



19th National Neonatal Nurses Conference & 22nd National Mother Baby Nurses Conference

**SERVICE
CONTRACTOR
CONTACT:**

LEVY EXPOSITION SERVICES INC.
14900 Interurban Ave. S, Suite 271
Seattle, WA 98168
Tel: 253 437 0031 Fax: 253 437 0032

LOCATION:

Caribe Royal Orlando
8101 World Center Drive
Orlando, FL 32821

EXHIBITOR MOVE-IN:

Wednesday, September 11, 2019 9:00 am – 4:00 pm

EXHIBITION DATES:

Wednesday, September 11, 2019 5:30 pm – 7:00 pm
Thursday, September 12, 2019 9:00 am – 2:00 pm
Friday, September 13, 2019 9:00 am – 11:15 am

EXHIBITOR MOVE-OUT:

Friday, September 13, 2019 11:15 am – 5:00 pm

BOOTH EQUIPMENT:

Each 10' x 10' booth space includes:

- 8' high drapery backwall – black/white/white/black
- 3' high drapery sidewall – black
- 1 – 7" x 44" booth identification sign

HALL CARPET:

The hall is carpeted in ballroom grade carpeting.

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **August 22, 2019**.

SHIPMENTS:

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be Checked in by 1:30 pm on Friday, September 13, 2019. If your carrier is not checked in by this time the shipment(s) will be re-routed via the official show carrier, Liberty Convention Freight.

SHIPMENTS:

All **ADVANCE** air and ground shipments should arrive at the advance warehouse between August 7 – September 5, 2019 and should be consigned as follows:

19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference
Company Name & Booth #
Levy Exposition Services, Inc.
2502 Lake Orange Drive
Orlando, FL 32837

PLEASE NOTE: Due to limited material handling services at the Caribe Royal Orlando, we highly recommend that all materials be shipped to the advance warehouse.

QUICK FACTS

19th National Neonatal Nurses Conference & 22nd National Mother Baby Nurses Conference

SHIPMENTS CONT'D:

All **DIRECT** air and ground shipments should not arrive prior to 9:00 AM on Wednesday September 11, 2019 and should be consigned as follows:

19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference
Company Name & Booth #
Caribe Royal Orlando
c/o Levy Exposition Services, Inc.
8101 World Center Drive
Orlando, FL 32821

QUICK FACTS



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

**19th National Neonatal Nurses Conference &
 22nd National Mother Baby Nurses Conference**
 September 11 - 14, 2019
 Caribe Royal Orlando
 Orlando, FL

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY		BOOTH NUMBER		<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
ADDRESS	street	city	state/province zip/postal code country	
PHONE	FAX	PO #	E-MAIL	
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT DATE		

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> CORPORATE	<input type="checkbox"/> PERSONAL
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARDHOLDER'S BILLING ADDRESS		city		state/province		zip/postal code		country					
CARDHOLDER'S SIGNATURE X		CARDHOLDER'S NAME - PLEASE PRINT											

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

	\$	TOTAL FROM EACH ORDER FORM
Carpet, Drape, & Complements Rental Order Form	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form	\$	
Specialty Accessories Rental Order Form.....	\$	
Rental Exhibits Order Form	\$	
Table Top Exhibit & Cabinets Order Form.....	\$	
Graphics & Sign Order Form	\$	
Exhibit Booth Cleaning Order Form.....	\$	
Labor Order Form	\$	
Material Handling Order Form	\$	
FULL PAYMENT IN US FUNDS	\$	

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

	Charge my credit card in the amount of	\$	
Check no. <input style="width: 50px;" type="text"/>	Dated <input style="width: 50px;" type="text"/>		
	in the amount of	\$	



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THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	Deadline Date August 22, 2019
ADDRESS	street city state/province zip/postal code country	
PHONE	FAX	<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

EXHIBITING FIRM

EXHIBITING FIRM _____

ADDRESS _____

CITY STATE/PROVINCE ZIP/POSTAL CODE _____

PHONE FAX _____

AUTHORIZED SIGNATURE _____

THIRD PARTY

THIRD PARTY _____

ADDRESS _____

CITY STATE/PROVINCE ZIP/POSTAL CODE _____

PHONE FAX _____

AUTHORIZED SIGNATURE _____

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS _____

CITY PROV. / STATE _____

POSTAL/ZIP CODE COUNTRY _____

TODAY'S DATE MONTH / DAY / YEAR

CARD NUMBER

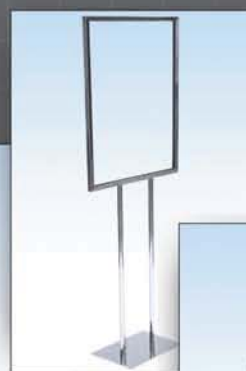
VISA MASTERCARD EXPIRY DATE

CHEQUE AMEX

CARDHOLDER NAME (PLEASE PRINT) _____

SIGNATURE _____

Furniture & Accessories



~~Table Drape Samples~~



Burgundy



Red



Peach



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Drape Samples~~



Burgundy



Red



Peach



Light Beige



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Custom Carpet Samples~~



Peony



Red



**French
Beige**



Jade



Emerald



**Colony
Blue**



Blue Mist



Black



Charcoal



**Grey
Pearl**

~~Standard Carpet Samples~~



Burgundy



Red



Teal



Blue



Purple



Black



Grey

LEVY RENTAL EXHIBITS

Plan A



Plan B



Plan C



Plan D



--- Plan A ---

10' N-Line

Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---

20' N-Line

Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---

20' N-Line

Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

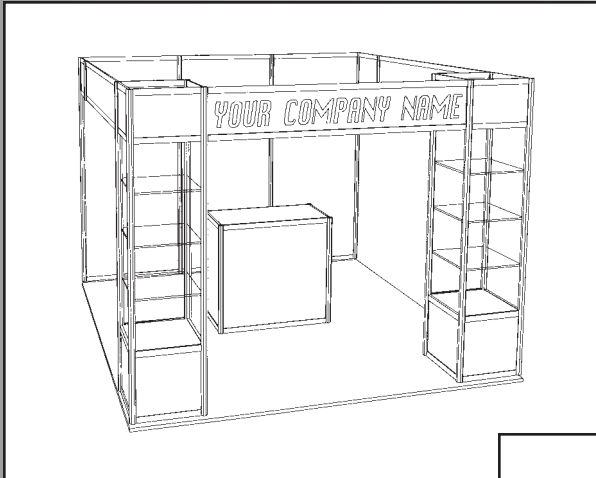
--- Plan D ---

20' x 20' Island

Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.

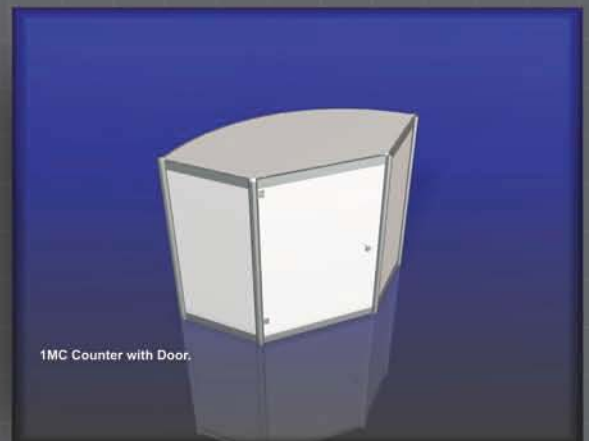
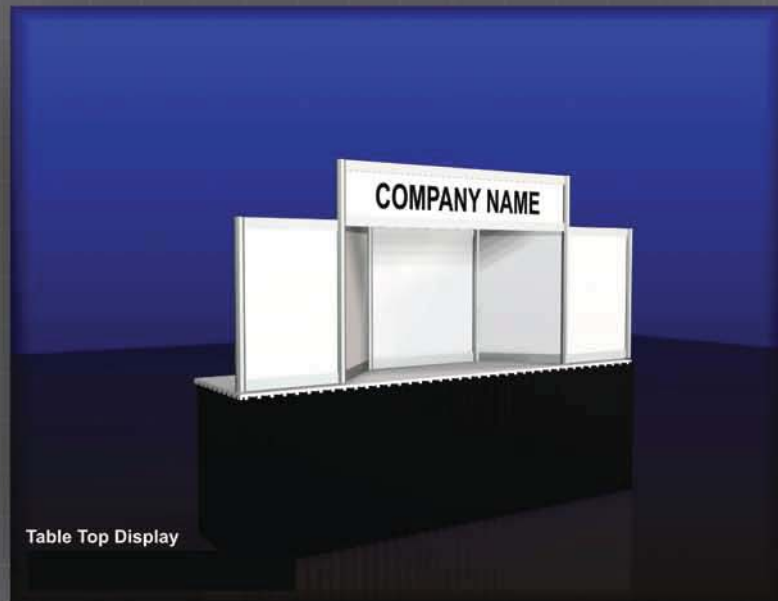
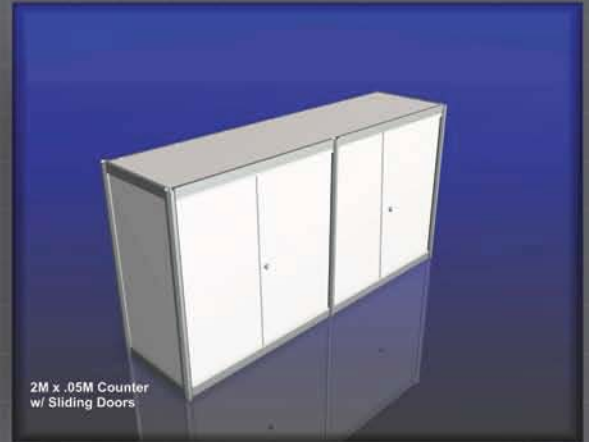
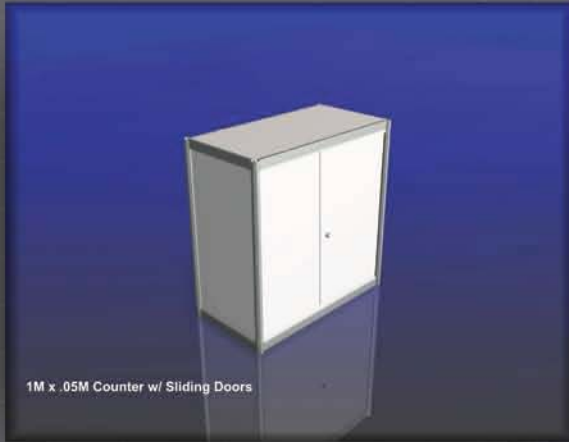


Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj 1: made or performed according to personal order
2: specializing in custom work or operation

LEVY
EXPOSITION SERVICES INC.

Counters & Displays





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CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> French Beige |
| <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Grey Pearl |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Jade |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> Peony |
| <input type="checkbox"/> Emerald | <input type="checkbox"/> Red |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **August 22, 2019** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$5.60 per sq. ft.	\$7.28 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$1.70 per sq. ft.	\$2.21 per sq. ft. =\$_____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **August 22, 2019**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
TABLES 30" HEIGHT				
8' x 2' Skirted		288.50	331.50	
6' x 2' Skirted		268.50	336.00	
4' x 2' Skirted		248.50	304.00	
Fourth side of table skirted		72.00	93.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		98.00	127.40	

- Blue Red Peach Black Teal Burgundy
 Gold Green Grey White Purple

TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		314.50	385.00	
6' x 2' Skirted		291.50	363.50	
4' x 2' Skirted		268.50	349.50	
Fourth side of table skirted		78.00	101.40	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		112.00	145.60	

- Blue Red Peach Black Teal Burgundy
 Gold Green Grey White Purple

GREY PEDESTAL TABLE - 30" DIAMETER				
17" Coffee table height		128.00	166.40	
30" Table height		156.00	202.80	
40" Counter height		176.00	228.80	

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
FABRIC SLED BASE CHAIR - GREY		124.00	161.20	
FABRIC SLED BASE ARMCHAIR - GREY		134.00	174.20	
FABRIC HIGHBACK STOOL - GREY		160.00	208.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

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XPO/table-chair.cdr

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		150.00	195.00	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,610.00	3,393.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		243.50	285.50	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		56.00	72.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		57.00	74.10	
 CHROME SIGN HOLDER 22" x 28"		141.00	183.30	

COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 WHITE COUNTER Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		640.80	780.00	
 JEWELRY CASE One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		825.00	1,025.00	
 SHOW CASE Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		885.00	1,085.00	
 COMPUTER COUNTER 12" keyboard extension Sliding doors & storage shelf base - 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		620.00	820.00	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		106.00	137.80	
 CHROME BAG HOLDER OR CLOTHING STAND		165.00	201.80	
 CHROME COAT TREE		165.00	201.80	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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RENTAL EXHIBITS ORDER FORM & INVOICE

RENTAL INCLUDES: (Electricity NOT included)
 Hardwall Panels (choose color below)
 Standard Expo Carpeting (choose color below)
 Standard Counter - 20" X 40" X 41" high
 Header - One line black block letters (logos, special lettering & color available at additional cost - call for quote)
 Labor to install and dismantle

HARDWARE PANELS	Quantity	Discount Rate	Standard Rate	Total
PLAN "A" 10' Exhibit		\$2,910.00	\$3,783.00	
PLAN "B" 20' Exhibit		\$5,140.00	\$6,682.00	
PLAN "C" 20' N-Line Exhibit		\$5,520.00	\$7,176.00	
PLAN "D" 20' Island Exhibit		\$7,400.00	\$9,620.00	

COLOR CHOICES (please complete)

HARDWALL PANEL

Grey White

CARPET COLOR SELECTIONS

Grey Red Teal Blue Black Burgundy Purple

HEADER TO READ (one line, block characters, black lettering)

Header One

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 M Angeled Shelves		77.00	100.10	
1 M Shelves		72.00	93.60	
Spot Lights (For use with rental unit)		89.00	115.70	
Literature Pockets 8 1/2 " X 11"		29.00	37.70	
Nylon Loop Fabric Panel		149.00 (per panel)	193.70 (per panel)	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
6.5% SALES TAX		
TOTAL	US DOLLARS	






PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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TABLE TOP EXHIBIT & CABINETS ORDER FORM & INVOICE

		Quantity	Discount Rate	Standard Rate	Total
	Tabletop Display Includes 8' draped table, please check color choice <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Peach <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple <input type="checkbox"/> Gold		\$910.00	\$1,183.00	
 "A"	Cabinet "A" 20" x 40" x 41" High		\$640.80	\$780.80	
 "B"	Cabinet "B" 20" x 80" x 41" High		\$945.00	\$1,237.00	
 "C"	Cabinet "C" 20" x 61" x 41" High		\$857.90	\$1,047.90	
 "D"	Cabinet "D" 20" x 61" x 41" High with locking doors		\$877.00	\$1,077.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

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SUBTOTAL		
6.5% SALES TAX		
TOTAL US DOLLARS		

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$19.50	\$27.80	

EXHIBITOR INFORMATION

COMPANY

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BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical
 Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

Blue Red Green Teal Black Purple

Black lettering will be provided unless otherwise specified.

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
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TOTAL	US DOLLARS	

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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING EMPTYING OF WASTEBASKETS GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
100 Square Feet Minimum Order	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day Total Number of Days	X \$0.65	= _____

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
100 Square Feet Minimum Order	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day Total Number of Days	X \$0.79	= _____

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **August 22, 2019**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

**19th National Neonatal Nurses Conference &
 22nd National Mother Baby Nurses Conference**
 September 11 - 14, 2019
 Caribe Royal Orlando
 Orlando, FL

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 35% (\$50.00 minimum) Surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$128.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$239.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$128.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$239.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$128.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$239.00 per Hour	\$ _____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.



Fax: 253 437 0032 Tel: 253 437 0031
14900 Interurban Avenue South, Ste. 271
Seattle, WA
USA 98168

Order On-Line at:
www.levyshow.com

Booth Labor (I&D)
Part 2 - Outbound Shipping
Instructions

Show Name 19th National Neonatal Nurses Conference & 22nd National Mother Baby Nurses Conference
Show Dates September 11 - 14, 2019

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Outbound Shipping Instructions
Please complete this section if Levy will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company/Show:	Booth #:
Address:	
City/State/Zip:	
Attention:	

■ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of **exhibitor's choice.**

Name of Carrier: _____

Ship via **official show freight carrier.**

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2 Billing Information
Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/State/Zip:	
Telephone:	Attention:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



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 22nd National Mother Baby Nurses Conference**
 September 11 - 14, 2019
 Caribe Royal Orlando
 Orlando, FL

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.
Small Package Shipment: a small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.
Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.
Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

DESCRIPTION	CWT Price	Minimum
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 145.00	\$ 290.00
Uncrated or Pad Wrapped Shipment.....	149.50	299.00
Small Package shipment (max weight is 30lbs per shipment)	55.00	55.00
Advance Shipment		
Crated or Skidded Shipment.....	\$ 155.00	\$ 310.00
Late to Warehouse (In Addition to Base Rate).....	59.00	118.00
Small Package shipment (max weight is 30lbs per shipment)	55.00	55.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 37.50	\$ 75.00
Uncrated or Pad Wrapped Shipment.....	37.50	75.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 37.50	\$ 75.00
Uncrated or Pad Wrapped Shipment.....	37.50	75.00

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS ÷ 100 = 12		\$145.00	\$1,740.00
E X A M P L E				
PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.				
RATE ADJUSTMENT			(OFFICE USE ONLY)	
SUBTOTAL				
TOTAL			U. S. DOLLARS	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



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**19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference**
September 11 - 14, 2019
Caribe Royal Orlando
Orlando, FL

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

IF FREIGHT IS SHIPPED TO THE HOTEL IN ADVANCE WITH C/O LEVY, ADDITIONAL MATERIAL HANDLING AND LABOR CHARGES MAY APPLY.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
2502 Lake Orange Drive
Orlando, FL 32837**

PLEASE NOTE: DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE CARIBE ROYAL ORLANDO, WE HIGHLY RECOMMEND THAT ALL SHIPMENTS BE SHIPPED TO THE ADVANCE WAREHOUSE.

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **August 7, 2019** and no later than **September 5, 2019**. **Shipments that arrive prior to August 7, 2019 or after September 5, 2019 will incur a surcharge.**

Shipments must include a certified weight ticket or bill of lading.



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

**19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference**
September 11 - 14, 2019
Caribe Royal Orlando
Orlando, FL

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference**
COMPANY NAME & BOOTH #
Caribe Royal Orlando
c/o Levy Exposition Services Inc.
8101 World Center Drive
Orlando, FL 32821

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE CARIBE ROYAL ORLANDO
PRIOR TO 9:00 AM ON WEDNESDAY, SEPTEMBER 11, 2019. ALL SHIPMENTS
MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING.**

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF FLORIDA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ORLANDO, FLORIDA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

To: _____

EXHIBITOR NAME

Levy Exposition Services Inc.
2502 Lake Orange Drive
Orlando, FL 32837

EVENT: _____
19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference

BOOTH NO. _____ # _____ OF _____ PCS.

Cut along line and tape label to shipment



ADVANCE WAREHOUSE

To: _____

EXHIBITOR NAME

Levy Exposition Services Inc.
2502 Lake Orange Drive
Orlando, FL 32837

EVENT: _____
19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference

BOOTH NO. _____ # _____ OF _____ PCS.

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.

19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference
September 11 - 14, 2019
Caribe Royal Orlando
Orlando, FL



SHOWSITE

To: _____

EXHIBITOR NAME

**Caribe Royal Orlando
c/o Levy Exposition Services Inc.
8101 World Center Drive
Orlando, FL 32821**

**EVENT: 19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference**

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----



SHOWSITE

To: _____

EXHIBITOR NAME

**Caribe Royal Orlando
c/o Levy Exposition Services Inc
8101 World Center Drive
Orlando, FL 32821**

**EVENT: 19th National Neonatal Nurses Conference &
22nd National Mother Baby Nurses Conference**

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.

Place one on each piece shipped to SHOWSITE.

If more labels are needed, copies are acceptable.



1. Please accept this form as your authority to provide Customs and/or Transportation services.
We wish to use LibertyCFS NV, Inc. for the following:

Customs & Transportation Customs Only Transportation Only **Return Only**

2. Pick-up Location	Company			3. Destination	Exhibitor		Booth	
	IRS # Tax ID <i>Int'l Shipments Only</i>				Show Name			
	Address 1				Address 1			
	Address 2				Address 2			
	City	State	Zip		Address 3			
	Contact				City	State	Zip	
	Phone	Fax			Show Contact		Cell	
<input type="checkbox"/> Shipper Other:				<input type="checkbox"/> Shipper Other:				
4. Billing Address	Address 1			5. Return Freight to:	Address 1			
	Address 2				Address 2			
	City	State	Zip		City	State	Zip	
	Contact				Contact		Phone	
	Phone	Fax			PU Date		Arrive by	
6. Credit Card	Card Number:				Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX			
	Expiry Date:		Security Code:		E-mail Address:			
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name			
					Signature <i>(Hand Written)</i>			
7. Transportation Info				8. Service Requested:				
Pick up	Date	Hours - From To		<input type="checkbox"/> Express <input type="checkbox"/> Ground LTL 5-7 Day <input type="checkbox"/> Int'l				
Delivery	Date	Time		<input type="checkbox"/> Inside Pickup <input type="checkbox"/> Inside Delivery				
				<input type="checkbox"/> Liftgate for pickup <input type="checkbox"/> Liftgate for delivery				
				<input type="checkbox"/> Other (Specify below)				
Description of Packages/Contents				Declared Value for Carriage The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% of value, Min \$40.				
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)						
<input type="checkbox"/>	Vinyl Cases							
<input type="checkbox"/>	Wooden Crates							
<input type="checkbox"/>	Flat Pieces	Description of Goods		Enter Amount \$ _____				
<input type="checkbox"/>	Skids or Pallets			FAA/DOT Security Approval: Known/Unknown				
<input type="checkbox"/>	Trunks			Shipper Security and Hazardous Material Declaration				
<input type="checkbox"/>	Tubes	Weight		I certify that this shipment does not contain any hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT				
<input type="checkbox"/>	Other			Signature _____				
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos					

Please note: When shipping to a second conference, please complete a second form

Print Form



The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS. offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Ground - LTL, Regular/Expedited*
- *Express / Economy Air*
- *Exclusive Use Vehicle*
- *International Freight Forwarding*
- *Customs Services*
- *Van Line / Padded Wrap*

Exhibitor Services

Pre-Show Support

- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

***Complete the Order Form on the next page. You may also speak to your LibertyCFS
Exhibit Service Representative at 905-338-3993***

***Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”***

Accent on Service...
Accent on Excellence!

Accent

TRADESHOW & EVENT FURNISHINGS

CUSTOM FURNITURE



CORDOBA... BLACK LEATHER



CM-1 Cordoba Sofa - Black Leather



CM-2 Cordoba Loveseat - Black Leather



CM-3 Cordoba Chair - Black Leather

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

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

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



CHARGED!



CONCORD... WHITE LEATHER



C-4 Concord Sofa - White Leather



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



C-5 Concord Loveseat
White Leather



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



C-6 Concord Chair
White Leather

C-4 Sofa - White Leather
79.5"Lx32"Dx34.5"H

C-4C Sofa - White Leather
w/ Charging Console
87"Lx32"Dx34.5"H

C-5 Loveseat - White Leather
57"Lx32"Dx34.5"H

C-5C Loveseat - White Leather
w/ Charging Console
65.5"Lx32"Dx34.5"H

C-6 Chair - White Leather
33"Lx32"Dx34.5"H



CONCORD



ENCORE...WHITE LEATHER



H-7 Encore Curve Loveseat
White Leather



H-8 Encore Convex Loveseat
White Leather



H-9 Encore Wedge Table
White Leather - Powered



H-10 Encore Curved Bench
White Leather - Powered



H-7 Curve Loveseat - White Leather
77"Lx32"Dx30"H

H-9 Wedge Table - White Leather
45"Lx32"Dx 8"H

H-8 Convex Loveseat - White Leather
77"Lx32"Dx30"H

H-10 Curve Bench - White Leather
58"Lx22"Dx 7"H

LAREDO... BLACK LEATHER



C-1 Laredo Sofa - Black Leather



C-2 Laredo Loveseat - Black Leather



C-3 Laredo Chair - Black Leather

SOUTH BEACH... WHITE LEATHER



E-1 South Beach Sofa - White Leather



E-2 South Beach Chair
White Leather



E-3 South Beach Bench
White Leather

C-1 Sofa - Black Leather
77"Lx34"Dx32"H

C-2 Loveseat - Black Leather
54"Lx34"Dx32"H

C-3 Chair - Black Leather
32"Lx34"Dx32"H

E-1 Sofa - White Leather
85"Lx34"Dx32"H

E-2 Chair - White Leather
53"Lx34"Dx32"H

E-3 Bench - White Leather
53"Lx27"Dx18"H



MODERN... WHITE LEATHER & CHROME

H-5 Modern Sofa
White Leather
72"Lx33"Dx27"H

H-6 Modern Chair
White Leather
35"Lx32"Dx27"H



H-5 Modern Sofa



H-6 Modern Chair



CONTEMPO... WHITE OR BLACK LEATHER



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



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



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

- 1 Cre Sofa - White Leather
72"Lx34"Dx30"H

- 4 Cre Sofa - Black Leather
72"Lx34"Dx30"H

- 2 Cre Bench - White Leather
72"Lx34"Dx27"H

- 5 Cre Bench - Black Leather
72"Lx34"Dx27"H

- 3 Ottoman - White Leather
40"Lx40"Dx27"H

- 6 Ottoman - Black Leather
40"Lx40"Dx27"H



MONACO...WHITE LEATHER SECTIONAL



H-1 Monaco Chair
Left Corner - White Leather



H-2 Monaco Chair
Armless - White Leather



H-3 Monaco Chair
Right Corner - White Leather



H-4 Monaco Ottoman
White Leather



H-1 White Corner -Left
28.5"Lx28.5"Dx27.5"H

H-2 White r less
28"Lx28.5"Dx27.5"H

H-3White Corner - ight
28.5"Lx28.5"Dx27.5"H

H-4 White S are tto a
28"Lx28 D x 7"H
soa aila le in la



UPTOWN... BLACK SUEDE



A-1 Uptown Sofa - Black Suede



A-2 Uptown Loveseat - Black Suede



A-3 Uptown Chair - Black Suede



A-4 Uptown Bench - Black Suede

- Sofa - la S e e
83"Lx 32"D x 32"H

-2 Lo ese at - la S e e
59"Lx 32"D x 32"H

-3 Chair - la S e e
39"Lx 32"D x 32"H

-4 en h - la S e e
"Lx 2 "D x 7"H



NEWPORT... TAN SUEDE



B-1 Newport Sofa - Tan Suede



B-2 Newport Loveseat - Tan Suede



B-3 Newport Chair - Tan Suede

- Sofa - an S e e
79"Lx 34"D x 32"H

-2 Lo ese at - an S e e
54"Lx 34"D x 32"H

-3 Chair - an S e e
32"Lx 34"D x 32"H



ACCENT CHAIRS...

-7 Stage Chair
Black Leather
27"Lx23"Dx35"H

-8 Stage Chair
Brown Leather
27"Lx23"Dx35"H

-9 Stage Chair
White Leather
27"Lx23"Dx35"H



F-7



F-9

-9 lounge Chair - White Leather
33"Lx33"Dx32"H

- 8 lounge Chair
White Leather
33.5"Lx28"Dx33"H

- lounge Chair
White Leather
33"Lx32"Dx33"H



F-8



F-10



I-9



E-18



F-1

F-2



F-3

F-4



F-5

F-6

- Barcelona Chair - Black Leather
33"Lx35"Dx33"H

-2 Barcelona ottoman - Black Leather
24"Lx24"Dx7"H

-3 Barcelona Chair - White Leather
33"Lx35"Dx33"H

-4 Barcelona ottoman - White Leather
24"Lx24"Dx7"H

-5 Barcelona Chair - Black Leather
33"Lx35"Dx33"H

- Barcelona ottoman - Black Leather
24"Lx24"Dx7"H



CHARGED!

**Electric Required for all CHARGED products*



E-14C



E-15C



M-5J

CHARGED CONFERENCE TABLES



P-13C



P-17C

- 4C all a le - White Charge
"Lx 25"D x 42"H

- 5C Short a le - White Charge
"Lx 25"D x 3 "H

DDL H
- L n er Lighting -on
aila le on -8C - 4C an
- 5C

-5 ar a le - White/Chro e
Charge
3 "Dia x 42"H

- 3C White La inant
Conferen e a le - Charge
53"Lx 33"D x 29"H

- 7C Walm t
Conferen e a le - Charge
72"Lx 32"D x 3 "H



CHARGED!

**Electric Required for all CHARGED products*



E-11 Charged Sofa
White Leather



E-12 Charged Loveseat
White Leather



E-13 Charged Chair
White Leather



- Sofa - White Leather - Charge
72"Lx33"Dx32"H

- 2 Loveseat - White Leather - Charge
55"Lx33"Dx32"H

- 3 Chair - White Leather - Charge
33"Lx33"Dx32"H



E-10Qi

Qi Wireless Charged + Electrical / USB
outlet. (Device must be Qi-enabled)



E-8C

- iWhite Central i Charge
47"Lx23"Dx23"H

- 8C Cocktail - White elegant - Charge
47"Lx23"Dx23"H

OCCASIONAL TABLES...



I-7



I-8



A-10



A-11



B-4



B-5



D-4



D-5



D-6

I-7 Co tail-Chro e/ lass
45"Lx32"Dx 8"H

I-8 Co tail- la / lass
48"Lx24"Dx 7"H

A-10 Co tail- at ral
48"Lx24"Dx 7"H

A-11 Co tail- la S are
3 "Lx3 "Dx "H

B-4 n a le-Chro e/ lass
2 "Diax2 "H

B-5 n a le- la / lass
2 "Lx2 "Dx2 "H

D-4 Co tail- at ral
24"Diax2 "H

D-5 Co tail- la C lin er
3 "Diax 5"H

D-6 n a le- la C e
24"Lx24"Dx2 "H



OCCASIONAL TABLES...



E-7



E-8



E-9

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



E-10



E-19



CM-4



CM-5



CM-6



CM-7

-7 Co tail - White S are
3 "Lx3 "Dx 5"H

-8 Co tail - White e tangle
47"Lx23"Dx "H

-9 n a le - White S are
2 "Lx2 "Dx 9"H

- n a le - White C e
2 "Lx2 "Dx2 "H

- 9Si e a le - White
"Lx 8"Dx25"H

C -4 Co tail a le - Woo rain
44"Lx22"Dx 7"H

C -5 n a le - Woo rain
9.5"Lx 9.5"Dx2 "H

C - Co tail a le - White
44"Lx22"Dx 7"H

C -7 n a le - White
9.5"Lx 9.5"Dx2 "H



OTTOMANS & BENCHES...

- 2 la C e tto an
7"Lx 7"Dx 7"H

- 3 range C e tto an
7"Lx 7"Dx 7"H

- 4 White C e tto an
7"Lx 7"Dx 7"H

- 5 e C e tto an
7"Lx 7"Dx 7"H

- White Swi el tto an
8"Dia x 7.25"H

- 7 range Swi el tto an
8"Dia x 7.25"H

- 8 al Swi el tto an
8"Dia x 7.25"H

-22 White Chro e tto an
8"Lx 8.5"Dx 8"H

-23 la Chro e tto an
8"Lx 8.5"Dx 8"H



J-12



J-13



J-14



J-15



J-16



J-17



J-18



J-22



J-23



H-4



H-4B



E-6



E-3



J-19



A-4

H-4 White S are tto a
28"Lx28 Dx 7"H

H-4 la S are tto a
28"Lx28 Dx 7"H

- So th ea h en h
e Leather
53"Lx 27"D x "H

-3 So th ea h en h
White Leather
53"Lx 27"D x "H

- 9 sti Woo en h
59"Lx "Dx 7.5"H

-4 town en h
la S e e
"Lx2 "Dx 7"H



J-20

WORK STATIONS...



E-14

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



E-15

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

- 4 all a le - White
"Lx25"Dx42"H
- 5 Short a le - White
"Lx25"Dx3 "H
- arson Des - la
48"Lx24"Dx29"H
- 2 Wor Station - la
57"Lx24"Dx4 "H
- 2 Wor Station - White
57"Lx24"Dx4 "H



O-10



J-21

L-24 nahei Chair- White
8"Lx2 "Dx3 "H

- D na i Chair- la
23"Lx24"Dx32"H

-2 D na i Chair- reen
23"Lx24"Dx32"H

-3 D na i Chair- range
23"Lx24"Dx32"H

-4 D na i Chair- White
23"Lx24"Dx32"H

L-3 a le/Chro e Chair
"Lx 8"Dx3 "H

L-9 Chair- la /Chro e
"Lx 8"Dx3 "H

L-9 Chair- e /Chro e
"Lx 8"Dx3 "H

L-9W Chair- White/Chro e
"Lx 8"Dx3 "H

-5 ro Chair- la
22"Lx23"Dx28"H

- et la Chair
"Lx 8"Dx3 "H

- n etal Chair
8"Lx2 "Dx34"H

- 4 la ier Chair-
a aine le
8"Lx2 "Dx3 "H

- 5 la ier Chair
S o e re
8"Lx2 "Dx3 "H

- la ier Chair- range
8"Lx2 "Dx3 "H

L-2 Chro e Chair
24"Lx 8"Dx29"H

- Chair- le/ la
2 "Lx2 "Dx32"H

-3 Chair- e / la
2 "Lx2 "Dx32"H

-3 Chair- la / la
2 "Lx2 "Dx32"H



SEATING... CHAIRS



J-1



J-2



J-3



J-4



L-3



L-9B



L-9R



L-9W



G-14



G-15



G-16



M-16



K-5



K-6



L-21



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



L-7W

L-1 a le- a le/Chro e
3 "Dia x 29"H

L-2 a le- a le/Chro e
3 "Dia x 29"H

L-7W a le- White/Chro e
3 "Dia x 29"H

L-7S a le- White S are
3 "Lx 3 "Dx 29"H

L-7 a le- la /Chro e
3 "Dia x 29"H

L-8 a le- la /Chro e
3 "Dia x 29"H

- a le- la
24"Dia x 29"H

-2 a le- la
3 "Dia x 29"H

-3 a le- la
3 "Dia x 29"H

-4 a le- la
42"Dia x 29"H

L-7 a le- sti
3 "Lx 3 "Dx 3 "H

L-2 a le- Chro e
3 "Dia x 29"H

L-4 lass a le- la
o n e Comers
42"Dia x 29"H

L-5 lass a le- Chro e
3 "Dia x 29"H

SHORT TABLES...



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



L-7W



L-7S



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



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



L-7R



L-20



L-14



L-15

L- arstool- a le/Chro e
"Lx 8"Dx42"H

L- 2W arstool- White/Chro e
"Lx 8"Dx42"H

L- 2 arstool- la /Chro e
"Lx 8"Dx42"H

L- 2 arstool- e /Chro e
"Lx 8"Dx42"H

- la ierStool
a arine le- st
Lx 7 Dx3 -38 H

- 2 la ierStool
S o e re - st
Lx 7 Dx3 -38 H

- 3 la ierStool
range- st
Lx 7 Dx3 -38 H

L- 8 Swi elStool
White/Chro e- st
5"Lx 5"Dx25"- 33"H

L- 8 Swi elwith a
White/Chro e- st
23"Lx 7"Dx42"H

L- 9 Swi elStool
la /Chro e- st
5"Lx 5"Dx25"- 33"H

L-25 la /Chro e sta le
arStool
2 "Lx2 "Dx32"H

- C re arstool
White/Chro e- st
7"Lx 8"Dx35"H

- 4 C res entStool
White/Chro e- st
22"Lx 9"Dx4 "H

L-23 Stool- Chro e
2 "Lx "Dx39"H

- 5 n etal arstool
8"Lx 8"Dx29"H

- roStool- la
2 "Lx2 "Dx4 "H

- et la Stool
"Lx 8"Dx42"H

-4 arstool- e / la
2 "Lx22"Dx45"H -Swi el

-4 arstool- la / la
2 "Lx22"Dx45"H -Swi el

-2 arstool- le/ la
2 "Lx22"Dx45"H -Swi el



L-6



L-12W



L-12B



L-12R

SEATING... BARSTOOLS



G-11



G-12



G-13



L-18



L-18B



L-19



L-25



M-6



M-14



L-23



M-15



K-10



K-11



■ M-4 Red / Black

■ M-4B Black / Black

■ M-2 Blue / Black



M-15R

M-15O

M-15Y

M-15B

M-15G

M-15W

TALL BAR TABLES...



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



M-5

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



M-5S



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



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



M-5R



L-17



L-22

- 5 n etal ar stool e
8"Lx 8"Dx 29"H
- 5 n etal ar stool range
8"Lx 8"Dx 29"H
- 5 n etal ar stool ellow
8"Lx 8"Dx 29"H
- 5 n etal ar stool l e
8"Lx 8"Dx 29"H
- 5 n etal ar stool reen
8"Lx 8"Dx 29"H
- 5W n etal ar stool White
8"Lx 8"Dx 29"H
- L-4 ar a le- a le/Chro e
3 "Dia x 42"H
- L-5 ar a le- a le/Chro e
3 "Dia x 42"H
- 5 ar a le- White/Chro e
3 "Dia x 42"H
- 5S ar a le- S are
White/Chro e
3 "Lx 3 D x 42"H
- L- ar a le- la /Chro e
3 "Dia x 42"H
- L- ar a le- la /Chro e
3 "Dia x 42"H
- 7 ar a le- la
24"D ia x 42"H
- 8 ar a le- la
3 "Dia x 42"H
- 9 ar a le- la
3 "Dia x 42"H
- 5 ar a le- S are
sti
3 "Lx 3 D x 42"H
- L- 7 ar a le- lass/Chro e
3 .5"Dia x 42"H
- L-22 ar a le- Chro e
3 "Dia x 42"H

- e estal - la
2"Lx 2"Dx3 "H

-2 e estal - la
2"Lx 2"Dx3 "H

-3 e estal - la
2"Lx 2"Dx42"H

-4 e estal - re
2"Lx 2"Dx3 "H

-5 e estal - re
2"Lx 2"Dx3 "H

- e estal - re
2"Lx 2"Dx42"H

-7 e estal - la
8"Lx 8"Dx3 "H

-8 e estal - la
8"Lx 8"Dx42"H

-9 e estal - re
8"Lx 8"Dx3 "H

- e estal - re
8"Lx 8"Dx42"H

- 5 e estal - White
8"Lx 8"Dx3 "H

- e estal - White
8"Lx 8"Dx42"H

- e estal - la
24"Lx 24"Dx42"H

- 2 e estal - re
24"Lx 24"Dx42"H

- 3 Lo ing e estal - la
24"Lx 24"Dx42"H

- 3C Lo ing e estal - la
Charge 24"Lx 24"Dx42"H

- 4 Lo ing e estal - White
24"Lx 24"Dx42"H

- 4 CLo ing e estal - White
Charge 24"Lx 24"Dx42"H



N-13

DISPLAY PEDESTALS & KIOSKS...



N-1

N-2

N-3



N-4

N-5

N-6



N-7

N-8



N-9

N-10



N-15



N-16



N-11



N-12



■ N-13 Black
□ N-14 White



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



*Electric Required for Bar Lighting Options

O-4

- 1 artini ar
5 "Lx5 "Dx47"H

-2 artini ar with
Colore Lighting
5 "Lx5 "Dx47"H

-3 Cos o olitan ar
72"Lx27"Dx42"H

-4 Cos o olitan ar with
Lighting tion
72"Lx27"Dx42"H

-5 e e tion
Co nter- la
48"Lx5 "Dx42"H

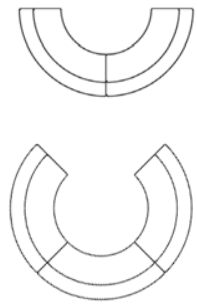
- Conto r
Co nter with Literat re
Hol er- la
45"Lx2 "Dx4 "H

-7 Conto r
Co nter with Literat re
Hol er- re
45"Lx2 "Dx4 "H

BARS & RECEPTION COUNTERS...



O-1



O-2



O-3



O-5



O-6



O-7

- 7 ft Walnut
72"Lx32"Dx30"H

- 7C ft Walnut - ower
72"Lx32"Dx30"H

- 6 ft Maple
72"Lx30"Dx29"H

- 2 8ft Maple
90"Lx48"Dx29"H

- 3 ft ahogan
72"Lx30"Dx29"H

- 4 8ft ahogan
90"Lx48"Dx29"H

- 5 ft ahogan
90"Lx48"Dx29"H

- 6 ft Honey Oak
72"Lx30"Dx29"H

- 6 ft Honey Oak - ower
72"Lx30"Dx29"H

- C 8ft Honey Oak - ower
90"Lx30"Dx29"H

- 7 ft Walnut
72"Lx30"Dx29"H

- 8 8ft Walnut
90"Lx48"Dx29"H

- 9 ft Walnut
90"Lx48"Dx29"H

- 6 ft Walnut
72"Lx30"Dx29"H

- 8ft Walnut
90"Lx48"Dx29"H

- 3 White Rose Glass
53"Lx33"Dx29"H

- 4 42" on Honey Oak
42"Dia x 29"H
- 4C ower

- 5 42" on ahogan
42"Dia x 29"H

- 3C White Laminant
ower
53"Lx33"Dx29"H



P-17

CONFERENCE TABLES...



P-1 6ft
P-2 8ft



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



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



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



P-10 6ft
P-11 8ft



P-13



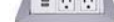
P-14



P-15



P-13C - Charged



CONFERENCE CHAIRS...



Q-1



Q-3F



Q-4



Q-5



Q-6



Q-7



Q-8



Q-9



Q-10



Q-11



Q-12



Q-13



Q-14

- Leather xe ti e- la 25"Lx28"Dx43"H
- 3 Leather xe ti e-White 27"Lx27"Dx43"H
- 4 Leather o- la 25"Lx28"Dx42"H
- 5 r xe ti e- la 24"Lx25"Dx38"H
- r xe ti e- re 24"Lx25"Dx38"H
- 7 Sle Chair- la 24"Lx24"Dx32"H
- 8 Sle Chair- re 24"Lx24"Dx32"H
- 9 re er Chair- la / Chro e 9"Lx23"Dx3 "H
- re er Chair- re / Chro e 9"Lx23"Dx3 "H
- Drafting Stool- la 2 "Lx23"Dx5 "H Seat Height 23"-33"H
- 2 Drafting Stool- re 2 "Lx23"Dx5 "H Seat Height 23"-33"H
- 3 Se retarial Chair- la 2 "Lx23"Dx3 "H Seat Height "2 "H
- 4 Se retarial Chair- re 2 "Lx23"Dx3 "H Seat Height "2 "H

-25 ar en h- la
5 Lx2 Dx35 H

-2 oxwoo He geWall
48 Lx 2 Dx48 H

-22 Stan hion ole -Chro e
39" H

-23 Stan hion o e
.5 rg n

-24 Stan hion o e
.5 la

- efrigerator
2 "Lx2 "Dx34"H
5 olts/ 55.25 Watts

- 2 Coat a
2 x2 ase x 8"H

- 2 loorLa -Sil er
72 H

- 3 ree Stan ing imor
2 "Wx58"H

- 4 Literat re Stan
o et
"Lx9"Hx 4"H

- 5 ol ing Literat re Stan
Sil er
"Lx 5"Dx "H

- ol ing Literat re Stan
la
"Lx 5"Dx "H

-2 ni ersal a let Stan
sta le fro 24.8 -42.5 H

-2 ew ge a let Stan
4 H -44.5"H



O-25



O-26

ACCESSORIES...



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



O-11



O-12



A-12



O-13



O-14



O-15



O-16



O-20



O-21



R-1



R-2

SHELVING & STORAGE...



R-3



R-4



R-5



R-6



R-7



R-8



R-9



R-10



R-11



R-12

- tagere - la
lass Shel es
3 "Lx 4"Dx 7"H
- 2 tagere - Chro e
lass Shel es
3 "Lx 4"Dx 7"H
- 3 oo ase - re
3 "Lx 2"Dx 48"H
- 4 oo ase - la
3 "Lx 2"Dx 48"H
- 5 oo ase - re
3 "Lx 2"Dx 72"H
- oo ase - la
3 "Lx 2"Dx 72"H
- 7 iling Ca inet - re
2 rawer
5"Lx 2.5"Dx 28.5"H
- 8 iling Ca inet - la
2 rawer
5"Lx 25"Dx 28.5"H
- 9 iling Ca inet - la
4 rawer
5"Lx 25"Dx 52"H
- Storage Ca inet - re
3 "Lx 8"Dx 42"H
- Storage Ca inet - la
3 "Lx 8"Dx 42"H
- 2 Storage Ca inet - la
3 "Lx 8"Dx 72"H

S- sti Des / la
"Lx32"Dx3 "H

S- sti 2Drawer
ilingCa inet
8"Lx2 "Dx2 "H

S- Des - at ral/ la
"Lx3 "Dx29"H

S-2 Cre en a- at ral/ la
"Lx2 "Dx29"H

S-3 Des - Hone a
"Lx3 "Dx29"H

S-4 Cre en a- Hone a
"Lx2 "Dx29"H

S-5 Des - ahogan
"Lx3 "Dx29"H

S- Cre en a- ahogan
"Lx2 "Dx29"H



S-10R



S-11R

OFFICE... DESKS



S-1



S-2



S-3



S-4



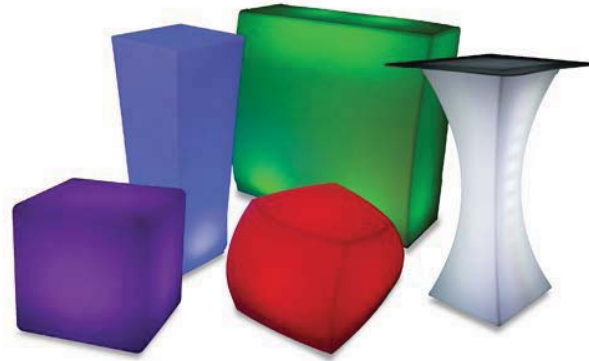
S-5



S-6



LED GLOW...MULTI-COLORED LIGHTING



-4 L DC e- low
2 "Lx2 "Dx2 "H

-5 wiste C e- low
22"Lx22"Dx 7"H

- L D l te ar a le
low
2 "Lx2 "Dx43"H

-7 L D e stal- low
5.5"Lx 5.5 Dx4 "H

-9 L DC r e ar- low
4"Lx23"Dx42"H

- Straight ar- low
48"Lx 9"Dx42"H

L D te s o e ll Charge
with re ote ontrol
to a st olor o tions



G-4



G-5



G-6



G-7



G-9



G-10



ACCENT Tradeshaw & Event Furnishings

3438 Maggie Blvd, Orlando FL, 32811 * Ph: 407-648-7474

Email Order: INFO@GetAccent.com Fax: 407-648-2542

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

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

Item #	Description	Price
Lounge		
A-1	Uptown - Black Suede Sofa	\$476
A-2	Uptown - Black Suede Loveseat	\$430
A-3	Uptown - Black Suede Chair	\$295
A-4	Uptown - Black Suede Bench Ottoman	\$269
A-10	Black / Glass Cocktail Table	\$178
A-11	Black / Glass End Table	\$161
A-12	Silver Floor Lamp	\$86
B-1	Newport - Tan Suede Sofa	\$476
B-2	Newport - Tan Suede Loveseat	\$430
B-3	Newport - Tan Suede Chair	\$295
B-4	Natural Cocktail Table	\$178
B-5	Natural End Table	\$161
C-1	Laredo - Black Leather Sofa	\$476
C-2	Laredo - Black Leather Loveseat	\$430
C-3	Laredo - Black Leather Chair	\$295
C-4	Concord - White Leather Sofa	\$545
C-4C	Concord - White Leather Sofa w/ Charging Console	\$595
C-5	Concord - White Leather Loveseat	\$495
C-5C	Concord - White Leather Loveseat w/ Charging Console	\$545
C-6	Concord - White Leather Chair	\$295
CM-1	Cordoba - Black Leather Sofa	\$476
CM-2	Cordoba - Black Leather Loveseat	\$430
CM-3	Cordoba - Black Leather Chair	\$295
CM-4	Cordoba - Wood Grain Rectangle Cocktail Table	\$178
CM-5	Cordoba - Wood Grain Square End Table	\$161
CM-6	Cordoba - White Rectangle Cocktail Table	\$178
CM-7	Cordoba - White Square End Table	\$161
D-4	Black Cube Cocktail Table	\$184
D-5	Black Round Cocktail Table	\$184
D-6	Black Cube End Table	\$167
E-1	South Beach - White Leather Sofa	\$545
E-2	South Beach - White Leather Chair	\$345
E-3	South Beach - White Leather Bench	\$269
E-4	South Beach - Red Leather Sofa	\$545
E-5	South Beach - Red Leather Chair	\$345
E-6	South Beach - Red Leather Bench	\$269
E-7	White Square Cocktail Table	\$172
E-8	White Rectangle Cocktail Table	\$172
E-8C	White Rectangle Cocktail Table - Powered	\$247
E-9	White Square End Table	\$161
E-10	White Cube End Table	\$225
E-10Qi	White Cube Qi End Table - Powered W/ Qi	\$265
E-11	White Sofa With Outlet - Powered	\$595
E-12	White Loveseat With Outlet - Powered	\$495
E-13	White Chair With Outlet - Powered	\$395
Pub Tables, Lounge, Stage Chairs		
E-14	Tall White Pub Table	\$420
E-14C	Tall White Pub Table - Powered	\$495
E-U4L	Under Light Add-On	\$50
E-15	Short White Pub Table	\$350
E-15C	Short White Pub Table - Powered	\$425
E-18	Aspen Chair - White Leather	\$328
E-19	White & Chrome Side Table	\$85
F-1	Barcelona Chair - Red	\$395
F-2	Barcelona Ottoman - Red	\$184
F-3	Barcelona Chair - White	\$395
F-4	Barcelona Ottoman - White	\$184
F-5	Barcelona Chair - Black	\$395
F-6	Barcelona Ottoman - Black	\$184
F-7	Black Stage Chair	\$185
F-8	Burgundy Stage Chair	\$185
F-9	White Stage Chair	\$185
F-10	Guest Chair w/ Removable Swivel Tablet - Carbon Grey	\$320

Item #	Description	Price
G-4	GLOW - LED Cube	\$195
G-5	GLOW - LED Twist Cube	\$195
G-6	GLOW - LED Fluted Bar Table	\$245
G-7	GLOW - LED Pedestal	\$235
G-9	GLOW - LED Curve Bar	\$975
G-10	GLOW - LED Straight Bar	\$875
G-11	Glacier Stool - Aquamarine Blue	\$172
G-12	Glacier Stool - Smoke Grey	\$172
G-13	Glacier Stool - Orange	\$172
G-14	Glacier Chair - Aquamarine Blue	\$160
G-15	Glacier Chair - Smoke Grey	\$160
G-16	Glacier Chair - Orange	\$160
Lounge		
H-1	Monaco - Left Corner Chair	\$175
H-2	Monaco - Armless Chair	\$175
H-3	Monaco - Right Corner Chair	\$175
H-4	Monaco - Square Ottoman - White	\$175
H-4B	Monaco - Square Ottoman - Black	\$175
H-5	Modern - White / Chrome Sofa	\$495
H-6	Modern - White / Chrome Chair	\$295
H-7	Encore - Curve Loveseat	\$520
H-8	Encore - Convex Loveseat	\$520
H-9	Encore - Wedge / Ottoman Table - Powered	\$167
H-10	Encore - White Bench - Powered	\$195
I-1	Contempo - White Leather Curve Sofa	\$520
I-2	Contempo - White Leather Curve Bench	\$316
I-3	Contempo - White Leather Round Ottoman	\$241
I-4	Contempo - Black Leather Curve Sofa	\$520
I-5	Contempo - Black Leather Curve Bench	\$316
I-6	Contempo - Black Leather Round Ottoman	\$241
I-7	Chrome / Glass Cocktail Table	\$201
I-8	Chrome / Glass End Table	\$178
I-9	Glove Chair - White / Chrome	\$282
Chairs, Ottomans, Work Stations		
J-1	Dynamic Chair - Black	\$144
J-2	Dynamic Chair - Green	\$144
J-3	Dynamic Chair - Orange	\$144
J-4	Dynamic Chair - White	\$144
J-12	Cube Ottoman - Black	\$105
J-13	Cube Ottoman - Orange	\$105
J-14	Cube Ottoman - White	\$105
J-15	Cube Ottoman - Red	\$105
J-16	Swivel Ottoman - White	\$105
J-17	Swivel Ottoman - Orange	\$105
J-18	Swivel Ottoman - Black	\$105
J-19	Rustic Bench	\$241
J-20	Work Station - Black	\$375
J-21	Work Station - White	\$375
J-22	White & Chrome Ottoman	\$105
J-23	Black & Chrome Ottoman	\$105
Tables, Chairs, Bar Stools		
K-1	Table - Black - 24" Dia x 29"H	\$132
K-2	Table - Black - 30" Dia x 29"H	\$132
K-3	Table - Black - 36" Dia x 29"H	\$150
K-4	Table - Black - 42" Dia x 29"H	\$178
K-5	Euro Chair - Black	\$120
K-6	Jet Black Chair	\$120
K-7	Tall Bar Table - Black - 24" Dia x 42"H	\$172
K-8	Tall Bar Table - Black - 30" Dia x 42"H	\$172
K-9	Tall Bar Table - Black - 36" Dia x 42"H	\$184
K-10	Black Bar Stool	\$150
K-11	Jet Black Bar Stool	\$172
L-1	Table - Maple / Chrome - 30" Dia x 29"H	\$150
L-2	Table - Maple / Chrome - 36" Dia x 29"H	\$161

Tables, Chairs, Bar Stools		
L-3	Maple / Chrome Chair	\$120
L-4	Tall Bar Table - Maple / Chrome - 30" Dia x 42"H	\$178
L-5	Tall Bar Table - Maple / Chrome - 36" Dia x 42"H	\$184
L-6	Maple / Chrome Bar Stool	\$150
L-7	Table - Black / Chrome - 30" Dia x 29"H	\$138
L-7S	Table - White / Chrome Square 30" x 30" x 29"H	\$138
L-7R	Table - Rustic Square 30" x 30" x 29"H	\$138
L-7W	Table - White / Chrome Round 30" Dia x 29"H	\$138
L-8	Table - Black / Chrome - 36" Dia x 29"H	\$155
L-9B	Black / Chrome Chair	\$120
L-9R	Red / Chrome Chair	\$120
L-9W	White / Chrome	\$120
L-10	Tall Bar Table - Black / Chrome - 30" Dia x 42"H	\$178
L-11	Tall Bar Table - Black / Chrome - 36" Dia x 42"H	\$184
L-12B	Black / Chrome Bar Stool	\$150
L-12R	Red / Chrome Bar Stool	\$150
L-12W	White / Chrome Bar Stool	\$150
L-14	Glass Table / Black Base - 42" Dia x 29"H	\$155
L-15	Glass Table / Chrome Base - 36" Dia x 29"H	\$150
L-17	Glass Tall Bar Table / Chrome Base - 28" Dia x 42"H	\$195
L-18	Swivel Stool - White / Chrome	\$135
L-18B	Swivel Stool With Back - White / Chrome	\$150
L-19	Swivel Stool - Black / Chrome	\$135
L-20	Table - Chrome - 30" Dia x 29"H	\$155
L-21	Chrome Chair	\$120
L-22	Tall Bar Table - Chrome - 30" Dia x 42"H	\$184
L-23	Chrome Bar Stool	\$145
L-24	Anaheim Chair - White / Chrome	\$120
L-25	Adjustable Stool - Black & Chrome	\$172
M-1	Blue / Black Chair	\$120
M-2	Blue / Black Bar Stool	\$150
M-3	Red / Black Chair	\$120
M-4	Red / Black Bar Stool	\$150
M-4B	Black / Black Bar Stool	\$150
M-5	Tall Bar Table - White / Chrome - 30" Dia x 42"H	\$175
M-5J	Tall Bar Table - White / Chrome-30" Dia x 42"H - Powered	\$225
M-5R	Tall Bar Table - Rustic / Chrome - Square 30" x 30" x 42"	\$175
M-5S	Tall Bar Table - White / Chrome - Square 30" x 30" x 42"	\$175
M-6	Curve Bar Stool - White / Chrome	\$145
M-14	Crescent Bar Stool - White / Chrome	\$150
M-15	Gunmetal Bar Stool	\$150
M-15R	Gunmetal Bar Stool - Red	\$150
M-15O	Gunmetal Bar Stool - Orange	\$150
M-15Y	Gunmetal Bar Stool - Yellow	\$150
M-15B	Gunmetal Bar Stool - Blue	\$150
M-15G	Gunmetal Bar Stool - Green	\$150
M-15W	Gunmetal Bar Stool - White	\$150
M-16	Gunmetal Chair	\$120
Display Pedestal & Storage Kiosks		
N-1	12x12x30 Black Pedestal	\$172
N-2	12x12x36 Black Pedestal	\$184
N-3	12x12x42 Black Pedestal	\$195
N-4	12x12x30 Grey Pedestal	\$172
N-5	12x12x36 Grey Pedestal	\$184
N-6	12x12x42 Grey Pedestal	\$195
N-7	18x18x36 Black Pedestal	\$207
N-8	18x18x42 Black Pedestal	\$218
N-9	18x18x36 Grey Pedestal	\$207
N-10	18x18x42 Grey Pedestal	\$218
N-11	24x24x42 Black Pedestal	\$230
N-12	24x24x42 Grey Pedestal	\$230
N-13	24x24x42 Black Storage Kiosk w/Locking Door	\$316
N-13C	24x24x42 Black Storage Kiosk w/ Locking Door-Powered	\$381
N-14	24x24x42 White Storage Kiosk w/Locking Door	\$316
N-14C	24x24x42 White Storage Kiosk w/Locking Door-Powered	\$381
N-15	18x18x36 White Pedestal	\$207
N-16	18x18x42 White Pedestal	\$218
Bars & Reception Counters		
O-1	Martini Bar - Black / Chrome / Glass Shelves	\$875
O-2	Martini Bar - Black / Chrome / Glass Shelves *w/Lighting	\$975
O-3	Cosmopolitan Bar	\$857
O-4	Cosmopolitan Bar *w/ Lighting	\$975

O-5	Reception Counter - Black	\$275
O-6	Contour Reception Counter - Black	\$385
O-7	Contour Reception Counter - Grey	\$385
Accessories		
O-10	Parsons Desk - Black	\$245
O-11	Refrigerator - Silver / Black 3.6 CuFt (155volt)	\$200
O-12	Coat Rack	\$115
O-13	Free Standing Mirror	\$150
O-14	Literature Stand / 6 Pocket - Black	\$126
O-15	Folding Literature Stand - Silver	\$145
O-16	Folding Literature Stand - Black	\$145
O-20	Universal Tablet Stand	\$126
O-21	New Age Tablet Stand	\$145
O-22	Chrome Stanchion (Pole)	\$50
O-23	Burgundy Rope for Stanchion	\$30
O-24	Black Velvet Rope for Stanchion	\$30
O-25	Park Bench - Black	\$168
O-26	Boxwood Hedge Wall - 48"Lx12"Dx48"H	\$376
Conference / Office		
P-1	6' Maple Conference Table	\$395
P-2	8' Maple Conference Table	\$445
P-3	6' Mahogany Conference Table	\$395
P-4	8' Mahogany Conference Table	\$445
P-5	10' Mahogany Conference Table	\$569
P-6	6' Honey Oak Conference Table	\$345
P-6B	6' Honey Oak Conference Table - Powered	\$445
P-6C	8' Honey Oak Conference Table - Powered	\$495
P-7	6' Black Conference Table	\$385
P-8	8' Black Conference Table	\$445
P-9	10' Black Conference Table	\$569
P-10	6' Grey Conference Table	\$395
P-11	8' Grey Conference Table	\$445
P-13	4'.4" Conference Table - Frosted White Glass Top	\$375
P-13C	4'.4" Conference Table - White Laminate Top - Powered	\$450
P-14	42" Dia Round Conference Table - Honey Oak	\$265
P-14C	42" Dia Round Conference Table - Honey Oak - Powered	\$295
P-15	42" Dia Round Conference Table - Mahogany	\$265
P-17	6' Walnut Conference Table	\$395
P-17C	6' Walnut Conference Table - Powered	\$445
Q-1	Black Leather Executive Chair	\$225
Q-3	White / Chrome Leather Executive Chair	\$276
Q-4	Black / Chrome Leather Executive Chair	\$276
Q-5	Black Jr. Executive Chair	\$190
Q-6	Grey Jr. Executive Chair	\$190
Q-7	Black Sled Chair	\$161
Q-8	Grey Sled Chair	\$161
Q-9	Black / Chrome Breuer Chair	\$144
Q-10	Grey / Chrome Breuer Chair	\$144
Q-11	Black Drafting Stool	\$172
Q-12	Grey Drafting Stool	\$172
Q-13	Black Secretarial Chair	\$144
Q-14	Grey Secretarial Chair	\$144
R-1	Black Étagère (Glass Shelves)	\$184
R-2	Chrome Étagère (Glass Shelves)	\$184
R-3	48" Grey Bookcase	\$150
R-4	48" Black Bookcase	\$150
R-5	72" Grey Bookcase	\$172
R-6	72" Black Bookcase	\$172
R-7	2-Drawer Grey Filing Cabinet	\$150
R-8	2-Drawer Black Filing Cabinet	\$150
R-9	4-Drawer Black Filing Cabinet	\$165
R-10	42" Grey Storage Cabinet	\$165
R-11	42" Black Storage Cabinet	\$165
R-12	72" Black Storage Cabinet	\$195
S-1	Natural / Black Office Desk	\$405
S-2	Natural / Black Office Credenza	\$360
S-3	Honey Oak Office Desk	\$405
S-4	Honey Oak Office Credenza	\$360
S-5	Mahogany Office Desk	\$405
S-6	Mahogany Office Credenza	\$360
S-10R	Rustic / Black Office Desk	\$365
S-11R	2 Drawer Rustic Filing Cabinet	\$250



**Caribe Royale Orlando All-Suite
Hotel & Convention Center**
8101 World Center Drive Orlando, FL 32821-5408
PH: 407.238.0008 • FAX: 407.387.0155

**2019 AUDIO
VISUAL
ORDER FORM**

TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!

Equipment	Qty	DAILY RATE	Days Used	Extended Total	Customer Information	
Computer and Video Equipment					Event Name:	
20" LCD Monitor w/ Table stand (No Floor Stands)		\$145			Company:	
32" LCD Monitor w/ Table Stand (No Floor Stands)		\$255			Address:	
46" LCD Monitor / Includes floor stand		\$629			City:	
55" LCD Monitor / Includes floor stand		\$809			State:	Zip:
65" LCD Monitor / Includes floor stand		\$929			Telephone # :	
Laptop Computer - Windows based		\$245			Fax # :	
LCD Projector - 3000 ANSI Lumens		\$480			Ordered By:	
LCD Projector - 6200 ANSI Lumens		\$1,485			Email :	
Wireless Slide Advancer		\$62			For special requests or additions please call 407.238.0008 . Email questions or completed form to: Eddy Craft at ecraft@psav.com	
25' Video Cable		\$30				
Projection Screens						
6' - 8' Tripod Screen - Skirted		\$90			Ordering Instructions The Total Charge per item is determined by multiplying the Quantity by the Daily Rate by the number of Days Used . Please include 24% Service Charge and 6.5% Sales Tax on equipment rental. TAX EXEMPT STATUS If you are exempt from payment of sales tax, we require you to forward a Consumer's Certificate of Exemption issued by the State of Florida . In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted. Operator labor, if requested, is subject to the prevailing hourly rate at a 4 hour minimum . On site additions are subject to additional labor. CANCELLATIONS 1) Written cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a minimum one day charge . 2) If services have already been provided at the time of cancellation, 100% of original charges will apply .	
10' Cradle Screen (16:9 widescreen format)		\$185				
12' Cradle Screen (16:9 widescreen format)		\$205				
Projection Cart/Stand with Power		\$65				
Audio						
Speaker Phone (Telecom Line at add'l cost via Hotel)		\$180			Delivery Information On-Site Contact: Booth #: _____ Room #: _____ Dlvry Date: _____ Time: _____ Pkup Date: _____ Time: _____	
Wireless Microphone - Handheld or Lavalier		\$210				
Wired Microphone - Podium, Asile or Table		\$68				
4XLR 10 Channel Audio Mixer (Required for mic rental)		\$125				
Powered Speaker w/Stand		\$147				
Computer Audio/Audio Device-Direct Input Box		\$68				
General AV						
Flipchart with Plain Paper Pad and 4 color markers		\$70				
Flipchart with "Post It" Pad and 4 color markers		\$90				
Cork Board 3' x 4' with stand		\$70				
Laser Pointer		\$62				
Power Strip Extension Package (25' Pwr Cord w/6way strip)		\$42				
Labor						
Additional labor may be required for large orders; Please call for labor rate on orders of 2 or more items.						
Give us a brief description of what you want to accomplish.						
Rental Totals						
EQUIPMENT/LABOR TOTAL	1	\$				
SERVICE CHARGE (24% of line 1)	2	\$				
SUBTOTAL	3	\$				
SALES TAX (6.5% of line 3)	4	\$				
TOTAL DUE	5	\$				
Please Call for Payment Options						
					PSAV Caribe Royale Orlando All Suite Hotel & Convention Center 8101 World Center Drive Orlando, FL 32821-5408 PH: 407.238.0008 FAX: 407.387.0155	

ELECTRICAL ORDER FORM



Advance Payment Deadline Date: 00/00/15

E M

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC
 2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

COMPANY:		BTH #	
EVENT:			
FACILITY: CARIBE ROYALE ORLANDO			
DATES:			

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery 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 1.5 hour for installation & 1 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 80/190-121514 OR

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)	_____	_____	80.00	120.00	_____
1000 WATTS (10 AMPS)	_____	_____	130.00	195.00	_____
2000 WATTS (20 AMPS)	_____	_____	190.00	285.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	290.00	435.00	_____
30 AMPS	_____	_____	350.00	525.00	_____
60 AMPS	_____	_____	495.00	745.00	_____
100 AMPS	_____	_____	660.00	990.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	420.00	630.00	_____
30 AMPS	_____	_____	495.00	745.00	_____
60 AMPS	_____	_____	695.00	1045.00	_____
100 AMPS	_____	_____	800.00	1200.00	_____
200 AMPS	_____	_____	1300.00	1950.00	_____
400 AMPS	_____	_____	2500.00	3750.00	_____
LIGHTING					
150 WATT FLOOD LIGHT	_____	_____	75.00	115.00	_____
300 WATT FLOOD LIGHT	_____	_____	90.00	135.00	_____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	20.00	_____
POWER STRIP	_____	25.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	70.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	130.00	_____

SUB TOTAL	_____
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 6.5% SALES	_____
PLACE TOTAL HERE	_____

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

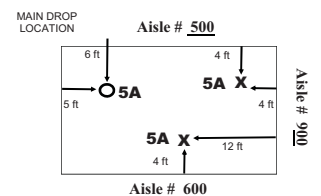
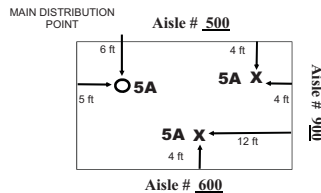
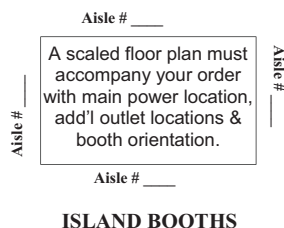
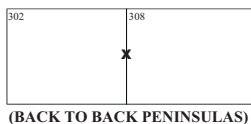
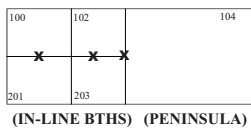
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up 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 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 (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. 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.
19. 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.
20. 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.
21. 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.**

ELECTRICAL LABOR FORM



EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC
 2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

Advance Payment Deadline Date: 00/00/15

COMPANY:		BTH #	
EVENT:			
FACILITY: CARIBE ROYALE ORLANDO			
DATES:			

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

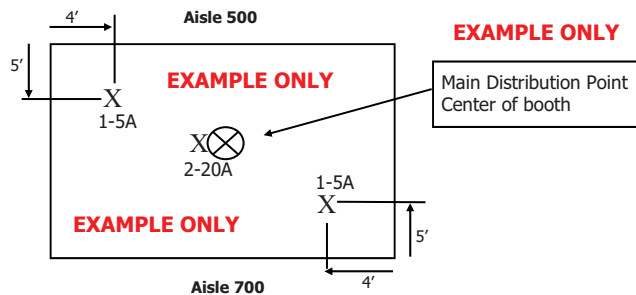
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Electrical distribution under carpet 2. Connection of all 208V or higher services | <ol style="list-style-type: none"> 3. Hardwiring of any electrical apparatus 4. Overhead power distribution |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
 - A. Floor plans must include exact outlet locations with dimensions or be to scale
 - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
 - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 00/00/15



EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

COMPANY:		BTH #	
EVENT:			
FACILITY: CARIBE ROYALE ORLANDO			
DATES:			

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen’s Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no “exhibitor supervisor” is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time 70.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime 130.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Wire Machines
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Under Carpet distribution

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

PLUMBING ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

Advance Order Deadline Date: 00/00/15 E M

COMPANY:		BTH #	
EVENT:			
FACILITY:	CARIBE ROYALE ORLANDO		
DATES:			

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. Psi

	Advance	Regular	Total
_____ Air Outlet	300.00	390.00	_____
_____ Additional Connections within 20' of Outlet	60.00	78.00	_____
_____ CFM requirements (There is a 5 CFM min. charge per outlet)	5.00/cfm	6.50/cfm	_____

Remember to order CFM with air services. Connection size see # 9 on back of form.

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

_____ Water Outlet	300.00	390.00	_____
_____ Additional Connections within 20' of Outlet	60.00	80.00	_____
_____ Water Filter (recommended for potable requirements)	80.00	100.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

_____ Drain Outlet	100.00	150.00	_____
_____ Additional Connections within 20' of Outlet	50.00	75.00	_____
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 100 Gallons	125.00	175.00	_____
_____ 100—500 Gallons	175.00	225.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	20.00	25.00	_____
_____ Over 1,000 Gallons	CALL FOR	ESTIMATE	_____

LABOR (Labor is required for delivery and removal of air, water & drain outlets)

_____ ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	70.00	_____
_____ OT (Monday—Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	130.00	_____

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a estimate)

SUB TOTAL	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 6.5% SALES	
TAX	
PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:
The "Method of Payment" form must be completed and returned with this order form	

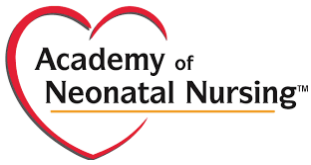
TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at www.edlen.com

Or call the number on the front of this form.



**National Neonatal Nurses
Conference 2019
September 11-14, 2019
Caribe Royale Hotel
Orlando, FL**



LEAD RETRIEVAL ORDER FORM [Order Online](#) **DISCOUNT DEADLINE: August 16, 2019**

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
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Handheld Scanners:

(Battery operated scanners; no electricity required)

ExpoBadge Ninja	\$385	\$410		0
ExpoBadge Panoptic	\$435	\$465		0
ExpoBadge Panoptic with Printer	\$495	\$525		0

Mobile Application:

ExpoBadge Lead Retrieval App <i>(one license)</i>	\$325	\$360		0
Additional Licenses	\$170	\$210		0

ExpoBadge Extras:

ExpoBadge Live Literature Link	\$250	\$280		
Delivery, Setup, and Training	\$95	\$125		
Personalized Action Codes	\$75	\$95		
Custom Survey	\$80	\$105		
Paper: Additional Roll	\$17	\$22		
USB Flash Drive	\$100	\$125		

Federal Tax ID # 20-8676699

Sub Total:

Processing Fee:

\$15.00

Grand Total:

Company Information

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

WEBSITE:

www.expobadge.com

ONLINE ORDERS:
[NNNC 2019](#)

FAX ORDERS TO:
714-632-8345

MAIL ORDERS TO:
ExpoBadge, Inc.
1075 N. Tustin St. #6250
Orange, CA 92863, USA

FOR ASSISTANCE CALL:
toll free 800-490-9941
+1-714-630-2945




Payment Information *Billing Zip Code Required


<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK
CREDIT CARD #	EXPIRATION DATE		
NAME ON CARD	*BILLING ZIP CODE		

Terms and Conditions: I have read and agreed to the following terms and conditions.

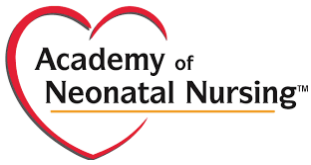
All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Ninja 	<p>The ExpoBadge Ninja is a handheld battery-operated scanner that conveniently fits in your pocket. The Ninja stores your leads, at the close of the show leads will be downloaded and emailed at the close of the show (within 24-48 hours).</p>	Electronic
ExpoBadge Panoptic 	<p>The ExpoBadge Panoptic is a wireless, handheld, state-of-the-art scanning device (Android), that is the fastest scanner in the market. Uploads lead detail in real-time. Leads can be accessed anytime from ExpoBadge's secure website. Includes an easy-to-use notes option for quickly recording notes specific to each lead. (Requires nightly charging.)</p>	Electronic
ExpoBadge Panoptic with printer 	<p>The ExpoBadge Panoptic with printer is a printer with a scanner connected <i>wirelessly</i>. This allows you the flexibility for multiple sales people to capture leads in your booth. With all the features of the ExpoBadge Panoptic, you will receive a paper and electronic copy of your leads. (ExpoBadge Panoptic requires nightly charging.)</p>	Paper and Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	<p>The ExpoBadge Lead Retrieval App is lead retrieval made smart. Scan, qualify, and survey attendees at events using smart phones or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for activation.</p>	Electronic

EXTRAS	DETAILS
Live Literature Link	Deliver and make available all your literature digitally! Target your marketing, leverage your collateral investment, and "Go Green" by uploading your promotional material onto the Live Literature Link.
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.



**National Neonatal Nurses
Conference 2019
September 11-14, 2019
Caribe Royale Hotel
Orlando, FL**



STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

TURN KEY

E V E N T S

Plant & Floral Order Form

Ph: 702-415-8236

customerservice@turnkeyevents.us

Nationwide Service Available

Event Name: _____

Location: _____

Date/Time In: _____

Date/Time Out: _____

Booth Number/Name: _____

Contact Name: _____

Contact Number: _____

E-Mail Address: _____

Floral Arrangements	Unit Price	Qty	Total
Mixed Arrangements	75 & Up		
Tropical Floral	85 & Up		
Custom Arrangements Height _____ Width _____	100 & up		
Blooming Foliage			
Mum: <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$32.50		
Azaleas: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Pnk/Wht	\$38.50		
Bromeliad	\$38.50		
Tropical Plants			
Ivy _____ Pothos _____	\$35.00		
Fern	\$40.00		
3 Foot Tropical Plant	\$49.50		
4 Foot Tropical Plant	\$59.50		
5 Foot Tropical Plant	\$69.50		
6 Foot Tropical Plant	\$79.50		
8 to 12 Foot Tropical Plant	\$150 & up		
6 foot Dressed w/Ivy & Blooming	\$165 & Up		
Outdoor Trees	Call		
Containers (Please Check One)			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other			
Special Order: _____			

Other Decorating Services:

Themed Parties and Props, Scenic Sets, Beaded Drapery, Balloons, Entertainment and Trade Show Booth Decor.

- ALL ITEMS FOR RENTAL ONLY
- ALL ORDERS MUST BE PAID IN ADVANCE
- SUBSTITUTIONS MAY BE NECESSARY
- ALL ORDERS NOT CANCELLED AT LEAST 7 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

SUB TOTAL: _____

Delivery, Set, & Pickup- 15%
or \$45 min. for round trip: _____

TAX: _____

TOTAL: _____

Payment Information: Visa Mastercard Amex

Company Name: _____

Card Holder Name: _____

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

Credit Card#: _____ Expiration: _____ Security Code: _____

Authorized Signature: _____ Date: _____