibitor requested. Please keep a copy of this completed form for your records.

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

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



OCTOBER 10 - 13, 2013
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EXHIBITOR FIRM:		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	FAX	
EMAIL ADDRESS		
CONTACT:		
SERVICE TO BE PROVIDED:		
ON-SITE SUPERVISOR NAME:		
REQUEST SUBMITTED BY <small>Note: Must be authorized representative of exhibiting company.</small>		
SIGNATURE		
CERTIFICATE OF INSURANCE ENCLOSED YES <input type="checkbox"/> NO <input type="checkbox"/>		

This form and the certificate of insurance must be received TOGETHER at FM Convention Contractors, Inc. no later than SEPTEMBER 16TH.
Requests received after this day may not receive consideration or approval.

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

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SHIPPING INBOUND

SHIPPING INBOUND

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

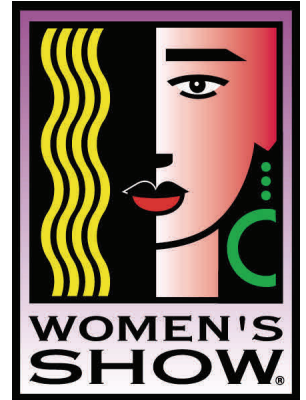
ADVANCED RECEIVING WAREHOUSE ADDRESS (until 10/3/13)

**SWO13 / BOOTH #
C/O FM CONVENTION CONTRACTORS
2481 PRINCIPAL ROW SUITE 100
ORLANDO, FLORIDA 32837**

RECEIVING HOURS: 8 AM – 4 PM WEEKDAYS

DIRECTLY TO SHOW SITE ADDRESS (begin receiving on 10/7/13)

**SWO13 / BOOTH #
C/O FM CONVENTION CONTRACTORS
ORANGE COUNTY CONVENTION CENTER
9860 UNIVERSAL BOULEVARD
ORLANDO, FLORIDA 32819**



**OCTOBER 10 - 13, 2013
ORLANDO, FLORIDA**



2481 Principal Row
Suite 100
Orlando, FL 32837

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

SHIPPING INFORMATION-1

SHIPPING INFORMATION

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

SHIPPING CHARGES

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

CONSIGNMENT

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

MATERIAL HANDLING INCLUDES

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

MATERIAL HANDLING DOES NOT INCLUDE

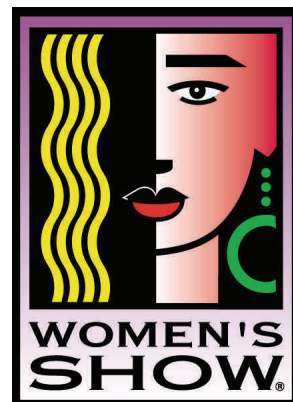
- Labor and/or equipment for uncrating, un-skidding, assembling, positions, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.
- Scheduling any carrier for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

EMPTY CONTAINERS

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

INBOUND CONTAINERS

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



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SHIPPING INFORMATION-2

OUTBOUND SHIPMENTS

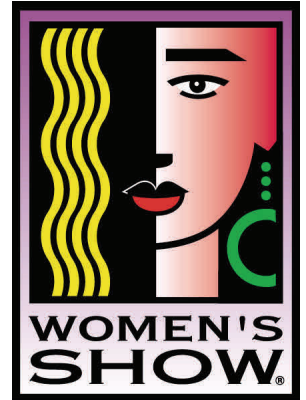
- Per standard industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended.
- FMCCI will not be responsible or accept liability for any loss,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

RELOADING SHIPMENTS TO CARRIER

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

DESIGNATED CARRIERS

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



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SHIPPING INFORMATION-3

SHOW SW013		
COMPANY NAME		
CONTACT		
EMAIL ADDRESS		
BOOTH NUMBER	BOOTH SIZE	x

EACH OUTBOUND SHIPMENT REQUIRES A MATERIAL HANDLING AGREEMENT AND LABELS

PLEASE FILL OUT THE FORM BELOW AND WE WILL PREPARE AND DELIVER THE AGREEMENT AND LABELS TO YOUR BOOTH FOR YOUR REVIEW AND SIGNATURE.

SHIPPING INFORMATION

FROM:	SHIPPER/EXHIBITOR NAME: _____		
	BILLING ADDRESS: _____		
	STATE/	ZIP/	
	CITY: _____	PROVINCE: _____	POSTAL CODE: _____

SHIP TO:	COMPANY NAME: _____		
	DELIVERY ADDRESS: _____		

	STATE/	ZIP/	
	CITY: _____	PROVINCE: _____	POSTAL CODE: _____
	ATTENTION: _____ PHONE: _____		
	SPECIAL INSTRUCTIONS _____		

SHIPPING METHOD

FM

Convention Contractors

- ☐ 1 Day: Delivery next business day ☐ 2 Day: Delivery by 5 PM 2nd business day
☐ Expedited ☐ Deferred: Delivery within 3-4 business days
☐ Standard Ground ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Other Common Carrier - Name: _____

☐ Other Van Line - Name: _____

☐ Other Air Freight - Name: _____

Carrier Phone: _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

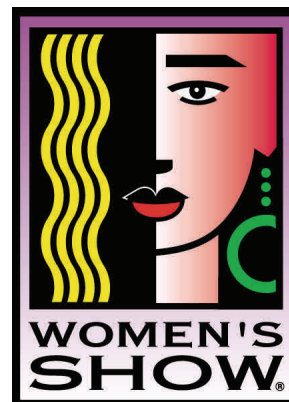
of Labels Needed:

When your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services Desk. Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping.

SHIPMENTS WITHOUT PAPERWORK WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

FM Convention Contractors will make arrangements for all FM Exhibit Transportation shipments.

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.



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SHIPPER NUMBER/PRO NUMBER

Date _____

Booth No _____

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

Date Rec'd _____

Time: _____ AM PM

FROM:

TO:

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

_____ REROUTE VIA FM'S CHOICE

_____ DELIVER BACK TO WAREHOUSE AT

EXHIBITOR'S EXPENSE

Signature: _____

REROUTE VIA _____ BY _____

DATE _____ TIME _____ AM PM

SPECIAL INSTRUCTIONS

DECLARED VALUE:

\$ _____

(optional)

CARRIER

PHONE #

COMPANY VEHICLE

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

Desired Level of Service

Ground

Specialized

Next Day Air

2nd Day Air

3 - 5 Day Service

Air Freight will be billed on Actual or Dimensional Weight (whichever is greater)

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

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

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

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

COLLECT

PREPAID

BILL FREIGHT CHARGES TO:

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

CARRIER

DRIVER SIGNATURE

DRIVER PRINT NAME

DATE

PIECES REC'D

MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES

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

OTHER MATERIAL HANDLING CHARGES

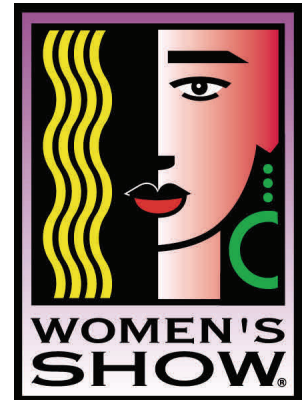
ITEM		QTY	TOTAL
SMALL PACKAGE:	\$25.00 PER SHIPMENT		
LETTERS/ENVELOPES:	\$15.00 PER SHIPMENT		
MOBILE UNIT SPOTTING:	\$75.00 ROUND TRIP		

ENTER MATERIAL HANDLING TOTAL HERE

\$

COMPANY NAME

BOOTH #



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ADVANCED WAREHOUSE SHIPPING

EXHIBITOR MATERIALS

FROM:
(SHIPPER)

TO:

(EXHIBITOR NAME)

(BOOTH)

SWO13

**C/O FM CONVENTION CONTRACTORS
2481 PRINCIPAL ROW SUITE 100
ORLANDO, FLORIDA 32837**

EXHIBITOR MATERIALS

FROM:
(SHIPPER)

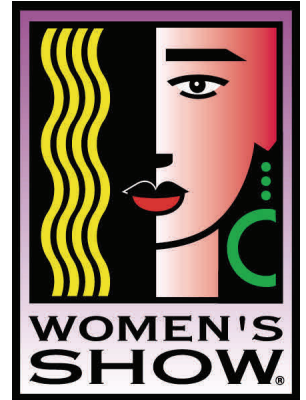
TO:

(EXHIBITOR NAME)

(BOOTH)

SWO13

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DIRECT TO SHOW SITE SHIPPING

EXHIBITOR MATERIALS

FROM:
(SHIPPER) _____

TO: _____ SWO13
(EXHIBITOR NAME) (BOOTH)

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



OCTOBER 10 - 13, 2013
ORLANDO, FLORIDA

EXHIBITOR MATERIALS

FROM:
(SHIPPER) _____

TO: _____ SWO13
(EXHIBITOR NAME) (BOOTH)

**C/O FM CONVENTION CONTRACTORS
ORANGE COUNTY CONVENTION CENTER
9860 UNIVERSAL BOULEVARD
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OUTBOUND SHIPMENT INFORMATION

SHIPPING OUTBOUND FROM SHOW SITE

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

SHIPPING LABELS

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

AFTER SHIPMENT IS PACKED

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

CARRIERS

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

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

STEEL BANDING AND/OR SHRINKWRAP

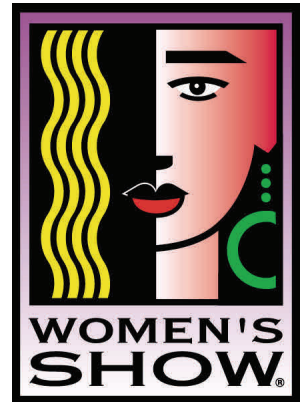
Steel banding and/or shrink wrapping is available for:
\$75.00 per skid

Services can be ordered from the FM customer service desk.

MATERIALS LEFT AT SHOW SITE

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

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



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LIMITS OF LIABILITY - 1

FMCCI'S RESPONSIBILITIES:

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

CLAIM(S) FOR LOSS:

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

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

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

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



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LIMITS OF LIABILITY - 2

DECLARED VALUE:

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

JURISDICTION/ARBITRATION:

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

INDEMNIFICATION:

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

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

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

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

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

WAIVER & RELEASE:

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



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MODULAR RENTAL UNITS

MODULAR RENTAL UNITS

No need to ship your display!
PRICES ON NEXT PAGE

FM MRU #1



FM MRU #2



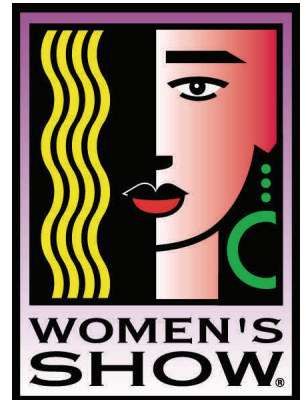
FM MRU #3



FM MRU #4



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



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MODULAR RENTAL UNIT ORDER FORM

MODULAR RENTAL UNIT PRICING & ACCESSORIES

Larger Sizes Available Upon Request

Add 25% if ordering after the deadline date of SEPTEMBER 16TH

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

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



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ENTER MODULAR RENTAL
TOTAL HERE

\$

COMPANY NAME

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FREQUENTLY ASKED QUESTIONS

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

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

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

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

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

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

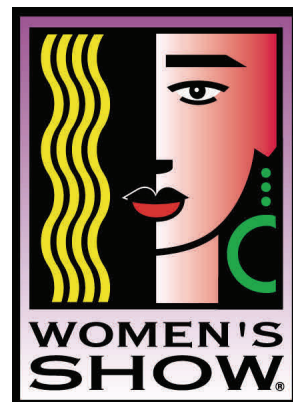
Who should know this information? *We understand that often the person who receives this exhibitor service kit is not the person at show site. This information must be relayed by recipient to the booth personnel.*

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

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

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

Thank you!



OCTOBER 10 - 13, 2013
ORLANDO, FLORIDA



2481 Principal Row
Suite 100
Orlando, FL 32837

Phone: 321-296-1888

Fax: 866-748-0186

Email:

customerservice@
fmconventioncontractors
.com



**Orange
County
Convention
Center**

The Center of
Hospitality,
where it's all about
your experience.

Orlando

Orange County Convention Center EXHIBITOR SERVICES ORDERING INFORMATION

Orange County Convention Center
Attention: Exhibitor Services

Mail to: P.O. Box 691509, Orlando, FL 32869-1509

Overnight Mail: 9860 Universal Blvd., Orlando, FL 32819-8199

Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884

E-MAIL: exhibit.services@occc.net

Incentive Deadline Date:

Contact:

Phone:

Fax: 407-685-9884, Email:

- ◆ **Services provided** by the Center for exhibitors include: Electrical, plumbing, air, lighting, water, and aerial rigging. **Services provided** by on-site Service Partners: Internet, telecommunications, booth catering, business center, audiovisual and attractions.
- ◆ We have made it easy to order Orange County Convention Center services and services provided by on-site Service Partners. Options for ordering your services:
 - ❖ Order online @ <http://www.occc.net/Exhibitor/Orders/default.asp>
 - ❖ Download / print forms @ <http://www.occc.net/exhibitor/default.asp>
 - ❖ Call 1-800-345-9898 to speak with a personal Exhibitor Services Coordinator to place your order or request a form.
- ◆ Save money by ordering services **early**. Full payment must be received at least twenty-one (21) days prior to the first move in date to qualify for incentive rates. Payment may be made by check or money order (US funds drawn on US banks only), Visa, MasterCard, American Express or Cash. SORRY, NO PURCHASE ORDERS ACCEPTED. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**
- ◆ Florida **State Sales Tax** and **Public Services Tax** when applicable must be included with payment for services. Service will be rendered after payment in full (including tax) is received.
- ◆ If you are claiming Florida **Sales Tax exemption**, a copy of the Florida Department of Revenue **Consumer's** Certificate of Exemption (DR-14) must be included with each order placed, and payment must be made by company check or company credit card. Public Services Tax is a non-exempt tax and is paid by all entities utilizing public services.
- ◆ Exhibitors requiring **aerial rigging** (items suspended from the ceiling) should complete the Aerial Rigging Order at least twenty-one (21) days prior to the first move in date. Please stop by the Exhibit or Services Desk to initiate your on-site aerial rigging. Special 1000-watt overhead **spotlighting** (par can) is available depending on exhibit location and Show Management's approval.
- ◆ Exhibitors having equipment that require connection (**208V and higher**) must stop by the Exhibit Services Desk when the equipment is set and ready for hookup. Additional rental fees may apply.
- ◆ **Utility** services originate from floor boxes. **For exact placement, attach a scaled diagram indicating the location of outlets including booth dimensions and aisle/booth numbers. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.**

The staff of the **Orange County Convention Center**
Looks forward to your arrival and wishes you a successful show!



Orange
County
Convention
Center

The Center of
Hospitality,
where it's all about
your experience.

Orlando

Exhibitor Services

CREDIT CARD AUTHORIZATION & PAYMENT FORM

(OCCC only accepts American Express, Visa and MasterCard)

IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.

MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

Regular: P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Name of Event: _____

Exhibiting Company: _____

Booth Number: _____ Booth Size: _____ X _____

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, and authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- **Electrical**
- **Compressed Air**
- **Water and Drain**
- **Lighting**
- **Fire Watch**
- **Aerial Rigging** (This Form Required)

I further authorize the following named person(s) to use the listed credit card to pay for any additional services at show site deemed necessary by said person(s).

Print Name

Company

To be completed by Cardholder:

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

☐ Corporate Card ☐ Personal Card

Cardholder Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____

Zip/Postal code: _____ Country: _____

Daytime Telephone: _____ ext. _____ Fax Number: _____

E-mail: _____

Security ID Code (from back of card V / MC/ front of card AX): _____ ☐ Visa ☐ MasterCard ☐ AMEX

Card Number: _____ Exp Date: _____

Signature of Cardholder: _____ Date: _____

Payment for Services: OCCC requires payment in full at the time the service(s) is ordered. For your convenience, we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

Incentive Pricing: To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the first move in day of the event.

Third Party Charges: You may authorize a third party to utilize your credit card by completing the Credit Card Authorization Form.

Tax Exempt: If you are tax-exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above.

Please note: Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**

Revised as of 3/23/11



ORANGE COUNTY CONVENTION CENTER

WIRE TRANSFER INFORMATION

Mail: P.O. Box 691509, Orlando, FL 32869-1509 Overnight: 9860 Universal Blvd, Orlando, FL 32819-5199
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884
E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

TO RECEIVE WIRE TRANSFER INFORMATION CONTACT:

EMAIL:

VOICE:

FAX: (407) 685-9884

(A completed order form MUST be submitted with this request in enough time to receive an invoice and bank information. Your wire MUST be posted in our bank on or prior to deadline date.)

SHOW: _____

INCENTIVE DEADLINE DATE: _____

EXHIBITING COMPANY: _____

BOOTH NUMBER: _____

Note: There are numerous fees associated with sending a wire transfer, including but not limited to Initiating Bank Fees, Intermediary Bank Fees and Receiving Bank Fees. Exhibitors must verify the costs to route wires from their bank through New York to our bank and include those fees in their submission.

It is the exhibitor's responsibility to have their Initiating Bank verify all fees associated with the wire transfer, especially the \$25 Intermediary Bank Fees and to ensure that the full amount due is remitted to the Convention Center Account in sufficient time prior to the Event or Incentive Deadline.



ELECTRICAL SERVICE ORDER FORM 2013 CONDITIONS AND REGULATIONS

ELECTRICAL SERVICE CONDITIONS AND REGULATIONS

120 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE
208 VOLT, A.C., THREE PHASE, 60 CYCLE
480 VOLT, A.C., SINGLE AND THREE PHASE

1. All equipment regardless of source of power must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than "house electrician" make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of the show.
8. Unless otherwise directed, Center electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitors 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Center's electrical supervisors.
11. Incentive orders will receive priority service.
12. Prices are based upon current wage rates and are subject to change without notice.
13. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
14. The exhibitor releases, waives and holds harmless the Center its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the Center for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
15. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. The Center will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
18. All electrical services are to be billed to the next greatest wattage; i.e. 15amp 208v single phase = 20amp 208v single phase.

Services requested on this form are for the single event listed.

Cancellation & Modification Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.

PLEASE PRINT OR TYPE: Bolded fields are required for processing.

NAME OF EVENT: _____ BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

Please indicate authorized person's contact information below:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

120 VOLT POWER OUTLET Placement included with outlet			*Incentive Order With Payment Before				**Base Order With Payment After				
Floor	Ceiling	Quantity	Cost	Utility Tax	Sales Tax	Unit	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
		Single Outlet Up to 500 Watts	99.56	9.96	6.48	116.00	158.79	15.88	10.33	185.00	\$
		Single Outlet Up to 1000 Watts	113.30	11.33	7.37	132.00	181.97	18.20	11.83	212.00	\$
		Single Outlet Up to 1500 Watts	127.03	12.71	8.26	148.00	204.29	20.43	13.28	238.00	\$
		Single Outlet Up to 2000 Watts	141.62	14.17	9.21	165.00	225.74	22.58	14.68	263.00	\$
Rigging Charge for Ceiling Drop Single Outlet**						\$250.00	\$370.00				\$
Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power.											Total: \$
** Must order power in addition to ceiling drop											
PRICES ARE SUBJECT TO CHANGE											

ADDITIONAL RENTAL ITEMS

- _____ 25' Extension Cord (Power not included)
- _____ Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)

Please pick up extension cords and multi-strips from service desk at show site.

Cost	Tax	Unit Total	TOTAL
22.53	1.47	24.00	\$
22.53	1.47	24.00	\$
TOTAL:			\$

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- **Orders received on site are subject to a 50% service charge.**
- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle / booth numbers.
- If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.
- Exhibit houses are permitted to branch power in the booth. OCCC electricians are not responsible for power distribution installed by others.
- Labor charges will apply for service calls.
- Changes, additions, or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.
- **All prices are subject to change without notice.**

Payment Information

- **All payment MUST be paid in full before services are provided. NEW ONSITE ORDERS are subject to 50% increase over the Base Rate.**
- **Orders without payment and/or floor plan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment.**
- **Absolutely NO Purchase Orders will be accepted.**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate as well as a \$35.00 administration fee if a refund is required at the close of the show.

FOR OFFICE USE ONLY

NAME OF EVENT: _____ BOOTH: _____
 BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA
 EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____
 ADDRESS: _____ EMAIL: _____
 CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____
 Are you: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

**Incentive Rate with Payment
Before**

**Base Rate with Payment
After**

Quantity		Cost	Utility Tax	Sales tax	Total	Cost	Utility tax	Sales tax	Total	TOTAL
Floor Ceiling										
	20 Amp Single Phase*	\$182.82	18.29	11.89	\$213.00	\$292.70	29.27	19.03	\$341.00	\$
	20 Amp Three Phase*	\$279.82	27.99	18.19	\$326.00	\$448.92	44.90	29.18	\$523.00	\$
	30 Amp Single Phase*	\$240.33	24.04	15.63	\$280.00	\$384.54	38.46	25.00	\$448.00	\$
	30 Amp Three Phase*	\$400.00	40.00	26.00	\$466.00	\$642.05	64.21	41.74	\$748.00	\$
	40 Amp Single Phase*	\$310.72	31.08	20.20	\$362.00	\$494.41	49.45	32.14	\$576.00	\$
	40 Amp Three Phase*	\$534.76	53.48	34.76	\$623.00	\$855.79	85.58	55.63	\$997.00	\$
	50 Amp Single Phase*	\$386.26	38.63	25.11	\$450.00	\$618.88	61.89	40.23	\$721.00	\$
	50 Amp Three Phase*	\$666.94	66.70	43.36	\$777.00	\$1068.66	106.87	69.47	\$1245.00	\$
	60 Amp Single Phase*	\$465.23	46.53	30.24	\$542.00	\$733.04	73.31	47.65	\$854.00	\$
	60 Amp Three Phase*	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
	80 Amp Single Phase*	\$605.14	60.52	39.34	\$705.00	\$968.23	96.83	62.94	\$1128.00	\$
	80 Amp Three Phase*	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
	100 Amp Single Phase*	\$774.24	77.43	50.33	\$902.00	\$1237.76	123.78	80.46	\$1442.00	\$
	100 Amp Three Phase*	\$1335.61	133.57	86.82	\$1556.00	\$2137.33	213.74	138.93	\$2490.00	\$
	150 Amp Single Phase*	\$1084.11	108.42	70.47	\$1263.00	\$1733.90	173.39	112.71	\$2020.00	\$
	150 Amp Three Phase*	\$1872.10	187.21	121.69	\$2181.00	\$2993.99	299.40	194.61	\$3488.00	\$
	200 Amp Single Phase*	\$1446.34	144.64	94.02	\$1685.00	\$2315.01	231.51	150.48	\$2697.00	\$
	200 Amp Three Phase*	\$2495.27	249.53	162.20	\$2907.00	\$3993.12	399.32	259.56	\$4652.00	\$
	400 Amp Single Phase*	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
	400 Amp Three Phase*	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10781.00	\$

ADDITIONAL RENTAL ITEMS

_____ Ceiling Drop Request for Single or Three Phase Outlet (*must order power separately*)
 _____ UL Certified Plug (* *All 208V Service requires the use of a UL Certified Plug*)
 _____ European Multi-Strip (for use with 20 amp single phase only)

Incentive	Base	TOTAL
\$250.00	\$370.00	\$
\$ 93.00	\$ 93.00	\$
\$ 46.00	\$ 46.00	\$
	TOTAL:	\$

EXPRESS MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
 9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center
Attention: Exhibitor Services
 PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 • Convention Center (800) 345-9898

Exhibit Services (407) 685-9824 • E-MAIL: exhibitor.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- For exact placement **attach a scaled diagram** indicating the location of outlets, including booth dimensions, outlet dimensions and aisle/booth numbers
- Payment and floor plan are required to complete order

- OCCC electricians are not responsible for power distribution installed by others. Labor charges will apply for service calls
- There may be additional charges for rental of UL certified plugs
- All unreturned rental plugs will result in a \$150 charge

Payment Information

- Order **MUST** be paid in full before services are provide
- Absolutely **NO** purchase orders will be accepted
- Orders without payment and/or floorplan will **NOT** be processed and service will be withheld.

- ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

E-mail Address to where final invoice will be sent: _____

Authorized Signature _____

Credit Card Billing Address: _____ City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. **PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE.**

FOR OFFICE USE ONLY

NAME OF EVENT: _____ BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: ☐ Exhibitor ☐ EAC / I & D (Company Name) ☐ Other _____

Please indicate authorized person's contact information below:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

☐ 380V ☐ 480V **Incentive Rate with Payment Before:** **Base Rate with Payment After:**

Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL
20 Amp Single Phase	\$364.80	36.48	23.72	\$425.00	\$584.54	58.46	38.00	\$681.00	\$
20 Amp Three Phase	\$561.37	56.14	36.49	\$654.00	\$897.85	89.79	58.36	\$1046.00	\$
30 Amp Single Phase	\$479.82	47.99	31.19	\$559.00	\$768.23	76.83	49.94	\$895.00	\$
30 Amp Three Phase	\$800.00	80.00	52.00	\$932.00	\$1282.40	128.24	83.36	\$1494.00	\$
40 Amp Single Phase	\$618.88	61.89	40.23	\$721.00	\$988.83	98.89	64.28	\$1152.00	\$
40 Amp Three Phase	\$1068.66	106.87	69.47	\$1245.00	\$1708.15	170.82	111.03	\$1990.00	\$
50 Amp Single Phase	\$771.67	77.17	50.16	\$899.00	\$1236.04	123.61	80.35	\$1440.00	\$
50 Amp Three Phase	\$1334.76	133.48	86.76	\$1555.00	\$2135.61	213.57	138.82	\$2488.00	\$
60 Amp Single Phase	\$928.75	92.88	60.37	\$1082.00	\$1486.69	148.67	96.64	\$1732.00	\$
60 Amp Three Phase	\$1599.13	159.92	103.95	\$1863.00	\$2562.22	256.23	166.55	\$2985.00	\$
80 Amp Single Phase	\$1210.30	121.03	78.67	\$1410.00	\$1937.33	193.74	125.93	\$2257.00	\$
80 Amp Three Phase	\$2135.61	213.57	138.82	\$2488.00	\$3420.60	342.06	222.34	\$3985.00	\$
100 Amp Single Phase	\$1547.63	154.77	100.60	\$1803.00	\$2476.39	247.64	160.97	\$2885.00	\$
100 Amp Three Phase	\$2670.38	267.04	173.58	\$3111.00	\$4272.95	427.30	277.75	\$4978.00	\$
150 Amp Single Phase	\$2167.38	216.74	140.88	\$2525.00	\$3466.94	346.70	225.36	\$4039.00	\$
150 Amp Three Phase	\$3742.48	374.25	243.27	\$4360.00	\$5988.83	598.89	389.28	\$6977.00	\$
200 Amp Single Phase	\$2891.84	289.19	187.97	\$3369.00	\$4627.46	462.75	300.79	\$5391.00	\$
200 Amp Three Phase	\$4990.55	499.06	324.39	\$5814.00	\$7986.26	798.63	519.11	\$9304.00	\$
400 Amp Single Phase	\$5782.82	578.29	375.89	\$6737.00	\$9254.07	925.41	601.52	\$10,781.00	\$
400 Amp Three Phase	\$11,565.66	1156.57	751.77	\$13,474.00	\$18,505.57	1850.56	1202.87	\$21,559.00	\$

1 Rigging Charge for Ceiling Drop	MUST BE INCLUDED WITH TOTAL	\$250.00	MUST BE INCLUDED WITH TOTAL	\$370.00	\$
UL Certified Plug (ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A \$150 CHARGE)				\$93.00	\$
* All 380V/480V Service requires the use of a UL Certified Plug					
				Grand Total	\$

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO Box 691509, Orlando, FL 32869-1509

Fax (407) 685-9884 * Convention Center (800) 345-9898 * Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle/booth numbers.
- OCCE will not branch/split power from one outlet through a multi outlet assembly to achieve multiple locations.
- OCCE electricians are not responsible for power distribution installed by others. Labor charges will apply for service calls

Payment Information

- Order MUST be paid in full before services are provided
- Absolutely NO purchase orders will be accepted
- Orders without payment and/or floorplan will NOT be processed and service will be withheld.
- ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, USD, US Bank**)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

E-mail Address to where final invoice will be sent: _____

Card Holder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

ALL PRICES ARE SUBJECT TO CHANGE. NEW ONSITE ORDERS are subject to a 50% increase over the BASE RATE.

FOR OFFICE USE ONLY



**Orange
County
Convention
Center**

The Center of
Hospitality,
where it's all about
your experience.

Orlando

2013 LIGHTING SERVICE ORDER FORM

PLEASE PRINT OR TYPE: Bolded fields are required for processing.

NAME OF EVENT: _____ **BOOTH:** _____

BOOTH SIZE: _____ X _____

BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP:** _____ **COUNTRY:** _____

ARE YOU: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ **PHONE:** _____ **EXT.:** _____ **EMAIL:** _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net **WEB:** <http://www.occc.net/exhibitor/default.asp>

Track Lights	*Incentive Order With Payment Before			**Base Order With Payment After			
Quantity	Cost	Sales Tax	Unit Total	Cost	Sales Tax	Unit Total	TOTAL
4' Track with 2 lights*	\$ 176.52	+ \$ 11.48	\$ 188.00	\$ 284.50	+ \$ 18.50	\$ 303.00	\$
4' Track with 3 lights*	\$ 205.63	+ \$ 13.37	\$ 219.00	\$ 331.45	+ \$ 21.55	\$ 353.00	\$
4' Track with 4 lights*	\$ 232.86	+ \$ 15.14	\$ 248.00	\$ 373.70	+ \$ 24.30	\$ 398.00	\$
Add'l Track Light Fixtures*	\$ 56.33	+ \$ 3.67	\$ 60.00	\$ 89.20	+ \$ 5.80	\$ 95.00	\$
300 Watt Pole Light**	\$ 92.95	+ \$ 6.05	\$ 99.00	\$ 147.41	+ \$ 9.59	\$ 157.00	\$

*Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).

** Includes Power and Installation

ADDITIONAL OVERHEAD LIGHTING (Pricing is per event)

Quantity	Cost	Tax	Unit Total	Cost	Tax	Unit Total	TOTAL
Par Can**	\$ 266.66	+ \$ 17.34	\$ 284.00	\$450.00	+ 29.25	\$ 479.25	\$
Lights Out (Per Pod)	Requires Show Mgmt Approval \$55.00			Requires Show Mgmt Approval \$75.00			\$

++ (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus)

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided.**

Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

FORM OF PAYMENT: Remit to Orange County Convention Center. NEW ONSITE ORDERS are subject to 50% Increase over the Base Rate.

☐ Company Check or Money Order in the amount of \$ _____ ☐ Visa ☐ MasterCard ☐ American Express

(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. _____ **Exp. Date** _____

Name (Please Print) _____

Authorized Signature _____ **Date** _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

Security ID Code: _____

FOR OFFICE USE ONLY

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

PLEASE PRINT OR TYPE: Bolded fields are required for processing.

NAME OF EVENT: _____ **BOOTH:** _____

BOOTH SIZE: _____ **X** _____ **BOOTH TYPE:** ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP:** _____ **COUNTRY:** _____

ARE YOU: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

Please indicate authorized person's contact information below:

CONTACT NAME: _____ **PHONE:** _____ **EXT.:** _____ **EMAIL:** _____

Natural Gas is only available in: West Hall B & Entire N/S Concourse		*Incentive Order With Payment Before:				**Base Order With Payment After:				
Quantity		Cost	Utility Tax	Sales Tax	Unit Total	To ensure proper installation, all Natural Gas orders <u>must</u> be placed 21 days prior to first move in date.				TOTAL
Each Natural Gas – 45000 BTU Hook up		\$256.46	\$25.67	\$16.69	\$299.00					\$
Add'l BTUs @ 45000 increments		\$59.22	\$5.93	\$3.85	\$69.00					\$
1	Required Ceiling Drop for Natural Gas	Must be included in Total			\$250.00					\$
LP Gas – 5lb Tank** (Available in all Halls)		\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	\$
Each Additional 5 lb Tank		\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	\$
** 5lb LP Gas tanks do not require ceiling drop charge										
EACH ORDER INCLUDES PLACEMENT										
Total:										\$

PLEASE PRINT OR TYPE: Bolded fields are required for processing.

NAME OF EVENT: _____ BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:
CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

Quantity	*Incentive Order With Payment Before				**Base Order With Payment After				TOTAL
COMPRESSED AIR SERVICES *	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
*+ Service Outlet 1/2" FPT Maximum Pressure 90 PSI									
Air Service Connection	\$265.72		+17.28	\$283.00	\$362.44		+23.56	\$386.00	\$
WATER SERVICES * +	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
Service Outlet 1/2" FPT									
Water Service Connection	\$190.55	+19.06	+12.39	\$222.00	\$307.29	+30.73	+19.98	\$358.00	\$
DRAIN SERVICES * +									
Drain Service	\$170.89		+11.11	\$182.00	\$272.30		+17.70	\$290.00	\$
WATER FILL & DRAIN (One Time) Labor Included	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
Water Fill & Drain (1-99 Gal)	\$80.68	+8.07	+5.25	\$94.00	\$128.75	+12.88	+8.37	\$150.00	\$
Water Fill & Drain (100-299 Gal)	\$162.22	+16.23	+10.55	\$189.00	\$259.22	+25.93	+16.85	\$302.00	\$
Water Fill & Drain (300-500 Gal)	\$232.61	+23.27	+15.12	\$271.00	\$375.10	+37.51	+24.39	\$437.00	\$
Water Fill & Drain - Additional (Over 500 Gallons - in 500 Gallon increments)	\$33.47	+3.35	+2.18	\$39.00	\$58.36	+5.84	+3.80	\$68.00	\$
GRAND TOTAL									\$

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

CONNECTION INFORMATION:

- Price includes one connection to exhibitor's equipment. Additional charges will incur for additional connections. Services are only available **from floor**.
- **Note: pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact exhibit services at (407) 685-5646.**
- Please provide an attached drawing indicating location of your connections. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.

Payment Information

All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ _____ ☐ Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Note: We will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ **Form of Payment:** ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

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COMPRESSED AIR, WATER, DRAIN SERVICE CONDITIONS, AND REGULATIONS

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed **ONLY** by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21 day deadline will be charged at the base rate.

Cancellation Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.



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Convention
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Orlando

2013 CABLE SERVICE ORDER FORM

PLEASE PRINT OR TYPE: Bolded fields are required for processing.

NAME OF EVENT: _____ BOOTH: _____

BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ INLINE ☐ PENINSULA

EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd., Orlando, FL 32819-8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Quantity	*Incentive Order With Payment Before			**Base Order With Payment After			TOTAL
	Cost	CST Tax	Unit Total	Cost	CST Tax	Unit Total	
Standard Line Up	\$249.88	\$36.12	\$286.00	\$314.54	\$45.46	\$360.00	\$
*HDTV	\$327.65	\$47.35	\$375.00	\$413.28	\$59.88	\$473.00	\$
Add'l HDTV/Digital Box & Remote	\$170.38	\$24.62	\$195.00	\$218.44	\$31.56	\$250.00	\$
Refundable Deposit for Box			\$300.00			\$300.00	\$
GRAND TOTAL							\$
<i>*All HDTV equipment must be returned to Exhibitor Services Desk at show close. Unreturned equipment is subject to a \$300.00 replacement fee.</i>							

A television/monitor is not supplied. Rate includes labor, infrastructure patch fee. Cable service is provided by Brighthouse Networks. The rate is per show. See page 2 for channel lineup.

For exact placement, attach a scaled diagram indicating the location of cable service, including booth number and surrounding aisle numbers for orientation.

If drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.

Labor charges will apply for service calls.

All payments must be made in full by check, cash, money order or credit card, payable in us dollars, before services are provided.

All prices are subject to change without notice.

Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

FORM OF PAYMENT: Remit to Orange County Convention Center.

☐ Company Check or Money Order in the amount of \$ _____ ☐ Visa ☐ MasterCard ☐ American Express
(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____

Account No. _____ Exp. Date _____

Name (Please Print) _____

Authorized Signature _____ Date _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) Calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.

FOR OFFICE USE ONLY



2013 AERIAL RIGGING ORDER FORM

PLEASE PRINT OR TYPE: Please complete entire form for processing.

NAME OF EVENT: _____ BOOTH: _____
BOOTH SIZE: _____ X _____ BOOTH TYPE: ☐ ISLAND ☐ PENINSULA
EXHIBITING COMPANY: _____ PHONE: _____ FAX: _____
ADDRESS: _____ EMAIL: _____
CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

Are you: ☐ Exhibitor ☐ EAC / I & D (Company Name) _____ ☐ Other _____

CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

EXPRESS MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

9860 Universal Blvd, Orlando, FL 32819 -8199

US MAIL TO: Orange County Convention Center

Attention: Exhibitor Services

PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

Incentive Deadline Date:

RIGGING LABOR RATES

INCENTIVE RATE- \$84.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out) The rigging form and payment of **\$504.00 MUST** be received 21 days prior to the first move in day to receive incentive pricing for event.

BASE RATE - \$122.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out). All rigging forms received after the incentive deadline or on-site will be charged base rate for event. A payment of **\$732.00** is required for base rate.

All labor in excess of 1 hr for installation and 1 hr for removal will be billed in ½ hr increments. There is no charge for aerial lifts used to suspend items. There is a charge when used for other purposes.

After 8 hours per day and on holidays, overtime rates (time & ½ per hour) apply.

Normal hardware to suspend items is available through the Convention Center at an additional charge (truss, electric chain hoists, aircraft cable, ropes, etc.). **ONLY RATED RIGGING HARDWARE IS PERMITTED.**

AFTER ASSEMBLY OF YOUR SIGN AND BEFORE RIGGING CAN COMMENCE, THE ONSITE AUTHORIZED PERSON MUST STOP BY THE EXHIBITOR SERVICES DESK TO SIGN PAPERWORK. RIGGING ORDERS ARE HANDLED IN THE ORDER IN WHICH THE PAPER WORK IS SIGNED OFF AT THE ORANGE COUNTY CONVENTION CENTER EXHIBITOR SERVICES DESK OR AT THE DISCRETION OF THE RIGGING DEPARTMENT.

Dates of installation may vary depending on the quantity of orders received and how many move-in days your event may have. OCCC personnel does not assemble item(s). Assembly must be completed before initiating services. All rigging orders are subject to approval by the Orange County Convention Center and must be installed, removed and supervised by OCCC personnel.

Rigging Install date _____ Rigging Strike date _____

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

Quantity (if item are different, please attach descriptions of each) _____

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

Size: _____ Weight: _____

Height desired from floor to bottom of suspended item _____

Will you require:

OCCC Chain Hoist (Motors) ? _____ Quantity: _____

OCCC Truss? _____ Quantity: _____

Please contact Rigging Services at 407-685-5555 to discuss details or to ask questions.

Does this item require power? _____ (Please order on electrical form and note that power is for overhead rigging only)

TO COMPLETE THIS ORDER, PLEASE ATTACH THE OCCC CREDIT CARD AUTHORIZATION FORM

Note: The credit card listed on the authorization form will be initially charged for the rigging labor payment as noted above when this order form is received. Additional charges (if any) for additional labor or normal hardware needed to suspend items will be charged separately to the card listed on the authorization form. No purchase orders accepted.

Prices are subject to change without notice. Please note that on-site orders are subject to a 50% increase over the base rate.

Cancellation Policy: Notification must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Prices are subject to change.

- The Orange County Convention Center is the **EXCLUSIVE** provider of Aerial Rigging Services.
- All rigging must conform to Show Management rules, regulations, and facility limitations.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is **NOT PERMITTED**.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural Engineers seal of approval.
- Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All hardware is required to have a working load limit, (W.L.L.).
- Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the Orange County Convention Center Rigging Services Department a **MINIMUM** of **THREE WEEKS** in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor**
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
- All payments must be made by CHECK, MONEY ORDER (payable in U. S. funds on U. S. Banks), VISA, MASTERCARD, AMERICAN EXPRESS or CASH. No PURCHASE ORDERS accepted. **A credit card must be placed on file for any additional charges.**
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- **All orders for rigging will be handled in the order in which the paper work is signed off at the Orange County Convention Center Exhibitor Services Desk** or at the discretion of the Rigging Department.
- If you are not flexible and need a **DEFINITIVE DATE AND TIME**, you will be charged a **minimum** of 4 hours up and 4 hours down times the number of men needed.
- Refer to Rate Sheet for equipment/labor rates at our web site: www.occc.net
- **The Orange County Convention Center, Rigging Services – Rigging Department can be reached by phone (407) 685-5555, or via FAX (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the Convention Center.**

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21-day deadline will be charged at the base rate

Cancellation Policy:

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.

Show Name: _____

Exhibiting Company: _____

Booth Number: _____ **Booth Size:** _____

Contact Name: _____ **Email:** _____

Use the squares to indicate the dimensions of your booth size
Mark where you need your utilities / service

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____



The Center of
Hospitality,
where it's all about
your experience.

Orlando

2013 BALLOONS AND OTHER LIGHTER-THAN-AIR OBJECTS AGREEMENT

MAIL TO: Orange County Convention Center - **Attention:** Exhibitor Services

US Mail: PO Box 691509, Orlando, FL 32869-1509

Express Mail: 9860 Universal Blvd., Orlando, FL 32819-8199

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884

E-MAIL: exhibit.services@occc.net WEB: <http://www.occc.net/exhibitor/default.asp>

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

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

Please complete all areas below. Credit card will be charged in the event of escaped objects. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Security Code: _____ ☐ Visa ☐ MasterCard ☐ American Express

Account No. _____ Exp. Date _____

Name on Card: _____

Authorized Signature: _____ Date: _____

Email Address to where invoice will be sent: _____

Credit Card Billing Address: _____

.....

Name of Event: _____

Exhibiting Company: _____ Booth Number: _____

Contact Name: _____ Phone: _____ Fax: _____

Object(s) containing Helium or Compressed Gas: _____

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



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Orlando

ORANGE COUNTY CONVENTION CENTER **EXHIBITOR PARKING INFORMATION**

Regular: P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819

Business Services (Phone (407) 685-5825 • Fax (407) 685-9858
Web: www.occ.net

General Parking Information and Rates

1. Determine the location of your Event – North/South Building or the West Building before your arrival at the Convention Center. Check OCCC “Calendar of Events” for your Event location.
2. Print the map below as reference for arrival and parking directions to the West Building or the North/South Building. Overhead electronic signage on International Drive lists each event’s parking location.
3. Parking fees: re-entry access to parking to parking areas is available provided show credentials (exhibitor badge) and identification is shown to parking attendant.

Exhibitors with appropriate show credentials have unlimited in and out parking access within each 12 – hour day.

Parking Rates

- Please contact Business Services (407) 685-5825 for current parking rates.

Parking Locations and Walkways

West Concourse

The West Building parking lot can be accessed by entering at the east or west entrances off International Drive.

The North/South Concourses

The primary entrance to the North/South Building parking lot is accessed from the north, on the newly constructed 6-lane extension of Universal Boulevard, which now connects to the Beachline Expressway (SR 528). The parking lot can also be accessed from International Drive.

OCCC Destination Parkway Garage

The Center maintains a parking garage two blocks west on International Drive heading west at Destination Parkway. Shuttle service is available to exhibitors parking in the OCCC garage to and from the West Building or North/South Building when the West and North/South lots are full.

Pedestrian Walkway

The Center’s convenient pedestrian bridge connects the North/South Building to the West Building, fast and easy accessibility to both facilities.

GUIDELINES FOR MULTI-LEVEL AND COVERED EXHIBITS

Forward to Exhibitor Appointed Contractor (EAC), if Applicable

Definitions:

COVERED – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

MULTI-LEVEL – To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the Orange County Convention Center Event Services Division and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor's Manual for applicable guidelines.

- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center
Attn: Event Management
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
 - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
 - c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a “straight run” or be “squared off.” Spiral stairs or winders are not permitted.
 - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
 - e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
 - f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
 - g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
 - h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires fire watch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and

Guidelines for Multi-Level and Covered Exhibits (continued)

- All other covered exhibits exceeding three hundred (300) square feet.

The following guidelines apply:

The exhibitor is required to order fire watch personnel through Orange County Convention Center, Event Services no less than two (2) weeks before the show moves in. Fire watch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: Orange County Convention Center, Event Services Phone: (407) 685-9882 Fax: (407) 685-9866

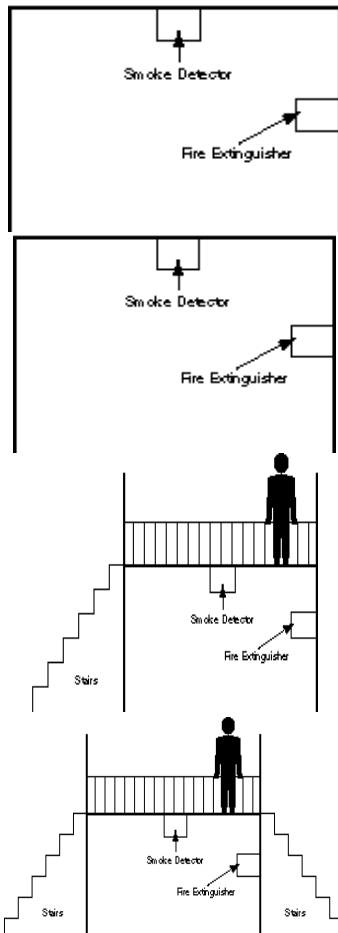
D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these guidelines, please contact:
Event Management
Orange County Convention Center
Phone: (407) 685-9882
Fax: (407) 685-9866

If you have questions regarding Fire Code, please contact:
Orange County Fire Rescue Services Department
Phone: (407) 685-9811
Fax : (407) 685-9866



Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System
Not Required
- All Booths to be Constructed as Required
by Applicable Codes and Standards

Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System
Required
- All Booths to be Constructed as Required
by Applicable Codes and Standards

Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System
Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required
by Applicable Codes and Standards

Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System
Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required
by Applicable Codes and Standards



Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance.

- A 2A40 B.C. fire extinguisher, (5 lb. ABC), with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame.
- A fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only **after** approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container. The contact information for Orange County Fire Marshal is (407) 685-9811.
- Please indicate, if any, which of the appliance(s) need to be left operating overnight.

Introduction of a hazard deemed unsafe, or out of the ordinary, by the Orange County Fire Rescue Department (i.e. grease-laden vapors, flammable liquids or gases), may require a fire watch for an event and or exhibitor(s).

Please check all that apply:

___ **"Sterno"** or other jellied fuels must be used in a device designed to prevent container of fuel from tipping over.

___ **Candles** (only votive or hurricane-enclosed, self-extinguishing candles are permitted)

___ **Deep Fryers:** (Specify well dimensions):

Electric: _____ Gas: _____ Dimensions: _____

___ **Range or Cook Top:** (Specify range cooking area dimensions):

Electric: _____ Gas: _____ Dimensions: _____

___ **Grill or Griddle:** (Specify grill or griddle cooking area dimensions):

Electric: _____ Gas: _____ Dimensions: _____

___ **Chain Broiler:** (Specify chain broiler cooking area dimensions):

Electric: _____ Gas: _____ Dimensions: _____

___ **Fireplaces:** (Specify type of fuel):

Electric: _____ Gas: _____ Wood: _____

(Specify vent type): Vented: _____ Ventless: _____



Cooking, Gas (Natural/LP), Open Flame or Heat Producing Device Notice (Con't.)

____ **Other heat producing device(s) or gas operated device(s):** (Please describe or attach appliance literature, including Underwriter's Laboratories listing information.)

Introduction of a hazard deemed unsafe, or out of the ordinary, by the Orange County Fire Rescue Department (i.e. grease-laden vapors, flammable liquids or gases), may require a fire watch for an event and or exhibitor(s).

Name of Event: _____

Show Dates: _____

Exhibiting Company: _____

Booth Number: _____ Contact Person On-Site: _____

Phone: _____ Fax: _____ Date: _____

Signature Acknowledging Requirements: _____

Upon completion, please return both sides of this form no later than (30) days prior to first show date, to:

Orange County Convention Center Mailing Address (U.S. Postal Service)

Attn: Event Management
Sales, Marketing, Event Management & Exhibitor Services
Orange County Convention Center
P.O. Box 691509
Orlando, FL 32869-1509

Orange County Convention Center Express Deliveries (FedEx Office, DHL, etc.)

Attn: Event Management
Sales, Marketing, Event Management & Exhibitor Services
Orange County Convention Center
9860 Universal Boulevard
Orlando, FL 32819-8706

Or via fax at (407) 685-9866

OCCC Exhibitor Fire Regulations

Cooking Information

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

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

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

Permitted Cooking Appliances Must Meet The Following Conditions

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

Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

Facility Emergency Equipment

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

Flame Resistance Information

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

Gas Information

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

OCCC Exhibitor Fire Regulations

Gas - Compressed/Inert

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

Inert Gas Cylinders

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

Gas – Natural

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

Gas – Liquid Petroleum (LP)

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

Gas – Storage

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

Hazardous Chemicals

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

Multi-Level Exhibits & Covered Booths Over 300 Square Feet

Please See Multi Level Guidelines Information Sheet

Open Flame, Pyrotechnics and Special Effects

Open Flame

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

Candles

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

Pyrotechnics

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

OCCC Exhibitor Fire Regulations

Special Effects – Fog & Hazers

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

Special Effects - Lasers

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

Permit Overview/Including Cooking Information

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

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

Vehicles

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

Welding

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

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

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

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

FLORAL ORDER FORM

[illegible]

CUSTOM FURNITURE-LOUNGE AREA

LOUNGE AREAS

Uptown



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



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



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



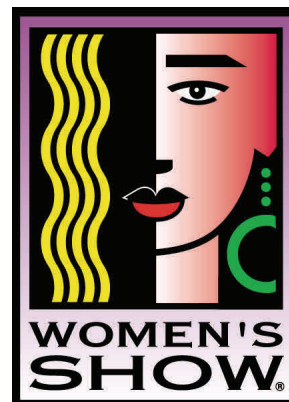
A-4 Bench, Black Suede
61"L x 20"D x 17"H



A-5 Cocktail Table, Nickel & Glass
52"L x 31"D x 19"H



A-6 End Table, Nickel & Glass
26" Diameter x 22"H



OCTOBER 10 - 13, 2013
ORLANDO, FLORIDA



2481 Principal Row
Suite 100
Orlando, FL 32837

Phone: 321-296-1888

Fax: 866-748-0186

Email:

customerservice@
fmconventioncontractors
.com

CUSTOM FURNITURE-LOUNGE AREA



A-7 Corner, Black Suede
33"L x 33"D x 28"H



A-8 Center, Black Suede
31"L x 33"D x 28"H



A-9 Half Ottoman, Black Suede
72"L x 36"D x 18"H



A-10 Cocktail Table, Black & Glass
48"L x 24"D x 17"H



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



A-12 Floor Lamp
Black, 72"H

LOUNGE AREAS

Newport



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



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



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



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



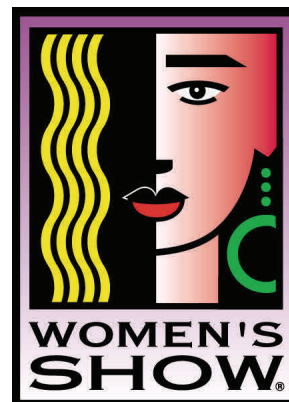
B-5 End Table, Natural
24"Diameter x 21"H



B-6 Ottoman, Green Suede
32"L x 19"D x 17"H



B-7 Chair, Green Suede
32"L x 34"D x 32"H



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CUSTOM FURNITURE-LOUNGE AREA

LOUNGE AREAS

Laredo



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



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



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



C-4 Oval Cocktail Table,
Black & Chrome
46"L x 23"D x 18"H



C-5 Round End Table,
Black & Chrome
23"Diameter x 20"H



C-6 Table Lamp,
Black & Chrome
22"H

Bristol



D-1 Sofa, Grey Upholstery
77"L x 33"D x 31"H



D-2 Loveseat, Grey Upholstery
54"L x 33"D x 31"H



D-3 Chair, Grey Upholstery
32"L x 33"D x 31"H



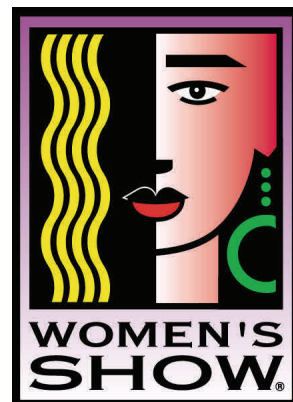
D-4 Cocktail Table, Black Cube
30"L x 30"D x 16"H



D-5 Cocktail Table, Black Cylinder
30"Diameter x 15"H



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



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Email:

customerservice@
fmconventioncontractors
.com

CUSTOM FURNITURE-LOUNGE AREA

South Beach



E-1 Sofa, White
77"L x 34"D x 32"H



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



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



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



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



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



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



E-8 Rectangle Cocktail, White & Chrome
46"L x 23"D x 11"H



E-9 End Table, White & Chrome
20"L x 20"D x 19"H

Barcelona



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

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



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

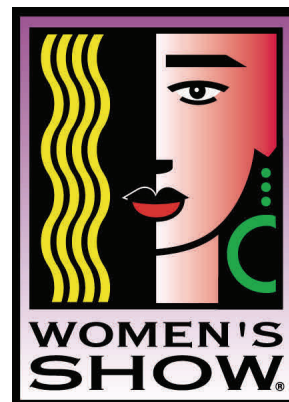
F-4 Ottoman, White Barcelona
24"L x 24"D x 17"H



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

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

LOUNGE AREAS



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.com

CUSTOM FURNITURE-LOUNGE AREA

LOUNGE AREAS

Melrose



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



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



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

Monte Carlo



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



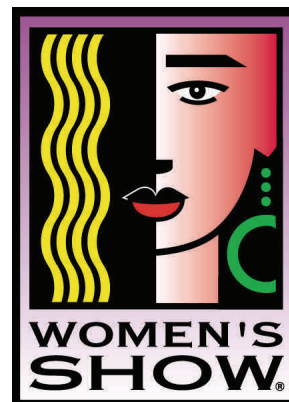
H-2 Black Leather Sectional Corner
40"L x 40"D x 29"H



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



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



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CUSTOM FURNITURE-LOUNGE AREA



LOUNGE AREAS

Contempo



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



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



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



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



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



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



I-7 Cocktail Table, Chrome & Glass
45"L x 32"D x 18"H



I-8 End Table, Chrome & Glass
25"Diameter x 21"H



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



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CUSTOM FURNITURE-LOUNGE AREA

LOUNGE AREAS

Havana



J-1 Sofa, Havana Leather
88"L x 38"D x 37"H



J-2 Chair, Havana Leather
47"L x 38"D x 37"H



J-3 Cocktail Table, Havana
48"L x 24"D x 18"H



J-4 End Table, Havana
24"L x 22"D x 22"H



J-5 Wingback Chair, Burgundy
35"L x 36"D x 45"H



J-6 Desk Chair, Cherry
16"L x 18"D x 39"H



J-7 Writing Desk, Cherry
48"L x 24"D x 30"H



J-8 Table Lamp, Brass
28"H



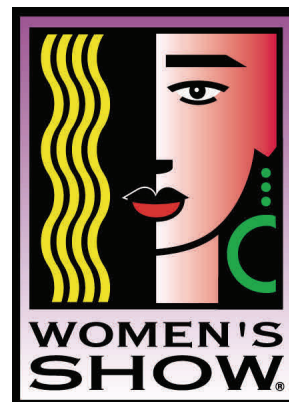
J-9 Half Round Banquette
59"L x 29"D x 39"H
Seat Height = 17"H



J-10 White Suede Cube
18"L x 18"D x 17"H



J-11 Black Leather Cube
18"L x 18"D x 18"H



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CUSTOM FURNITURE-TABLES & CHAIRS



Table, Black (Textured Top)
K-1 24"Diameter Top x 29"H
K-2 30"Diameter Top x 29"H
K-3 36"Diameter Top x 29"H
K-4 42"Diameter Top x 29"H



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



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



Tall Bar Table, Black (Textured Top)
K-7 24"Diameter Top x 42"H
K-8 30"Diameter Top x 42"H
K-9 36"Diameter Top x 42"H

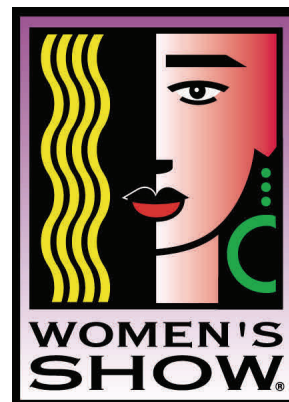


K-10 Bar Stool, Black
21"L x 20"D x 41"H



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

TABLES & CHAIRS



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Stage Chairs



K-12 Stage Chair, Mocha Leather
28"L x 26"D x 32"H



K-13 Chair, Black Tub
25"L x 25"D x 33"H



K-14 Chair, Grey Tub
25"L x 25"D x 33"H



K-15 Chair, Black Tulip
22"L x 19"D x 36"H



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CUSTOM FURNITURE-TABLES & CHAIRS

TABLES & CHAIRS



Table, Maple & Chrome (Laminant Top)

L-1 30"Diameter Top x 29"H

L-2 36"Diameter Top x 29"H



L-3 Chair, Maple & Chrome

16"L x 18"D x 31"H



Tall Bar Table

Maple & Chrome (Laminant Top)

L-4 30"Diameter Top x 42"H

L-5 36"Diameter Top x 42"H



L-6 Bar Stool, Maple & Chrome

16"L x 18"D x 42"H



Table, Black & Chrome (Textured Top)

L-7 30"Diameter Top x 29"H

L-8 36"Diameter Top x 29"H



L-9 Chair, Black & Chrome

16"L x 18"D x 31"H



Tall Bar Table

Black & Chrome (Textured Top)

L-10 30"Diameter Top x 42"H

L-11 36"Diameter Top x 42"H



L-12 Bar Stool, Black & Chrome

16"L x 18"D x 42"H



L-13 Bar Stool, Chrome Back

19"L x 14"D x 42"H



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CUSTOM FURNITURE-TABLES & CHAIRS



L-14 Table, Black & Glass
42"Diameter x 29"H



L-15 Table, Chrome & Glass
36"Diameter Top x 29"H



L-16 Chair, Black
21"L x 20"D x 28"H



L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H



L-18 Wht & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-19 Blk & Chrome Swivel Stool
15"L x 15"D x 25"-33"H



L-20 Table, Chrome
30"Diameter Top x 29"H



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

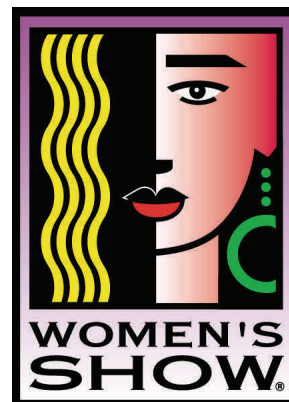


L-22 Tall Bar Table, Chrome
28"Diameter x 42"H



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

TABLES & CHAIRS



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CUSTOM FURNITURE-TABLES & CHAIRS

TABLES & CHAIRS



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



M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel



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



M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel



M-5 Tall Bar Table, White & Chrome (Laminant Top)
30" Diameter x 42"H



M-6 Bar Stool, White & Chrome
17"L x 18"D x 35"H
Seat Height 25" - 31" - Swivel

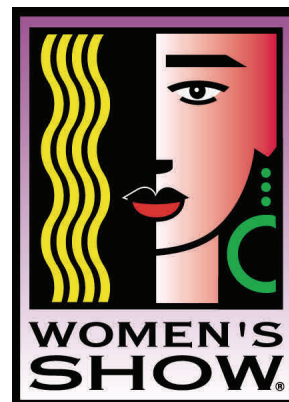


Gelato Table
24"Diameter x 31" to 40" Adjustable Height

M-7 White
M-8 Grey
M-9 Black

12Scoop Chair
17"L x 22" to 33" Adjustable Height

M-10 Red
M-11 Grey
M-12 Black
M-13 White



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CUSTOM FURNITURE-DISPLAY PEDESTALS



Pedestal, Black

N-1 12"L x 12"D x 30"H
N-2 12"L x 12"D x 36"H
N-3 12"L x 12"D x 42"H



Pedestal, Grey

N-4 12"L x 12"D x 30"H
N-5 12"L x 12"D x 36"H
N-6 12"L x 12"D x 42"H



Pedestal, Black

N-7 18"L x 18"D x 36"H
N-8 18"L x 18"D x 42"H



Pedestal, Grey

N-9 18"L x 18"D x 36"H
N-10 18"L x 18"D x 42"H



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



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

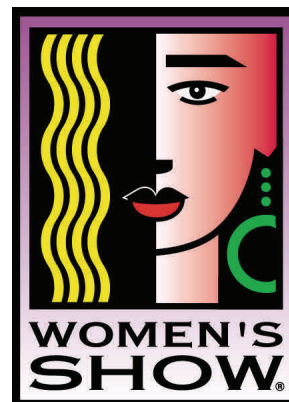


N-13 Pedestal, Black w/ Optional
Tray & Locking Door
24"L x 24"D x 42"H



N-14 Pedestal, White w/ Optional
Tray & Locking Door
24"L x 24"D x 42"H

DISPLAY PEDESTALS



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CUSTOM FURNITURE-BARS

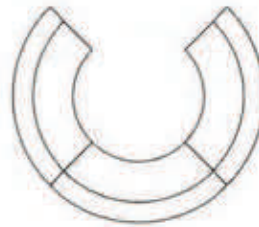
BARS



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



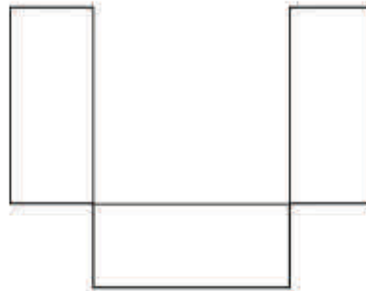
O-2 Martini Bar with colored
lighting option.
No Electric Required



Suggested Layouts



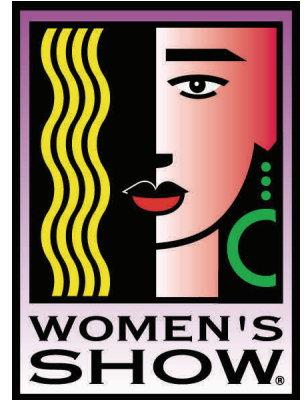
O-3 Cosmopolitan Bar
72"L x 27"D x 42"H



Suggested Layouts



O-4 Cosmopolitan Bar with colored
lighting option. Electric Required



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CUSTOM FURNITURE-ACCESSORIES



O-5 Reception Counter
48"L x 16"D x 42.5"H



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



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

ACCESSORIES



O-8 Tall Computer Table
36"L x 30"D x 42"H



O-9 Computer Table
48"L x 30"D x 30"H



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



O-11 Refrigerator
20"L x 20"D x 34"H



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



O-13 Mirror, Black Free Standing
15"L x 71"H



O-14 Literature Stand,
6 Pocket
10"L x 9"D x 64"H



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



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



O-17 Floor Lamp,
Off-White Paper Shade
10"L x 10"D x 61"H



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CUSTOM FURNITURE-CONFERENCE TABLES

CONFERENCE TABLES



Conference Table, Maple
P-1 6 Ft.- 72"L x 36"D x 29"H
P-2 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Mahogany
P-3 6 Ft.- 72"L x 36"D x 29"H
P-4 8 Ft.- 96"L x 48"D x 29"H
P-5 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Honey Oak
P-6 6 Ft.- 72"L x 36"D x 29"H



Conference Table, Black Oval
P-7 6 Ft.- 72"L x 36"D x 29"H
P-8 8 Ft.- 96"L x 48"D x 29"H
P-9 10 Ft.- 120"L x 48"D x 29"H



Conference Table, Grey Oval
P-10 6 Ft.- 72"L x 36"D x 29"H
P-11 8 Ft.- 96"L x 48"D x 29"H



Conference Table, Black & Glass
P-12 5 Ft.- 60"L x 36"D x 29"H



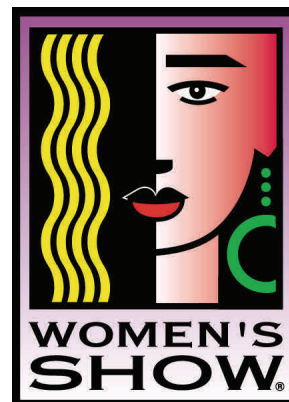
P-13 Chrome Table, Frosted Glass
53"L x 33"D x 29"H



P-14 Table, Honey Oak Round
42"Diameter Top x 29"H



P-15 Table, Mahogany Round
42"Diameter Top x 29"H



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CUSTOM FURNITURE-CONFERENCE CHAIRS



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



Q-2 Mesh Executive
28"L x 23"D x 38"H



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



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



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



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



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



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



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



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



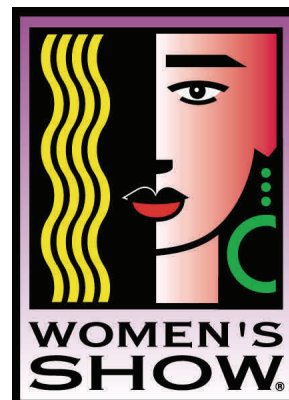
Drafting Stool
20"L x 23"D x 51"H Seat Height: 23"-33"
Q-11 Black
Q-12 Grey



Secretarial Chair
20"L x 23"D x 36"H Seat Height: 16"-21"
Q-13 Black
Q-14 Grey



CONFERENCE CHAIRS



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CUSTOM FURNITURE-SHELVING/STORAGE

SHELVING / STORAGE



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



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



Bookcase, 48"
36"L x 12"D x 48"H
R-3 Grey
R-4 Black



Bookcase, 72"
36"L x 12"D x 72"H
R-5 Grey
R-6 Black



Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H
R-7 Grey
R-8 Black



R-9 Filing Cabinet, Black 4-Drawer
15"L x 25"D x 52"H



Storage Cabinet, 42"
36"L x 18"D x 42"H
R-10 Grey
R-11 Black



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



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CUSTOM FURNITURE-OFFICE



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



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

OFFICE



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



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



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



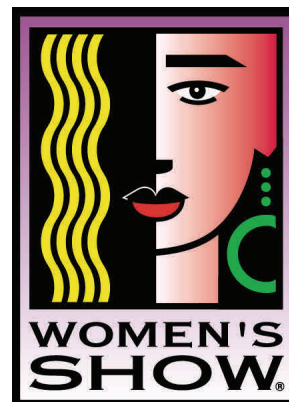
S-6 Credenza, Mahogany
60"L x 20"D x 29"H



S-7 Desk, Grey
60"L x 30"D x 29"H



S-8 Credenza, Grey
60"L x 20"D x 29"H



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CUSTOM FURNITURE-CABANA

CABANA



Catalina



T-1 Corner Lounge
35"L x 35"D x 27"H



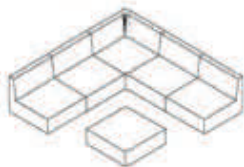
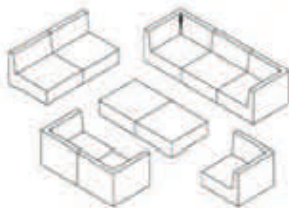
T-2 Center Lounge
35"L x 35"D x 27"H



T-3 Cocktail Table
35"L x 35"D x 11"H
T-3C Cocktail Table w/ Cushion
T-3G Cocktail Table w/ Glass



T-4 End Table
19"L x 19"D x 19"H



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CUSTOM FURNITURE-CABANA



Barbados



T-6 Small Backrest Section
50"L x 33"D x 28"H



T-7 Large Backrest Section
50"L x 33"D x 28"H



T-8 Curve Section
50"L x 33"D x 11"H



T-9 End Section
31"L x 18"D x 11"H
T-9C End Section w/ Cushion
T-9G End Section w/ Glass



CABANA



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CUSTOM FURNITURE-CABANA

CABANA

Antigua



T-11 Corner Lounge
30"L x 30"D x 28"H



T-12 Center Lounge
23"L x 32"D x 28"H



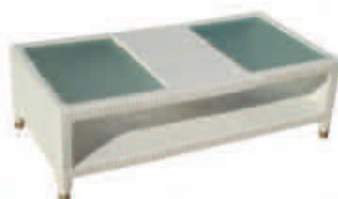
T-13 Right Arm Lounge
52"L x 32"D x 28"H



T-14 Left Arm Lounge
52"L x 32"D x 28"H



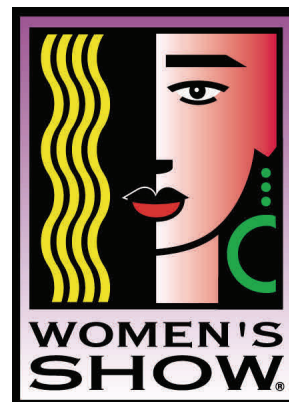
T-15 Lounge Chair
33"L x 32"D x 28"H



T-16 Cocktail Table, White
25"L x 51"D x 15"H



T-17 End Table, White
17"L x 17"D x 15"H



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CUSTOM FURNITURE-CABANA



Montego



T-18 Lounge
86"L x 43"D x 31"H

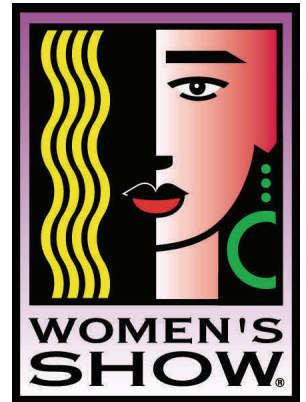
T-19 Ottoman
74"L x 36"D x 14"H



T-20 6.5' Table
78"L x 35"D x 30"H

T-21 Chair
20"L x 21"D x 34"H

CABANA



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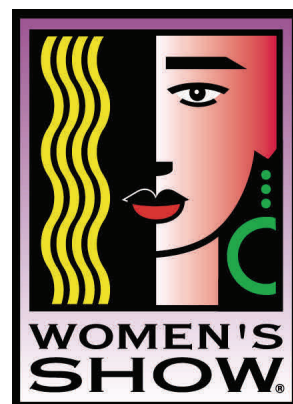
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CUSTOM FURNITURE PRICING

A-1	Black Suede Sofa	\$792
A-2	Black Suede Loveseat	\$726
A-3	Black Suede Chair	\$496
A-4	Black Suede Bench	\$414
A-5	Nickel/Glass Ckt Tbl	\$312
A-6	Nickel/Glass End Tbl	\$280
A-7	Black Suede Corner	\$470
A-8	Black Suede Armless	\$470
A-9	Black/1/2 Round Ottoman	\$590
A-10	Black/Glass Ckt Table	\$310
A-11	Black/Glass End Table	\$280
A-12	Black Floor Lamp	\$150
B-1	Tan Suede Sofa	\$792
B-2	Tan Suede Loveseat	\$726
B-3	Tan Suede Chair	\$496
B-4	Natural Ckt Table	\$280
B-5	Natural End Table	\$280
B-6	Green Suede Ottoman	\$300
B-7	Green Suede Chair	\$496
C-1	Black Leather Sofa	\$792
C-2	Black Leather Loveseat	\$726
C-3	Black Leather Chair	\$470
C-4	Black/Chrome Ckt Table	\$300
C-5	Black/Chrome End Table	\$280
C-6	Black/Chrome Lamp	\$150
D-1	Grey Sofa	\$690
D-2	Grey Loveseat	\$620
D-3	Grey Chair	\$496
D-4	Black Cube Ckt Table	\$322
D-5	Black Round Ckt Table	\$322
D-6	Black Cube End Table	\$290

E-1	White Sofa	\$956
E-2	White Chair	\$564
E-3	White Bench	\$414
E-4	Red Sofa	\$956
E-5	Red Chair	\$564
E-6	Red Bench	\$420
E-7	White Square Ckt Tbl	\$322
E-8	White Rectangle Ckt Tbl	\$322
E-9	White End Tbl	\$290
F-1	Barcelona Chair Red	\$680
F-2	Barcelona Ottoman Red	\$346
F-3	Barcelona Chair White	\$680
F-4	Barcelona Ottoman White	\$346
F-5	Barcelona Chair Black	\$680
F-6	Barcelona Ottoman Black	\$346
G-1	Red Swirl Sofa	\$956
G-2	Red Swirl Chair	\$576
G-3	Red Swirl Bench	\$414
H-1	Black Sectional Loveseat	\$900
H-2	Black Sectional Corner	\$660
H-3	White Sectional Loveseat	\$900
H-4	White Sectional Corner	\$660
I-1	White Curve Sofa	\$980
I-2	White Curve Bench	\$630
I-3	White Round Ottoman	\$980
I-4	Black Curve Sofa	\$980
I-5	Black Curve Bench	\$550
I-6	Black Round Ottoman	\$420
I-7	Chrome/Glass Ckt Tbl	\$400
I-8	Chrome/Glass End Tbl	\$350
I-9	White/Chrome Glove Chair	\$560



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ORLANDO, FLORIDA



2481 Principal Row
Suite 100
Orlando, FL 32837

Phone: 321-296-1888

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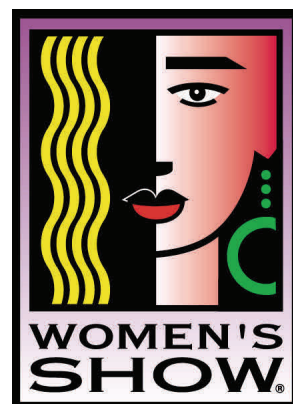
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CUSTOM FURNITURE PRICING

J-1	Havana Sofa	\$956
J-2	Havana Chair	\$564
J-3	Havana Ckt Tbl	\$380
J-4	Havana End Tbl	\$334
J-5	Burgundy Chair	\$564
J-6	Cherry Desk Chair	\$312
J-7	Cherry Writing Desk	\$450
J-8	Brass Lamp	\$174
J-9	Wht/Suede 1/2 banquette	\$726
J-10	White Suede Cube	\$240
J-11	Black Leather Cube	\$240
K-1	24" Black Tbl	\$230
K-2	30" Black Tbl	\$230
K-3	36" Black Tbl	\$260
K-4	42" Black Tbl	\$310
K-5	Black Euro Chair	\$220
K-6	Jet Black Chair	\$264
K-7	24" Black Tall Bar Tbl	\$300
K-8	30" Black Tall Bar Tbl	\$300
K-9	36" Black Tall Bar Tbl	\$334
K-10	Black Barstool	\$276
K-11	Jet Black Bar Stool	\$322
K-12	Mocha Stage Chair	\$322
K-13	Black Tub Chair	\$424
K-14	Grey Tub Chair	\$424
K-15	Black Tulip Chair	\$360
L-1	30" Maple Table	\$276
L-2	36" Maple Table	\$298
L-3	Maple/Chrome Chair	\$264
L-4	30" Maple Tall Bar Table	\$334
L-5	36" Maple Tall Bar Table	\$346
L-6	Maple/Chrome Bar Stool	\$322

L-7	30" Black/Chrome Table	\$240
L-8	36" Black/Chrome Table	\$270
L-9	Black/Chrome Chair	\$270
L-10	30" Black/Chrome Tall Bar Tbl	\$334
L-11	36" Black/Chrome Tall Bar Tbl	\$346
L-12	Black/Chrome Bar Stool	\$346
L-13	Black/Chrome Back Stool	\$346
L-14	Black/Glass Tbl	\$346
L-15	Chrome/Glass Tbl	\$300
L-16	Black/Black Chair	\$242
L-17	Chrome/Glass Tall Bar Tbl	\$410
L-18	White/Chrome Swivel Stool	\$260
L-19	Black/Chrome Swivel Stool	\$260
L-20	30" Chrome Table	\$270
L-21	Chrome/Chrome Chair	\$150
L-22	30" Chrome Tall Bar Tbl	\$320
L-23	Chrome/Chrome Bar Stool	\$300
M-1	Blue/Black Chair	\$250
M-2	Blue/Black Bar Stool	\$300
M-3	Red/Black Chair	\$250
M-4	Red/Black Bar Stool	\$300
M-5	30" White/Chrome Tall Bar	\$310
M-6	White/Chrome Bar Stool	\$320
M-7	White Gelato Tbl	\$390
M-8	Grey Gelato Tbl	\$250
M-9	Black Gelato Tbl	\$250
M-10	Red Scoop Chair	\$346
M-11	Grey Scoop Chair	\$346
M-12	Black Scoop Chair	\$346
M-13	White Scoop Chair	\$346



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CUSTOM FURNITURE PRICING

N-1	12x12x30 Black	\$300
N-2	12x12x36 Black	\$322
N-3	12x12x42 Black	\$346
N-4	12x12x30 Grey	\$300
N-5	12x12x36 Grey	\$324
N-6	12x12x42 Grey	\$346
N-7	18x18x36 Black	\$368
N-8	18x18x42 Black	\$392
N-9	18x18x36 Grey	\$368
N-10	18x18x42 Grey	\$368
N-11	24x24x42 Black	\$414
N-12	24x24x42 Grey	\$414
N-13	24x24x42 Black w/ Tray	\$576
N-14	24x24x42 Grey w/ Tray	\$576
O-1	Martini Bar	\$1800
O-2	Martini Bar w/ Light Kit	\$2000
O-3	Cosmo Bar	\$1714
O-4	Cosmo Bar w/ Light Kit	
O-5	Reception Counter	\$489
O-6	Black Contour Reception	\$700
O-7	Grey Contour Reception	\$700
O-8	42"h Computer Tbl	\$450
O-9	30"h Computer Tbl	\$400
O-10	Parson Desk	\$450
O-11	Refrigerator	\$400
O-12	Coat Rack	\$230
O-13	Black Mirror	\$290
O-14	Literature Stand	\$240
O-15	Silver Folding Lit. Stand	\$334
O-16	Black Folding Lit. Stand	\$334
O-17	Floor Lamp - Off White	\$200

P-1	6' Maple Conference Tbl	\$644
P-2	8' Maple Conference Tbl	\$748
P-3	6' Mahogany Conference Tbl	\$644
P-4	8' Mahogany Conference Tbl	\$748
P-5	10' Mahogany Conference Tbl	\$1092
P-6	6' Honey Oak Conference Tbl	\$748
P-7	6' Black Conference Tbl	\$644
P-8	8' Black Conference Tbl	\$702
P-9	10' Black Conference Tbl	\$1036
P-10	6' Grey Conference Tbl	\$322
P-11	8' Grey Conference Tbl	\$351
P-12	36x60 Glass Tbl	\$293
P-13	Frosted Glass Tbl	\$443
P-14	42" Honey Tbl	\$242
P-15	42" Mahogany Tbl	\$242
Q-1	Leather Executive Chair	
Q-2	Mesh Executive Chair	
Q-3	White/Leather Executive Chair	
Q-4	Black/Leather Executive Chair	
Q-5	Black Jr. Executive Chair	
Q-6	Grey Jr. Executive Chair	
Q-7	Black Sled Chair	
Q-8	Grey Sled Chair	
Q-9	Black/Chrome Breuer Chair	
Q-10	Grey/Chrome Breuer Chair	
Q-11	Black Drafting Stool	
Q-12	Grey Drafting Stool	
Q-13	Black Secretarial Chair	
Q-14	Grey Secretarial Chair	



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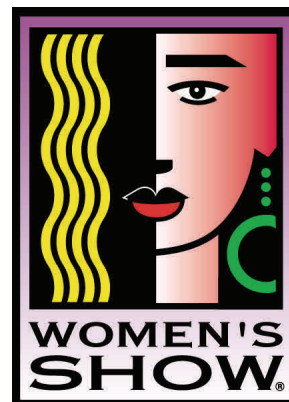
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CUSTOM FURNITURE PRICING

R-1	Black Étagère	\$322
R-2	Chrome Étagère	\$322
R-3	48" Grey Bookcase	\$276
R-4	48" Black Bookcase	\$276
R-5	72" Grey Bookcase	\$322
R-6	72" Black Bookcase	\$322
R-7	2-dr Grey Filing Cabinet	\$230
R-8	2-dr Black Filing Cabinet	\$230
R-9	4-dr Black Filing Cabinet	\$276
R-10	42" Grey Storage Cab	\$276
R-11	42" Black Storage Cab	\$276
R-12	72" Black Storage Cab	\$346
S-1	Natural/Black Desk	\$678
S-2	Natural/Black Credenza	\$564
S-3	Honey Executive Desk	\$678
S-4	Honey Credenza	\$570
S-5	Mahogany Desk	\$678
S-6	Mahogany Credenza	\$570
S-7	Grey Executive Desk	\$678
S-8	Grey Credenza	\$570

T-1	Corner Lounge	\$610
T-2	Center Lounge	\$518
T-3	Cocktail Table	\$518
T-3C	Cocktail Table w/ Cushion	\$518
T-3G	Cocktail Table w/ Glass	\$518
T-4	End Table	\$330
T-6	Small Backrest Section	\$610
T-7	Large Backrest Section	\$610
T-8	Curve Cushion	\$518
T-9	End Section	\$460
T-9C	End Section w/ Cushion	\$460
T-9G	End Section w/ Glass	\$460
T-11	Corner Lounge	\$530
T-12	Center Lounge	\$450
T-13	Right Arm Lounge	\$390
T-14	Left Arm Lounge	\$570
T-15	Lounge Chair	\$570
T-16	Cocktail Table	\$450
T-17	End Table	\$330
T-18	Cabana Lounge	\$2070
T-19	Cabana Ottoman	\$600
T-20	Cabana/Glass Table	\$1270
T-21	Cabana Chair	\$358



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ENTER CUSTOM FURNITURE TOTAL HERE

\$

COMPANY NAME

BOOTH #