

VISTA

CONVENTION SERVICES SOUTH



**Hyatt Regency
Miami, FL
Riverfront, FL
March 26-28, 2014**



Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014



6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

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|--|---|---|
|  <p>UPCEA</p> |  <p>VISTA CONVENTION SERVICES SOUTH</p> | <p>BOOTH PACKAGE & EXHIBIT TIMES</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | |

Dear Exhibitor,

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

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

Dr. Cheri Simpson, Director of Corporate Relations
UPCEA
Chapel Hill Office, Chapel Hill, NC
Tel: (919) 240-4909
Fax: (919) 960-6184
Email: csimpson@upcea.edu

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

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

All questions regarding electricity, audio and visual equipment, telecommunications, and floral services for use in your booth should be directed to the appropriate service contractor shown within this document.

For photography, please contact:

**Harvey Bilt, PO BOX 451000, Miami, FL 33245, (P) 800 - 441 - 3314, (F) 305 - 371 - 2325 or email
hbilt@biltphoto.com**

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

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

| | |
|---|------------------|
| 8' deep x 10' wide back wall - Burgundy/White | 7' x 44" ID Sign |
| 3' high side rails - Burgundy | 2 side chairs |
| 8' draped table - Burgundy | Wastebasket |

Please note that the facility is CARPETED



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EXHIBIT AREA
INSTALLATION &
DISMANTLE

DEADLINE DATE:
Wednesday, March 12, 2014

Exhibit Area Installation & Dismantle

Set-up Date & Times

Wednesday, March 26, 2014 12:00pm- 4:30pm

All prefabricated displays must be set and empty crates tagged for storage by Wednesday, March 26, 2014 4:00pm.

Exhibit Dates & Times

Wednesday, March 26, 2014 6:00pm- 8:00pm
Thursday, March 27, 2014 10:30am- 5:00pm
Friday, March 28, 2014 8:30am- 11:00am

Dismantle Date & Times

Friday, March 28, 2014 11:00am- 3:00pm

Freight not picked up by Friday, March 28, 2014 3:00pm will be re-routed through the house carrier.



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**PAYMENT &
CREDIT CARD
AUTHORIZATION FORM**

**DEADLINE DATE:
Wednesday, March 12, 2014**

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

ORDER RECAP

| | |
|---|----------|
| *Standard Booth Furnishings & Carpet Order Form | \$ _____ |
| *VCS Modular Rental Unit Order Form..... | \$ _____ |
| *Special Signs Order Form | \$ _____ |
| Booth Cleaning Order Form..... | \$ _____ |
| Estimated Labor Order Form | \$ _____ |
| Estimated Material Handling Order Form..... | \$ _____ |
| Subtotal | \$ _____ |
| *Add 7% Sales Tax | \$ _____ |
| Net Amount due Vista | \$ _____ |

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

Indicate Payment Method

Check # _____ Dated _____ Amount \$ _____

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

Account #

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

Expiration Date

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

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

Cardholder's Name _____ (Print or Type)

Cardholder's Address _____ City _____ State _____ Zip _____

Signature _____

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

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax # _____

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

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

| | | |
|--|---|---|
|  |  | <p>PAYMENT POLICIES</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | <p>Deadline Date: Wednesday, March 12, 2014</p> |

Payment Options

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

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

2. Advance Payment by Company Check

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com

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

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

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

Domestic incoming wire transfer fee: \$25.00

International incoming wire transfer fee: \$35.00

4. Credit Card

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **Wednesday, March 12, 2014.**

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date.

For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.

Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

Payment Terms

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

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

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

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

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

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



UPCEA

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LIMITS OF
LIABILITY &
RESPONSIBILITY

Limits of Liability and Responsibility

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



**STANDARD BOOTH
FURNISHINGS & CARPET
ORDER FORM**

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**Deadline Date:
Wednesday, March 12, 2014**

Rental price includes delivery to and removal from your booth.

| QTY. | DISCOUNT RATES | STANDARD RATES | AMT. |
|----------------|-------------------|----------------|----------|
| SEATING | | | |
| _____ | Side Chair..... | \$ 48.00 | \$ 62.50 |
| _____ | Padded Stool..... | \$95.55 | \$124.50 |

| ACCESSORIES | | | |
|--------------------|---------------------------------------|----------|----------|
| _____ | Round Pedestal Table (30"h x 30"d)... | \$ 79.00 | \$102.50 |
| _____ | Round Pedestal Table (42"h x 30"d)... | \$101.50 | \$131.50 |
| _____ | Wastebasket..... | \$ 24.50 | \$ 30.50 |
| _____ | Easel..... | \$ 26.50 | \$ 34.50 |
| _____ | Chrome Sign Frame (22" x 28")..... | \$ 70.00 | \$ 80.00 |
| _____ | Bag Holder..... | \$ 95.00 | \$125.00 |
| _____ | 8' Stanchion..... | \$ 26.50 | \$ 34.50 |
| _____ | Crossbar..... | \$ 26.50 | \$ 34.50 |
| _____ | Garment Rack..... | \$ 95.00 | \$125.00 |
| _____ | Literature Rack..... | \$ 95.00 | \$125.00 |

| STANDARD CARPET | | | |
|---|---------------|----------|----------|
| Price includes installation & taping front edge. | | | |
| No guarantee of color match when ordering multiple carpets. | | | |
| _____ | 10'x 10'..... | \$117.95 | \$153.50 |
| _____ | 10'x 20'..... | \$236.90 | \$306.95 |
| _____ | 10'x 30'..... | \$353.30 | \$459.90 |
| _____ | 10'x 40'..... | \$471.25 | \$613.40 |
| _____ | 10'x 50'..... | \$588.90 | \$766.60 |
| Circle color: Blue Burgundy Gray Teal Red Black Hunter Green | | | |

| CUSTOM SIZE CARPET | | | |
|---|------------|---------------------------|-------------------------------|
| Price includes installation to fit booth space, protective covering, and edges taped. | | | |
| INDICATE OVERALL DIMENSIONS: | | | |
| _____ | ft.x _____ | ft. (100 sq. ft. minimum) | \$2.75 sq. ft. \$3.40 sq. ft. |
| Circle color: Blue Burgundy Gray Teal Red Black Hunter Green | | | |

| CARPET PADDING | | | |
|-----------------------------|------------|---------------------------|---------------------------|
| INDICATE OVERALL DIMENSION: | | | |
| _____ | ft.x _____ | ft. (100 sq. ft. minimum) | \$1.05 ft. \$1.35 sq. ft. |

| QTY. | DISCOUNT RATES | STANDARD RATES | AMT. |
|--|----------------------------------|----------------|----------|
| DRAPED DISPLAY TABLES - 30" HIGH | | | |
| Price includes white vinyl top & 3 sides | | | |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green | | | |
| _____ | 2' x 4' x 30"..... | \$ 98.50 | \$125.00 |
| _____ | 2' x 6' x 30"..... | \$111.25 | \$142.25 |
| _____ | 2' x 8' x 30"..... | \$133.50 | \$173.75 |
| _____ | 4th Side Drape 6' & 8' Only..... | \$ 35.00 | \$ 75.00 |

| DRAPED DISPLAY TABLES - 42" COUNTER HIGH | | | |
|--|----------------------------------|----------|----------|
| Price includes white vinyl top & 3 sides | | | |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green | | | |
| _____ | 2' x 4' x 42"..... | \$142.75 | \$183.25 |
| _____ | 2' x 6' x 42"..... | \$154.25 | \$200.50 |
| _____ | 2' x 8' x 42"..... | \$177.75 | \$231.00 |
| _____ | 4th Side Drape 6' & 8' Only..... | \$ 35.00 | \$ 75.00 |

| UNDRAPED DISPLAY TABLES - 30" HIGH | | | |
|---|--------------------|---------|---------|
| _____ | 2' x 4' x 30"..... | \$49.50 | \$64.25 |
| _____ | 2' x 6' x 30"..... | \$60.75 | \$79.00 |
| _____ | 2' x 8' x 30"..... | \$72.75 | \$94.75 |

| UNDRAPED DISPLAY TABLES - 42" HIGH | | | |
|---|--------------------|---------|----------|
| _____ | 2' x 4' x 42"..... | \$61.00 | \$78.00 |
| _____ | 2' x 6' x 42"..... | \$70.75 | \$92.00 |
| _____ | 2' x 8' x 42"..... | \$82.75 | \$107.25 |

| DRAPED RISERS | | | |
|----------------------|------------------------|---------|----------|
| White Vinyl | | | |
| _____ | 4' One Step..... | \$47.75 | \$61.75 |
| _____ | 6' One Step..... | \$62.00 | \$80.25 |
| _____ | Raise & Drape Package | | |
| _____ | Table to 42" high..... | \$60.00 | \$ 75.00 |

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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BOOTH CLEANING
ORDER FORM

Deadline Date:
Wednesday, March 12, 2014

BOOTH CLEANING RATES

Please indicate your requirements:

- Daily - Vacuuming.....\$.32 per sq. ft.
- Once - Vacuuming before initial opening.....\$.37 per sq. ft.

Calculate total:

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

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

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

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

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

UPCEA



VISTA

CONVENTION SERVICES SOUTH

VCS MODULAR RENTAL UNITS

Hyatt Regency
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DEADLINE DATE:
Wednesday, March 12, 2014

VCS TableTop

Unit contains

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



Price \$500.00

VCS 10

Unit contains

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



Price \$1,000.00

Optional Rental Accessories

| Qty | Item | Price | Total |
|-----|------------------|----------|--------|
| ___ | Side Rail (each) | \$107.10 | \$ ___ |

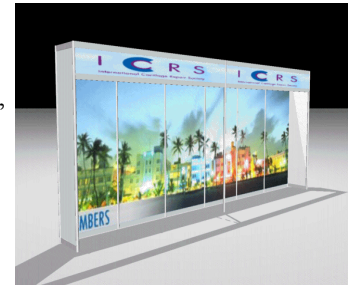
Extra Shelves

| Qty | Item | Price | Total |
|-----|--------------------------|---------|--------|
| ___ | 1 - Shelf & 2 - Brackets | \$50.00 | \$ ___ |

VCS 20

Unit contains

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



Price \$1,900.00

Lockable Counters (White only)



| Qty | Item | Price | Total |
|-----|--------------------|----------|--------|
| ___ | 40"L x 42"H x 18"W | \$250.00 | \$ ___ |
| ___ | 80"L x 30"H x 22"W | \$350.00 | \$ ___ |

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

Sample pictures are of a 30" counter.

All graphics must be sent per the graphic guidelines and sized according to the dimensions stated above.

Header Copy:

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

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

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SPECIAL SIGNS

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DEADLINE DATE:
Wednesday, March 12, 2014

Special Signs

| Qty | Size | Digital Prints Advance Prices | Digital Prints after Deadline Price | Amount |
|-------|--------------|-------------------------------|-------------------------------------|---------|
| _____ | 7" x 44" | \$35.00 | \$43.75 | \$_____ |
| _____ | 14" x 22" | \$50.00 | \$62.50 | \$_____ |
| _____ | 22" x 28" | \$75.00 | \$93.75 | \$_____ |
| _____ | 28" x 44" | \$105.00 | \$131.25 | \$_____ |
| _____ | 1 Meter x 8' | \$175.00 | \$218.75 | \$_____ |

- Easel back applied to sign quoted upon request.
 - All prices are for single sided-double sided quoted upon request.
 - Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
 - All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
 - Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS3, Photoshop CS3, Quark Express 6.1 or Adobe InDesign CS3. For further details, refer to the Graphic Guidelines page.

Vertical Horizontal Color of Background Color of Lettering

Please type desired copy below or attach a separate sheet

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

| | | |
|--|---|---|
|  <p>UPCEA</p> |  <p>VISTA CONVENTION SERVICES SOUTH</p> | <p>GRAPHIC GUIDELINES</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | <p>Deadline Date: Wednesday, March 12, 2014</p> |

Graphic Guidelines

We can accept graphic files created with the following programs:

- Adobe Acrobat Professional 8.0
- Adobe Illustrator CS3
- Photoshop CS3
- Quark Express 6.1
- Adobe InDesign CS3

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

Files created on a Mac or Windows platform are equally acceptable. Except Quark Express files created on a Mac, those graphics must be sent as high resolution PDF files.

Whenever possible, we prefer artwork saved as vector files, which can be resized without losing resolution. ALL vector files MUST have fonts converted to outlines or curves.

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. If uncertain as to requirements please consult us before sending files.

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

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

Color Matching

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

Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only). If you have any questions, please contact us before sending your files.

Forward any graphics to our office:

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Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

| | | |
|--|---|---|
|  <p>UPCEA</p> |  <p>VISTA CONVENTION SERVICES SOUTH</p> | <p>INTENT TO USE NON-OFFICIAL CONTRACTORS</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | <p>Deadline Date: Wednesday, March 12, 2014</p> |

Intent to Use Non-Official Contractors

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

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

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

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

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

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

Certificate of Insurance Included: Yes No

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.

| | | |
|--|---|---|
|  <p>UPCEA</p> |  | <p>LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | |

Limits of Liability and Responsibility for Labor

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



LABOR ORDER FORM

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

Deadline Date:
Wednesday, March 12, 2014

Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

Straight Time
\$63.40 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

Overtime
\$95.10 per hour
One hour minimum per worker
Thereafter 1/2 hr. increments

ST: 8:00AM to 3:30PM
Monday through Friday

OT: Before 8:00AM and after 3:30PM
Monday through Friday and all hours
on Saturday and Sunday

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

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

Please indicate the type of labor requested:

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

Table with 4 columns: No. Men, Date, Time, Approx. Hours. Rows for Set-up and Dismantle.

PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum \$35.00

Name of Carrier # Crates Cartons Skids

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

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

After Dismantle Return Display To (Shipping Address):

VIA:

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

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

Form fields for Company Name, Street Address, City, State, Zip, Fax#, Ordered by, Signature, Title, Booth, Phone #.

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

CARDHOLDERS SIGNATURE: CARDHOLDERS NAME:

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH

| | | |
|--|---|---------------------------|
|  <p>UPCEA</p> |  <p>VISTA CONVENTION SERVICES SOUTH</p> | <p>UNION JURISDICTION</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | |

Union Jurisdictions

Exhibit Labor Jurisdictions

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

Freight Handling Jurisdiction

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

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

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

Gratuities

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

In General

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



**MATERIAL
HANDLING
SERVICES & RATES**

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

**DEADLINE DATE:
Wednesday, March 19, 2014**

Material Handling Services & Rates

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

| | |
|--|--|
| <p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate \$90.15 Showsite Rate \$94.50</p> | <p><u>Crated and/or skidded Floor Load Shipments</u> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p> |
| <p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> Warehouse Rate \$125.40 Showsite Rate \$131.35</p> | <p><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</p> |
| <p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.</p> | <p><u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged a 25% surcharge for each occurrence in addition to the above rates</p> |
| <p>Per CWT (100 lbs.) <i>Minimum charge (200 lbs.)</i> A 25% surcharge for each occurrence will apply in addition to the above rates.</p> | <p><u>Deliveries to Warehouse AFTER DEADLINE DATE</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Wednesday, March 19, 2014 will be charged a 25% surcharge for each occurrence in addition to the above rates.</p> |
| <p>*First Package \$35.00 ***Each additional package \$25.00</p> | <p><u>Small Package Shipments</u> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p> |



UPCEA

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

VISTA
CONVENTION SERVICES SOUTH

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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

SHIPPING &
MATERIAL
HANDLING RECAP

DEADLINE DATE:
Wednesday, March 19, 2014

Shipping and Material Handling Recap

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

| | | |
|---|--|----------|
| Computation of Order: When recording weight, round up to the next 100 pounds. | | |
| <u>Crated and/or skidded Floor Load Shipments</u> | | |
| Warehouse We will ship _____ lbs. @ \$90.15 per 100 lbs. (200 lb. minimum/\$180.30) | | \$ _____ |
| Showsite We will ship _____ lbs. @ \$94.50 per 100 lbs. (200 lb. minimum/\$189.00) | | \$ _____ |
| <u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments requiring Special Handling</u> | | |
| Warehouse We will ship _____ lbs. @ \$125.40 per 100 lbs. (200 lb. minimum/\$250.80) | | \$ _____ |
| Showsite We will ship _____ lbs. @ \$131.35 per 100 lbs. (200 lb. minimum/\$262.70) | | \$ _____ |
| <u>Overtime Rates</u> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates. | | |
| <u>Deliveries to Warehouse AFTER Deadline Date</u> Shipments received at the warehouse after 3:30PM or after the deadline date of Wednesday, March 19, 2014 will be charged 25% surcharge, for each occurrence, in addition to the above rates. | | |
| Payment Enclosed | | \$ _____ |

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

COMPANY NAME:

BOOTH #



UPCEA

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

VISTA
CONVENTION SERVICES SOUTH

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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

SHIPPING INFORMATION

Shipping Information

What you should know:

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

Material Handling includes:

- * Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- * Delivering materials to your booth at showsite.
- * Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- * Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

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



UPCEA

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

SHIPPING INSTRUCTIONS

Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

SHIPPING IN ADVANCE TO THE WAREHOUSE:

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

TO: UPCEA
(EXHIBITING COMPANY'S NAME & BOOTH NUMBER)
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVENUE
MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning **Monday, February 24, 2014.**
- Shipments received after the deadline of **Wednesday, March 19, 2014** will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an **overtime rate.**
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOWSITE:

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

TO: UPCEA
(EXHIBITING COMPANY'S NAME & BOOTH NUMBER)
HYATT REGENCY
C/O VISTA CONVENTION SERVICES SOUTH
RIVERFRONT HALL
400 SE 2ND AVENUE
MIAMI, FL 33131

Showsite shipments will be received beginning **Wednesday, March 26, 2014 8:00am-3:00pm.**
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.



UPCEA

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

VISTA
CONVENTION SERVICES SOUTH

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MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
vistasouth@vistacs.com
www.vistacs.com

OUTBOUND SHIPPING
INSTRUCTIONS

Outbound Shipping Instructions

Shipping Outbound from Showsite

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

FROM: (Your Company Name)
BOOTH #:
SHOW NAME: UPCEA
LOCATION: HYATT REGENCY-Riverfront Hall
TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **Friday, March 28, 2014 2:30pm.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtime charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshow Freight Services**) must be checked in no later than **Friday, March 28, 2014 2:30pm.**

| | | |
|--|---|--|
|  <p>UPCEA</p> |  <p>VISTA CONVENTION SERVICES SOUTH</p> | <p>LIMITS OF LIABILITY FOR MATERIAL HANDLING</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | |

Limits of Liability for Material Handling

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



UPCEA

Hyatt Regency
Miami, FL
Riverfront Hall
March 26-28, 2014

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TEL: (305) 673-1123 FAX: (305) 673-8713
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IMPORTANT FREIGHT
INFORMATION

Important Freight Information

Definition of Special Handling:

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

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

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.

| | | |
|--|---|---|
|  <p>UPCEA</p> |  | <p>MATERIAL HANDLING SPECIAL SERVICES</p> |
| <p>Hyatt Regency Miami, FL Riverfront Hall March 26-28, 2014</p> | <p>6901 NW 26th AVENUE MIAMI, FL 33147 TEL: (305) 673-1123 FAX: (305) 673-8713 vistasouth@vistacs.com www.vistacs.com</p> | |

Material Handling Special Services

Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

Special Rates and Services

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

UPCEA
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

UPCEA
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

FOR ADVANCE SHIPMENTS ONLY

DELIVER NO LATER THAN FRIDAY, MARCH 21, 2014.
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY. CHECK IN BY 3:00PM.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

UPCEA
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____ (EXHIBITOR NAME) _____ (BOOTH #)

UPCEA
C/O VISTA CONVENTION SERVICES SOUTH
6901 NW 26TH AVE
MIAMI, FL 33147

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

UPCEA
HYATT REGENCY – RIVERFRONT HALL
C/O VISTA CONVENTION SERVICES SOUTH
400 SE 2ND AVENUE
MIAMI, FL 33131

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

UPCEA
HYATT REGENCY – RIVERFRONT HALL
C/O VISTA CONVENTION SERVICES SOUTH
400 SE 2ND AVENUE
MIAMI, FL 33131

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

UPCEA
HYATT REGENCY – RIVERFRONT HALL
C/O VISTA CONVENTION SERVICES SOUTH
400 SE 2ND AVENUE
MIAMI, FL 33131

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

UPCEA
HYATT REGENCY – RIVERFRONT HALL
C/O VISTA CONVENTION SERVICES SOUTH
400 SE 2ND AVENUE
MIAMI, FL 33131

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/12/14



ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Ph: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

| | | | |
|------------------|-------------------------------------|---------------|----------|
| COMPANY: | | BTH # | |
| EVENT: | UPCEA 99th Annual Conference | | |
| FACILITY: | Hyatt Regency Miami | | |
| DATES: | March 26-28, 2014 | EVENT# | 034119MI |

EXHIBITOR INFORMATION

| | | | |
|----------------------|------------|--------------------|--|
| COMPANY NAME: | | PHONE: | |
| ADDRESS: | | FAX: | |
| CITY: | ST: | ZIP: | |
| COUNTRY: | | CELL: | |
| SIGNATURE: | | PRINT NAME: | |
| EMAIL: | | | |

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

COMPANY CHECK
 Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

BANK WIRE TRANSFER INFORMATION *
 Bank transfer to Bank of America
Wire Transfer:
 ABA#: 026009593 Acct: 33855214
International Wire Transfer:
 Swift Code: BOFAUS3N Acct: 33855214
ACH Direct Deposit
 ABA# 125000024 Acct: 33855214
 * 25\$ processing fee **MUST** be included with transfer.

CREDIT CARD
 For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA **MASTERCARD**
 AMX **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

| | | | | | | | | | | | |
|--|--|--|--|--------------|--|--------------------|--|------------|--|-------------------------------|--|
| CHECK # | | | | | | | | | | | |
| CREDIT CARD NUMBER: | | | | | | | | | | EXP DATE: | |
| CARD HOLDER SIGN: | | | | | | PRINT NAME: | | | | | |
| EMAIL ADDRESS: | | | | | | | | | | THIRD PARTY: YES or NO | |
| CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE | | | | | | | | | | | |
| ADDRESS: | | | | CITY: | | | | ST: | | ZIP: | |

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

_____ AUTHORIZED SIGNATURE

_____ PRINT NAME _____ DATE

| SERVICE TOTALS | |
|--|--|
| ELECTRICAL/LABOR/MATERIAL | |
| PLUMBING | |
| LIGHTING | |
| SUBTOTAL | |
| 7% SALES TAX DUE ON ALL ORDERS UNLESS FLORIDA DR-13 OR DR-14 TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER | |
| TOTAL DUE | |

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 03/12/14

E M



ELECTRICAL EXHIBITION SERVICES
 16110 NW 13th Avenue, Miami, FL 33169
 Ph: (305) 623-5335 Fax: (305) 623-5337
 miami@edlen.com

| | | | |
|------------------|-------------------------------------|---------------|-----------------|
| COMPANY: | | BTH # | |
| EVENT: | UPCEA 99th Annual Conference | | |
| FACILITY: | Hyatt Regency Miami | | |
| DATES: | March 26 –28, 2014 | EVENT# | 034119MI |

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

| |
|--|
| ORDER INSTRUCTIONS |
| <p>120 VOLT POWER DELIVERY</p> <p>The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.</p> |
| <p>ISLAND BOOTHS</p> <p>Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.</p> |
| <p>208/480VOLT SERVICES</p> <p>If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.</p> |
| <p>24 HOUR SERVICES</p> <p>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p> |
| <p>LIGHTING</p> <p>Overhead lights are installed on time and material basis. Call for quote. Arm lights can only be installed on a hard wall structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.</p> |
| Form 120V-042012TAX |

| ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event | | | | | |
|--|---------------------|---------------------------|-----------------------|-----------------------|------------|
| | QTY Show Hours Only | QTY 24hrs/day Double rate | ADVANCE PAYMENT PRICE | REGULAR PAYMENT PRICE | TOTAL COST |
| 120 VOLT | | | | | |
| 500 WATTS (5 AMPS) | _____ | _____ | 78.00 | 117.00 | _____ |
| 1000 WATTS (10 AMPS) | _____ | _____ | 108.00 | 162.00 | _____ |
| 1500 WATTS (15 AMPS) | _____ | _____ | 127.00 | 191.00 | _____ |
| 2000 WATTS (20 AMPS) | _____ | _____ | 146.00 | 219.00 | _____ |
| MISC. REQUIREMENTS | | | | | |
| _____ | _____ | _____ | .00 | .00 | _____ |
| _____ | _____ | _____ | .00 | .00 | _____ |

| LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove) | | | | | |
|---|-------|-------|--------|--------|-------|
| 1000 WATT OVERHEAD LIGHT (Call for quote) | _____ | _____ | 231.00 | 347.00 | _____ |
| ARM LIGHT (Only mounts to hard wall structures) | _____ | _____ | 95.00 | 143.00 | _____ |
| 8' POLE LIGHT WITH 1 FIXTURE | _____ | _____ | 77.00 | 116.00 | _____ |
| 8' POLE LIGHT WITH 2 FIXTURES | _____ | _____ | 154.00 | 230.00 | _____ |

| MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site) | | | | | |
|--|-------|-------|--|-------|-------|
| 15' EXTENSION CORDS | _____ | _____ | | 23.00 | _____ |
| POWER STRIPS | _____ | _____ | | 23.00 | _____ |

| ELECTRICAL LABOR | | | | | |
|---|-------|-------|--|--------|-------|
| ST (Mon-Fri, 8am-4:30pm, excluding holidays) | _____ | _____ | | 80.00 | _____ |
| OT (Mon-Fri, 4:30pm-8am, all day Sat. & Sun.) | _____ | _____ | | 160.00 | _____ |

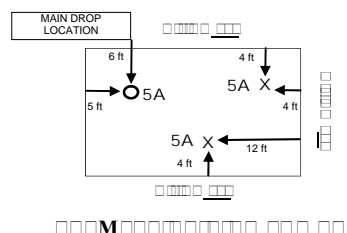
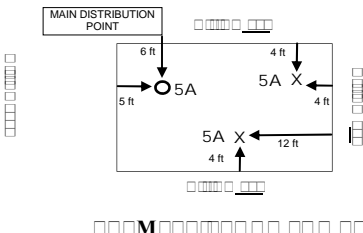
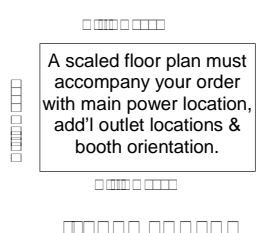
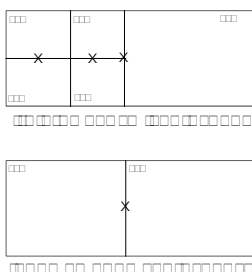
| | |
|--|----------|
| PLACE TOTAL HERE | |
| COMPANY: | BOOTH #: |
| AUTHORIZED SIGNATURE: | |
| PRINT NAME: | DATE: |
| TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract. | |
| The "Method of Payment" form must be completed and returned with this order form. | |

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



2014 UPCEA Annual Conference
Exhibitor Order Form

E-Mail, mail or fax completed form to:
BAVServices
10 Sonwil Drive, Buffalo, NY 14225
Fax: (716) 685-5014 Phone: (800) 264-5010
Contact: Bob Majdanik, Ext. 118
bob@bavservices.com



Convention Name UPCEA 2014 Annual Conference
Date(s) in Use March 24 - 28, 2014 - Miami, FL
Delivery Date Time Booth #
Pickup Date Time On Site Contact
Organization Name Phone
Bill Contact Name Fax
Address Email
City State Zip

Table with columns: Equipment, Conference Rate (Advance, 7 Days, On-Site, Total). Rows include Projectors and Screens, Computers, Data Monitors, Video, Audio, and Miscellaneous items with their respective prices.

BAVServices will deliver the equipment to the booth at the specified time to ensure its proper set up and operation.

Credit Card Type []VISA []MasterCard []Am Ex
Credit Card #
Security ID # (3-digit code on back of charge card)
Exp. Date
Name
Signature

Total Equipment Fees
18% Service Charge
Total Rental Charges
Check Enclosed (Amount)

ALL ADVANCE ORDERS MUST BE RECEIVED BY MARCH 17, 2014

Orders not cancelled within 24 hours of the event will be charged 50% of the total rental cost.



James L Knight Center Exhibitor Internet Order Form



James L. Knight Center

Fax completed form to 775.257.4960 or email to cory.white@swisscom.com

**** Please note, this property features a wireless network and wireless internet may be purchased onsite via the online web interface at the rate of \$50 per connection per day. You have prioritized access by ordering early ****

| <u>Contact and Event Information</u> | | | |
|--------------------------------------|-----------------|-----------------------------|--|
| Company Name: | | Event Name: | |
| Street Address: | | Booth Number (s): | |
| City: | State/Province: | Event Dates: | |
| Zip/Postal: | Country: | Setup Date: | |
| Ordering Contact Name: | | Setup Time: | |
| Ordering Contact Email: | | Teardown Date: | |
| Ordering Contact Phone: | | Teardown Time: | |
| Onsite Contact Name: | | Notes/Special Instructions: | |
| Onsite Contact Cell Phone: | | | |
| Onsite Contact Email: | | | |

| <u>Internet Services</u> | | | |
|--|--|---------------|-------|
| High Speed Internet Access (per booth flat one-time fee) | Advance Rate (must be ordered at least 30 days before the event) | Standard Rate | Total |
| One Wired Internet Connection | \$500 | \$900 | |
| One Wireless Internet Connection | \$250 | \$350 | |

| <u>Additional Connections and Services</u> | | | | | |
|--|-----|---|--------------|---------------|-------|
| | Qty | X | Advance Rate | Standard Rate | Total |
| Additional Wired Connection(s) | | X | \$100 | \$150 | |
| Additional Wireless Connection(s) | | X | \$50 | \$75 | |
| Public Static IP Address(s) | | X | \$25 | \$50 | |

Orders that are received 30 days prior to setup date qualify for the Advance Rate.

Additional connections are charged as a one time fee and the client is responsible to pay for each device connected to the network.

The network cables and equipment installed within the exhibitor booth are the responsibility of the client. Fees may be assessed for lost, damaged or missing cables and or equipment.

Onsite orders may be subject to a service expedite fee of \$180.00.

| | |
|----------------------|--|
| <u>Total</u> | |
| <u>+ 22% Service</u> | |
| <u>Grand Total</u> | |

Authorized Signature: _____ Date: _____



James L Knight Center Exhibitor Internet Order Form



James L. Knight Center

| <u>Payment Authorization</u> | | |
|---|------------------|----------|
| Total Charge | | |
| Credit Card Type: <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard | | |
| Account #: | Exp Date: | CVV: |
| Billing Street Address: | City: | |
| State/Province: | Zip/Postal Code: | Country: |
| Name on Credit Card: | Billing Phone: | |
| Authorized Signature: _____ Date: _____ | | |

Please submit the completed and signed form to Cory White by fax to 1.775.257.4960 or email a digital copy to cory.white@swisscom.com.

Instructions and Additional Information

For best results, fill out the form completely by providing onsite contact information and as much information as possible. Please including drop locations in the notes section for wired connections.

Credit card charges are processed by the property and/ or Swisscom they will appear on your monthly statement in the property's name or as Hospitality Services.

For technical support, please contact the account manager listed on this form or the 24hr help desk at 888-703-2673.

Additional services not covered on this form are available such as; VLAN(s), video conferencing, Wi-Fi Hotspots, Webcasting, custom splash pages and many more. Please contact the account manager listed at the bottom of the page for more information.

Swisscom prohibits the use of client provided wired or wireless hubs, switches and routers to share internet access. Additional fees may be assessed for each unauthorized device connected to the network.



James L Knight Center Exhibitor Internet Order Form



James L. Knight Center

Terms and Conditions

1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting there from. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement. Swisscom's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party's officers, directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. **Force Majeure.** Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopy transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venture or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken there from and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.

Swisscom Hospitality Service North America
Office 904.634.4599 Cell 904.735.1600

Fax 775.257.4960

Cory White, Account Manager
cory.white@swisscom.com

JEREN TROPICALS, INC.
11400 ORANGE DRIVE, DAVIE, FL, 33330
TELEPHONE: 954-424-1114 FAX: 954-424-1994
ORDERS@JERENTROPICALS.COM

Show Name: _____

Location: _____

| Quantity | Prices | Total |
|--|---------------|--------------|
| _____ 2' - 3' GREEN PLANT | \$34.00 | _____ |
| _____ 4' - 5' GREEN PLANT | \$44.00 | _____ |
| _____ 6' - 7' GREEN PLANT | \$64.00 | _____ |
| _____ 8' - 9' GREEN PLANT | \$94.00 | _____ |
| _____ POTTED MUMS: Choose Color White_____ Yellow_____ Bronze_____ Lavender_____ | \$24.00 | _____ |
| _____ SEASONAL FLOWERING PLANT | \$24.00 | _____ |
| _____ BROMELIAD | \$34.00 | _____ |
| _____ ORCHID PLANT | \$44.00 | _____ |
| _____ BOSTON FERN | \$24.00 | _____ |
| _____ FLORAL ARRANGEMENTS: CHECK ONE \$50.00_____ \$75.00_____ \$100.00_____ | | _____ |
| _____ TROPICAL_____ | | |
| _____ SEASONAL_____ HEIGHT_____ WIDTH_____ | | |

Sales Tax 6% _____

PLEASE CALL OUR DESIGNER FOR ADDITIONAL BOOTH DÉCOR.

Total _____

Delivery Date _____ **Show Date** _____ **Removal Date** _____

Exhibitor Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Contact Name _____ Phone _____ Fax _____

Payment Method: Check _____ Visa _____ Master Card _____ American Express _____ Discover _____

Name of Card Holder (Sign) _____ (Print) _____

Card Number _____ Expiration Date _____

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Multimodal capabilities



| | | | |
|-------------------------------------|---------------------------------------|--|--------------------------------------|
| A-1 Black Suede Sofa \$405 | I-7 Chrome/Glass Ckt Table \$195 | M-8 Grey Gelato Table \$215 | Q-8 Grey Sled Chair \$155 |
| A-2 Black Suede Loveseat \$370 | I-8 Chrome/Glass End Table \$170 | M-9 Black Gelato Table \$215 | Q-9 Blk/Chrome Breuer Chair \$135 |
| A-3 Black Suede Chair \$260 | I-9 Wht/Chrome Glove Chair \$270 | M-10 Red Scoop Chair \$165 | Q-10 Gry/Chrome Breuer Chair \$135 |
| A-4 Black Suede Bench \$230 | J-1 Havana Sofa \$490 | M-11 Grey Scoop Chair \$165 | Q-11 Black Drafting Stool \$165 |
| A-5 Nickel/Glass Ckt Table \$170 | J-2 Havana Chair \$315 | M-12 Black Scoop Chair \$165 | Q-12 Grey Drafting Stool \$165 |
| A-6 Nickel/Glass End Table \$155 | J-3 Havana Ckt Table \$195 | M-13 White Scoop Chair \$165 | Q-13 Black Secretarial Chair \$135 |
| A-7 Black Suede Corner \$260 | J-4 Havana End Table \$170 | N-1 12x12x30 Black \$165 | Q-14 Grey Secretarial Chair \$135 |
| A-8 Black Suede Armless \$260 | J-5 Burgundy Chair \$305 | N-2 12x12x36 Black \$175 | R-1 Black Etagere \$175 |
| A-9 Blk/Half Round Ottoman \$325 | J-6 Cherry Desk Chair \$165 | N-3 12x12x42 Black \$190 | R-2 Chrome Etagere \$175 |
| A-10 Black/Glass Ckt Table \$170 | J-7 Cherry Writing Desk \$235 | N-4 12x12x30 Grey \$165 | R-3 48" Grey Bookcase \$140 |
| A-11 Black/Glass End Table \$155 | J-8 Brass Lamp \$85 | N-5 12x12x36 Grey \$175 | R-4 48" Black Bookcase \$140 |
| A-12 Black Floor Lamp \$85 | J-9 Wht/Suede 1/2 Banquette \$345 | N-6 12x12x42 Grey \$190 | R-5 72" Grey Bookcase \$165 |
| B-1 Tan Suede Sofa \$405 | J-10 White Suede Cube \$105 | N-7 18x18x36 Black \$200 | R-6 72" Black Bookcase \$165 |
| B-2 Tan Suede Loveseat \$370 | J-11 Black Leather Cube \$105 | N-8 18x18x42 Black \$210 | R-7 2-Dr Grey File Cabinet \$140 |
| B-3 Tan Suede Chair \$260 | K-1 24" Black Table \$125 | N-9 18x18x36 Grey \$200 | R-8 2-Dr Black File Cabinet \$140 |
| B-4 Natural Ckt Table \$170 | K-2 30" Black Table \$125 | N-10 18x18x42 Grey \$210 | R-9 4-Dr Black File Cabinet \$160 |
| B-5 Natural End Table \$155 | K-3 36" Black Table \$140 | N-11 24x24x42 Black \$220 | R-10 42" Grey Storage Cabinet \$160 |
| B-6 Green Suede Ottoman \$140 | K-4 42" Black Table \$170 | N-12 24x24x42 Grey \$220 | R-11 42" Black Storage Cabinet \$160 |
| B-7 Green Suede Chair \$260 | K-5 Black Euro Chair \$115 | N-13 24x24x42 Black w/ Tray \$305 | R-12 72" Black Storage Cabinet \$185 |
| C-1 Black Leather Sofa \$405 | K-6 Jet Black Chair \$115 | N-14 24x24x42 White w/ Tray \$305 | S-1 Natural/Black Desk \$385 |
| C-2 Black Leather Loveseat \$370 | K-7 24" Black Tall Bar Table \$165 | O-1 Martini Bar \$895 | S-2 Natural/Black Credenza \$345 |
| C-3 Black Leather Chair \$260 | K-8 30" Black Tall Bar Table \$165 | O-2 Martini Bar (w/ Light Kit) \$1,060 | S-3 Honey Executive Desk \$385 |
| C-4 Black/Chrome Ckt Table \$165 | K-9 36" Black Tall Bar Table \$175 | O-3 Cosmopolitan Bar \$820 | S-4 Honey Credenza \$345 |
| C-5 Black/Chrome End Table \$155 | K-10 Black Barstool \$140 | O-4 Cosmo Bar (w/ Light Kit) \$950 | S-5 Mahogany Desk \$385 |
| C-6 Black/Chrome Lamp \$85 | K-11 Jet Black Bar Stool \$165 | O-5 Reception Counter \$225 | S-6 Mahogany Credenza \$345 |
| D-1 Grey Sofa \$380 | K-12 Mocha Stage Chair \$155 | O-6 Black Contour Reception \$370 | S-7 Grey Executive Desk \$385 |
| D-2 Grey Loveseat \$340 | K-13 Black Tub Chair \$230 | O-7 Grey Contour Reception \$370 | S-8 Grey Credenza \$345 |
| D-3 Grey Chair \$255 | K-14 Grey Tub Chair \$230 | O-8 42"h Computer Table \$215 | CATALINA |
| D-4 Black Cube Ckt Table \$175 | K-15 Black Tulip Chair \$165 | O-9 30"h Computer Table \$195 | T-1 Corner Lounge \$290 |
| D-5 Black Round Ckt Table \$175 | L-1 30" Maple Table \$140 | O-10 Parson Desk \$215 | T-2 Center Lounge \$240 |
| D-6 Black Cube End Table \$160 | L-2 36" Maple Table \$155 | O-11 Refrigerator \$195 | T-3 Cocktail Table \$240 |
| E-1 White Sofa \$490 | L-3 Maple/Chrome Chair \$135 | O-12 Coat Rack \$110 | T-3C Cocktail Table w/ Cushion \$240 |
| E-2 White Chair \$315 | L-4 30" Maple Tall Bar Table \$170 | O-13 Black Mirror \$140 | T-3G Cocktail Table w/ Glass \$240 |
| E-3 White Bench \$230 | L-5 36" Maple Tall Bar Table \$175 | O-14 Literature Stand \$120 | T-4 End Table \$180 |
| E-4 Red Sofa \$490 | L-6 Maple/Chrome Bar Stool \$165 | O-15 Silver Folding Lit. Stand \$160 | BARBADOS |
| E-5 Red Chair \$315 | L-7 30" Black/Chrome Table \$130 | O-16 Black Folding Lit. Stand \$160 | T-6 Small Backrest Section \$290 |
| E-6 Red Bench \$230 | L-8 36" Black/Chrome Table \$145 | O-17 Floor Lamp - Off White \$85 | T-7 Large Backrest Section \$290 |
| E-7 White Square Ckt Table \$165 | L-9 Black/Chrome Chair \$135 | P-1 6' Maple Conf. Table \$335 | T-8 Curve Section \$240 |
| E-8 White Rectangle Ckt Table \$165 | L-10 30" Blk/Chrome Tall Bar Tl \$170 | P-2 8' Maple Conf. Table \$425 | T-9 End Section \$220 |
| E-9 White End Table \$155 | L-11 36" Blk/Chrome Tall Bar Tl \$175 | P-3 6' Mahogany Conf. Tbl \$335 | T-9C End Section w/ Cushion \$220 |
| F-1 Barcelona Chair Red \$345 | L-12 Black/Chrome Bar Stool \$165 | P-4 8' Mahogany Conf. Tbl \$425 | T-9G End Section w/ Glass \$220 |
| F-2 Barcelona Ottoman Red \$175 | L-13 Blk/Chrome Back Stool \$165 | P-5 10' Mahogany Conf. Tbl \$545 | ANTIGUA |
| F-3 Barcelona Chair White \$345 | L-14 Black/Glass Table \$145 | P-6 6' Honey Oak Conf. Tbl \$335 | T-11 Corner Lounge \$290 |
| F-4 Barcelona Ottoman White \$175 | L-15 Chrome/Glass Table \$145 | P-7 6' Black Conf. Table \$320 | T-12 Center Lounge \$240 |
| F-5 Barcelona Chair Black \$345 | L-16 Black / Black Chair \$115 | P-8 8' Black Conf. Table \$425 | T-13 Right Arm Lounge \$490 |
| F-6 Barcelona Ottoman Black \$175 | L-17 Chrome/Glass Tall Bar Tbl \$195 | P-9 10' Black Conf. Table \$545 | T-14 Left Arm Lounge \$490 |
| G-1 Red Swirl Sofa \$490 | L-18 Wht/Chrome Swivel Stool \$140 | P-10 6' Grey Conf. Table \$320 | T-15 Lounge Chair \$325 |
| G-2 Red Swirl Chair \$315 | L-19 Blk/Chrome Swivel Stool \$140 | P-11 8' Grey Conf. Table \$400 | T-16 Cocktail Table \$240 |
| G-3 Red Swirl Bench \$230 | L-20 30" Chrome Table \$145 | P-12 36x60 Glass Table \$300 | T-17 End Table \$180 |
| H-1 Black Sectional Loveseat \$430 | L-21 Chrome/Chrome Chair \$135 | P-13 Frosted Glass Table \$395 | MONTEGO |
| H-2 Black Sectional Corner \$315 | L-22 30" Chrome Tall Bar Tbl \$175 | P-14 42" Honey Table \$230 | T-18 Cabana Lounge \$990 |
| H-3 White Sectional Loveseat \$430 | L-23 Chrome/Chrome Bar Stool \$165 | P-15 42" Mahogany Table \$230 | T-19 Cabana Ottoman \$285 |
| H-4 White Sectional Corner \$315 | M-1 Blue/Black Chair \$135 | Q-1 Leather Executive Chair \$215 | T-20 Cabana / Glass Table \$605 |
| I-1 White Curve Sofa \$470 | M-2 Blue/Black Bar Stool \$165 | Q-2 Mesh Executive Chair \$215 | T-21 Cabana Chair \$170 |
| I-2 White Curve Bench \$305 | M-3 Red/Black Chair \$135 | Q-3 Wht/Leather Exec Chair \$265 | |
| I-3 White Round Ottoman \$230 | M-4 Red/Black Bar Stool \$165 | Q-4 Blk/Leather Exec Chair \$265 | |
| I-4 Black Curve Sofa \$470 | M-5 30" Wht/Chrome Tall Bar \$170 | Q-5 Blk Jr. Executive Chair \$180 | |
| I-5 Black Curve Bench \$305 | M-6 White/Chrome Bar Stool \$175 | Q-6 Grey Jr. Executive Chair \$180 | |
| I-6 Black Round Ottoman \$230 | M-7 White Gelato Table \$215 | Q-7 Black Sled Chair \$155 | |

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CUSTOM FURNITURE

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





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

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

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



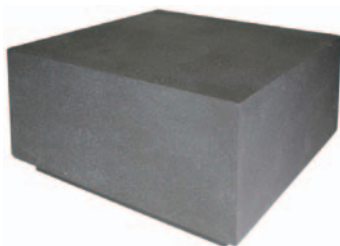
D-1 Sofa, Grey Upholstery
77"L x 33"D x 31"H



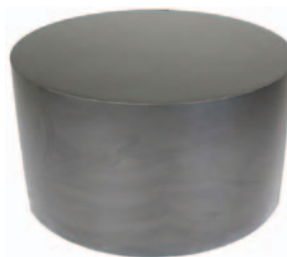
D-2 Loveseat, Grey Upholstery
54"L x 33"D x 31"H



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"Diameter⁴² x 15"H



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

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

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





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

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



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

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

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

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



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



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

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

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

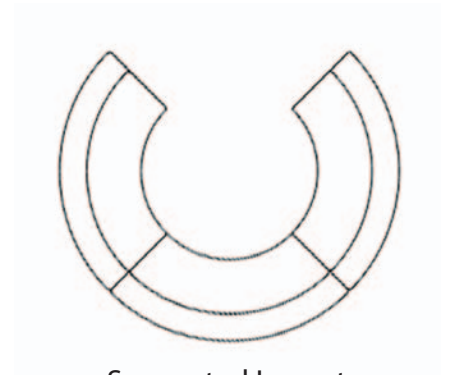
BARS



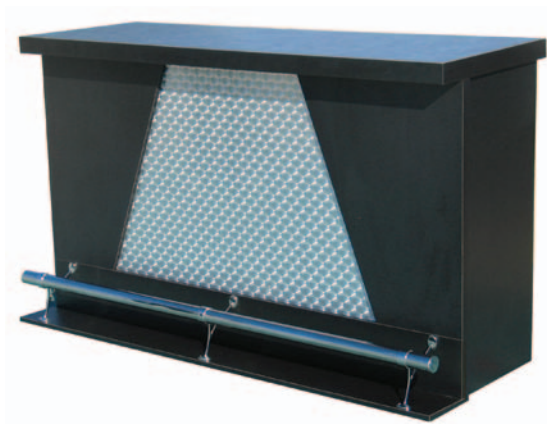
O-1 Martini Bar
50"L x 50"D x 47"H



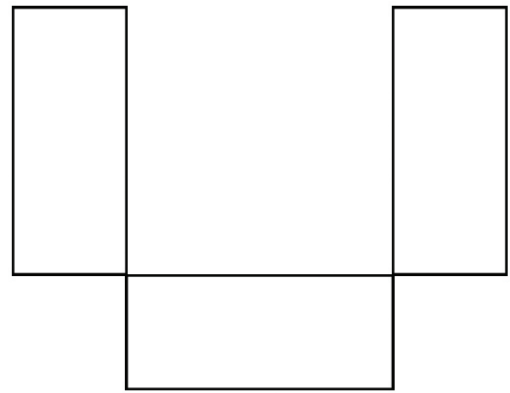
O-2 Martini Bar with colored lighting option.
No Electric Required



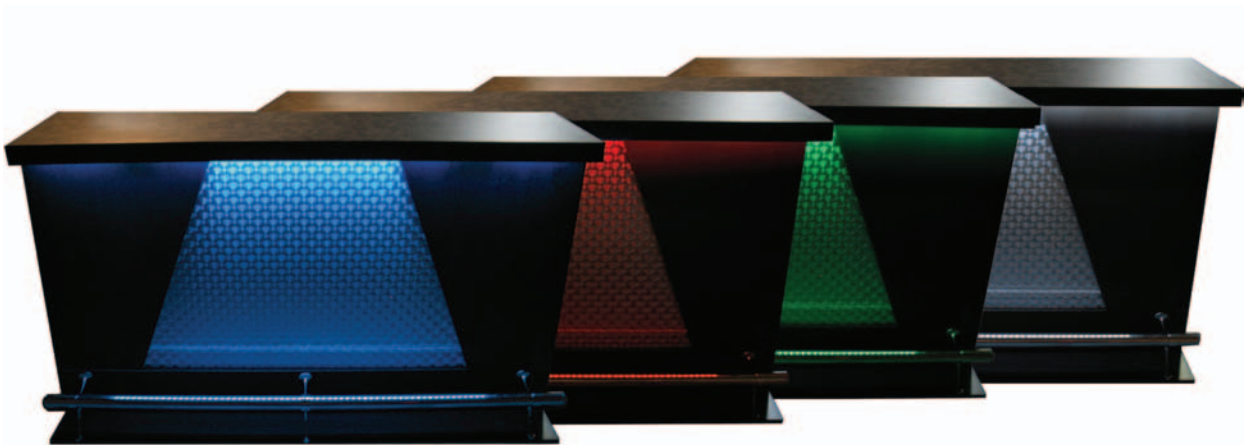
Suggested Layouts



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



Suggested Layouts



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

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



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 53
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 15

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



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



SHELVING / STORAGE



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



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



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



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



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



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



S-4 Credenza, Honey Oak
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

CABANA



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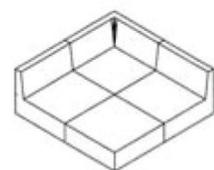
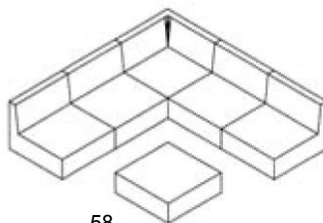
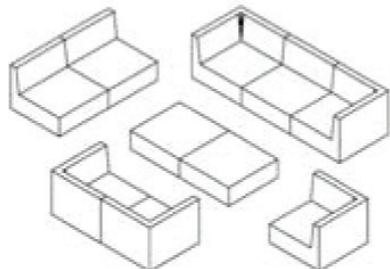
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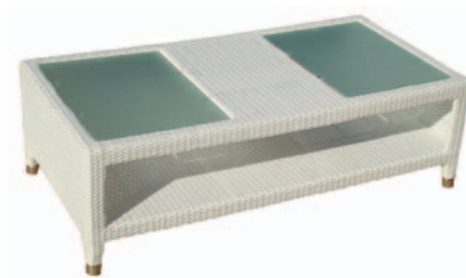
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