



**IMSH**<sup>TM</sup>

Society for Simulation in Healthcare

# EXHIBITOR SERVICE MANUAL

**Orange County Convention Center- West Building  
Halls C & D  
January 11-13, 2025**

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*Discount deadline:*  
December 23, 2024

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A CUSTOM  
BOOTH?**

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**NEED  
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TO AND FROM  
A TRADESHOW?**



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## Online Marketplace

**Expo Convention Contractors, Inc. (Expo CCI)** has been chosen as the Official Service Contractor for **IMSH 2025**.

We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo Convention Contractors has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to download the PDF Exhibitor Manual, but you must first log in to the online marketplace. Below are instructions to access our online marketplace or download your PDF Exhibitor Manual.

- Once you have successfully registered for a booth with the show manager, Expo CCI will receive your contact information. We will then email you a unique temporary password, as well as link to our storefront (<https://expocci.boomerecommerce.com/>).
- When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you. If you were an exhibitor last year or have logged into our storefront before, your password will be whatever you changed it to the last time you logged in. You always have the option to reset your password from the login page.
- After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses.
- From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online, print shipping labels, access subcontractor forms and download your PDF Exhibitor Manual.
- Freight shipments will incur a material handling charge. Please see the Shipping Information section of the online marketplace for posted rates. By having a credit card on file prior to move-in, Expo CCI can deliver your shipment to your booth space in a timely manner.
- All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be assessed to your invoice.
- **Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is December 30, 2024 and Direct to Show shipments will be accepted on January 9, 2025.**
- Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at (305) 751.1234 or by email at [info@expocci.com](mailto:info@expocci.com)

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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check the completed pages

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## Expo Quick Facts/ Show Information

*Deadline date to receive discounted rates:* December 23, 2024

### SCHEDULE

<i>Exhibitor Move-in:</i>	Thursday,	January 9, 2025	8:00am - 5:00pm
	Friday,	January 10, 2025	8:00am - 5:00pm
	Saturday,	January 11, 2025	8:00am - 9:00am
<i>Show hours:</i>	Saturday,	January 11, 2025	12:15pm - 6:00pm
	Sunday,	January 12, 2025	9:30am - 4:30pm
	Monday,	January 13, 2025	9:30am - 3:00pm
<i>Exhibitor Move-out:</i>	Monday,	January 13, 2025	3:00pm - 10:00pm
	Tuesday,	January 14, 2025	8:00am - 1:00pm
<i>Reroute freight:</i>	Tuesday,	January 14, 2025	1:00pm

### MOVE-OUT NOTE

All carriers must check-in no later than **Tuesday, January 14, 2025 before 10:00am**. If your carrier does not check-in by the designated time above your freight will be rerouted through eLogistics. Exhibitors need to be clear by **1:00pm**.

All freight must be labeled and a **Bill of Lading filled out** and returned to the Expo Service Desk before leaving your booth. **Any exhibitors without a card on file will have their freight held until paid in full.**

### EMPTYIES

Empties come out at the same time as move-out time on **Monday, January 13, 2025**. This will take between **2 to 6 hours**. Please plan your hotel and travel arrangements accordingly.

### SHOW COLORS

**Side Drape: Blue      Back Drape: Blue/White/White/Blue**

### CARPET COLOR

The booth area is **NOT** carpeted. **Aisle sections are standard blue aisle carpet**. You may carpet your booth area in any offered color, please see our enclosed Carpeting form for color selection and pricing.

### BOOTH EQUIPMENT PACKAGE

Each 10' x 10' booth area will be provided with an 10' high background drape, 3' high side drape and one booth Identification sign (7" x 44"). (Black Helvetica letters are standard for the ID Signs)

**IF YOU WANT TO ADD GRAPHICS, ADDITIONAL FEATURES, OR ANY SPECIFIC REQUIREMENTS TO MAKE YOUR BOOTH UNIQUE, PLEASE CONTACT US.**

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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## Expo Quick Facts/Show Information

### ADVANCE WAREHOUSE SHIPMENT

---

Materials should be shipped to arrive at our warehouse beginning **Monday, December 9, 2024** but **NO LATER THAN, Monday, December 30, 2024**. Freight received before or after these dates will incur a 25% early/late handling fee.

IMSH 2025  
Your Company Name and Booth #  
Expo Convention Contractors, Inc.  
c/o TForce Freight c/o JM Freight  
7580 Exchange Drive  
Orlando, FL 32809

See our Material Handling forms for more details. Shipping Labels Provided.

### DIRECT SHIPMENT TO FACILITY

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Direct to show shipments will be accepted **Thursday, January 9, 2025 and Friday, January 10, 2025 between 8:00am and 5:00pm, & Saturday, January 11, 2025 between 8:00am and 9:00am**. Freight received before or after these dates and times will incur a 25% early/late handling fee.

IMSH 2025  
Your Company Name and Booth #  
Expo Convention Contractors, Inc.  
c/o Orange County Convention Center - West Bldg, Halls C & D  
9800 International Dr  
Orlando, FL 32819

See our Material Handling forms for more details. Shipping Labels Provided.

### BOOTH CLEANING

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All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Vacuuming is not included in your booth package, only the first day's vacuuming is included for carpets rented from EXPO CCI. If you would like to order booth cleaning you must place and order. [Check out Cleaning Form.](#)

**Bulk Trash Removal:** Exhibitors are responsible for move-out of all freight. Those with third-party labor providers are responsible for ensuring that all crates and materials brought into the event get properly removed after the show concludes. Failure to do so can result in a disposal fee.

### ASSISTANCE

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We want you to have a successful show. If you can't find what you are looking for or if we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234. or email [info@expocci.com](mailto:info@expocci.com).

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## Payment Policy

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO EXPO CCI.**

**ADVANCE AND/OR FLOOR ORDERS** All Orders require **ADVANCE PAYMENT** for initial estimate of charges for services AND a **VALID CREDIT CARD** with proper authorization be provided to Expo CCI. You may prepay with a check written on your company, but a credit card is required by Expo CCI to ensure any unexpected charges, such as additional freight, clean-up costs, etc., are paid at the time the Show closes.

**THIRD PARTY ORDERS** If you choose to contract work to a Display or Exhibit house/company and/or require services from Expo CCI, the Payment Policy presented above shall apply. Expo CCI must be notified, in writing, a non-official contractor form and COI must be submitted, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. If a third party is to be invoiced for certain items or services, please complete and submit Expo's Third Party Payment Policy prior to placing order.

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR** Expo CCI's Payment Policy must be adhered to by Exhibitor prior to any freight being shipped to Expo CCI. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor provides an additional form of payment prior to the charge being processed. Expo CCI is not responsible for any damage or loss of your freight, **please secure round trip insurance from your company insurance carrier.**

**ALL CHARGES** All charges/costs requested by Exhibitor **MUST** be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$39 for each NSF check written to Expo CCI.

Expo CCI charges a 3% convenience fee for payments using a credit or debit card. **This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.**

**ADJUSTMENTS/REFUNDS** Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. Expo CCI will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by Expo CCI. **Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type.

**SALES TAX** Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Expo CCI with its tax exempt certificate prior to orders being processed. If not provided and exhibitors requests tax to be removed a 6% processing fee will apply before refund.

**CANCELLATION POLICY** **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.** In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, Expo CCI will be entitled to a fee equal to the percentage of work completed by Expo CCI. This percentage will be determined solely by Expo CCI. In the event the deposit received exceeds the percentage of work completed, Expo CCI will refund the excess deposit.

**COLLECTION POLICY** In the event this contract is turned over to an attorney for collection or dispute, Expo CCI will be entitled to reasonable attorney fees.

**Return via fax 305-751-1298 or email info@expocci.com We accept American Express, Visa, MasterCard and Discover for your convenience. No checks will be accepted at show site.**

Exhibitor:	Contact name:	Booth #:
Address:		
City:	State:	Zip:
Phone:		Country:
Credit Card Used For Payment: No.:		Expires:
Security Code:	(The 3 numbers on back of card or for Amex the 4 numbers on the front)	
Billing Address for credit card:		
City:	State:	ZIP CODE:
Credit Card Holder (Print Name as it appears on card):		
Card Holder Signature:		

\*\*\*\*\*Cardholder hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show.

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## Terms and Conditions

### PAYMENT POLICY:

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

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Expo CCI, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. Ultimately, the exhibitor is responsible for payment if the third party's payment is declined.

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

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

**Past Due Accounts:** The Exhibitor understands that there will be a 10% monthly (120% per year) finance charge on past due accounts and agrees to pay all costs incurred by Expo CCI, while endeavoring to collect this account.

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

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

**U.S. Wire Transfers:** A \$30 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

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

**Exchanges and Cancellations:** On-site exchanges and cancellations of any orders/furnishings will be assessed a 100% pick-up fee.

**Refunds:** A 6% processing fee will be added to all orders prior to refunding a credit balance of any type, all credits will be done post show.

**Expo CCI charges a 3% convenience fee for payments using a credit or debit card. This convenience fee is a charge in addition to the original transaction amount for the convenience of being able to use an alternate payment method. The fee will not apply to ACH and Wire payments and the same will be removed once processed. However, wire transfers must include an additional \$30.00 for domestic and \$50.00 for international bank fees.**

### DEFINITIONS AND EXPO RESPONSIBILITIES:

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

### INDEMNIFICATION:

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

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## Terms and Conditions

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

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

### EXPO'S LIMITS OF LIABILITY:

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

### INBOUND AND OUTBOUND SHIPMENTS:

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

### PACKAGING, CRATES AND EMPTY CONTAINERS:

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

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## Third Party Payment

**THIS FORM IS TO BE FILLED OUT ONLY IF YOU HAVE HIRED A THIRD PARTY TO SET UP YOUR BOOTH.**

### THIRD PARTY PAYMENT CONDITIONS

This form must be completed and signed by BOTH PARTIES and returned to Expo CCI prior to placing any orders. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion. If charges have been billed to the wrong party and Expo CCI was not provided with the completed Third Party Payment Policy prior to the order being placed, any refund must be settled between the exhibiting firm and third party.

#### PLEASE INDICATE WHICH ITEMS/SERVICES ARE TO BE INVOICED TO THE THIRD PARTY:

All Expo Services	Booth Cleaning	Booth Labor
Freight Handling	Furniture/Carpet	Other (Specify)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Expo CCI prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature: \_\_\_\_\_

We accept American Express, Visa, MasterCard and Discover Card for your convenience. A non-official contractor form and COI must accompany the Third Party Payment form.

### EXHIBITING COMPANY

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/s: \_\_\_\_\_

Credit Card Used For Payment: No.: \_\_\_\_\_ Expires: \_\_\_\_\_

Security Code: \_\_\_\_\_ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Credit Card Holder (Print Name): \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

\*\*\*\*\*Cardholder hereby authorizes EXPO CCI to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE, AND a valid credit card must be on file with EXPO CCI authorizing payment for modified and/or additional charges. All Charges must be paid by end of Show. **On-site exchanges/cancellations of any orders/furnishings will be assessed a 100% pick-up fee.**

### THIRD PARTY

Third Party Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Contact/s: \_\_\_\_\_

Credit Card Used For Payment: No.: \_\_\_\_\_ Expires: \_\_\_\_\_

Security Code: \_\_\_\_\_ [The 3 numbers on back of card or for Amex the 4 numbers on the front]

Billing Address for credit card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Credit Card Holder (Print Name): \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

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ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
December 23, 2024

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Show Dates: January 11-13, 2025

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## Tables

### Draped Table



	Qty	Advance Price	Standard Price
2' x 4' - 30" H		\$ 187.50	\$ 244.00
2' x 6' - 30" H		\$ 207.50	\$ 269.50
2' x 8' - 30" H		\$ 246.50	\$ 320.50
2' x 4' - 42" H		\$ 266.50	\$ 346.50
2' x 6' - 42" H		\$ 286.50	\$ 372.00
2' x 8' - 42" H		\$ 325.50	\$ 423.50
4th sided skirt 30"		\$ 72.50	\$ 94.50
4th sided skirt 42"		\$ 72.50	\$ 94.50

Amount  If no drape color is selected the designer show color will be provided.

PLEASE CHECK COLOR CHOICE

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

Discount deadline:  
December 23, 2024

### Undraped Table



	Qty	Advance Price	Standard Price
2' x 4' - 30" H		\$ 140.50	\$ 182.50
2' x 6' - 30" H		\$ 155.50	\$ 201.50
2' x 8' - 30" H		\$ 185.00	\$ 240.50
2' x 4' - 42" H		\$ 199.50	\$ 259.50
2' x 6' - 42" H		\$ 214.50	\$ 278.50
2' x 8' - 42" H		\$ 243.50	\$ 316.50

Amount

**NEED A CUSTOM BOOTH?**

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### 30" Round Table



30" L x 30" W x 30" H or 42" H			
	Qty	Advance Price	Standard Price
30" High		\$ 241.50	\$ 314.00
42" High		\$ 277.50	\$ 360.50

Amount

### Chrome Square Table



29 1/2" L x 29 1/2" W x 30" H		
Qty	Advance Price	Standard Price
	\$ 220.50	\$ 290.00

Amount

### Glass Table



33 1/2" L x 53 1/8" W x 29 1/8" H		
Qty	Advance Price	Standard Price
	\$ 393.50	\$ 511.50

Amount

### Charging Table



23" L x 58 7/8" W x 41 1/2" H		
Qty	Advance Price	Standard Price
	\$ 1,179.50	\$ 1,533.00

Amount

Company Name:

Booth #:

Amount

6.5% TAX

Amount Due

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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Show Dates: January 11-13, 2025

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## Chairs and Stools



### Black Side Chair

17 1/2" L x 20 1/2" W x 30 1/8" H		
Qty	Advance Price	Standard Price
	\$ 110.50	\$ 144.00
Amount <input style="width: 100%;" type="text"/>		



### White Side Chair

18 15/16" L x 18 1/8" W x 27 7/8" H		
Qty	Advance Price	Standard Price
	\$ 159.00	\$ 206.50
Amount <input style="width: 100%;" type="text"/>		




### Clear Chair

14 13/16" L x 20 1/4" W x 35 7/32" H		
Qty	Advance Price	Standard Price
	\$ 229.50	\$ 298.50
Amount <input style="width: 100%;" type="text"/>		



### Light Gray Wood Stool

16 3/4" L x 17 5/8" W x 39 3/16" H		
Qty	Advance Price	Standard Price
	\$ 229.50	\$ 298.50
Amount <input style="width: 100%;" type="text"/>		



### White Folding Chair

17 5/16" L x 19 1/16" W x 30 3/32" H		
Qty	Advance Price	Standard Price
	\$ 110.50	\$ 114.00
Amount <input style="width: 100%;" type="text"/>		



### White Stool with back

15 1/64" L x 16 3/8" W x 36 3/4" H		
Qty	Advance Price	Standard Price
	\$ 264.00	\$ 343.00
Amount <input style="width: 100%;" type="text"/>		

\*adjustable to 30" H or 42" H



### Light Gray Lounge Chair

23" L X 21" W X 32" H		
Qty	Advance Price	Standard Price
	\$ 356.50	\$ 463.00
Amount <input style="width: 100%;" type="text"/>		



### Black Stool with back

17 9/16" L x 21 5/8" W x 45 1/8" H		
Qty	Advance Price	Standard Price
	\$ 200.50	\$ 260.50
Amount <input style="width: 100%;" type="text"/>		

 Company Name:  
 Booth #:

Amount <input style="width: 90%;" type="text"/>
6.5% TAX
Amount Due <input style="width: 90%;" type="text"/>

 Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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 Discount deadline:  
 December 23, 2024

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**GO BACK TO TABLE OF CONTENTS** ←

## Flooring

Booth Dimensions (ft.)	(Ft.) LENGTH X WIDTH = Sq. Ft.
What is your booth size?	X =

### Wood Vinyl

SELECT WOOD VINYL

EXPO WOOD VINYL				
Qty	Item	Advance Price	Standard Price	Total Price
	10' x 10'	\$ 679.50	\$ 883.00	
	10' x 20'	\$ 1,357.50	\$ 1,765.50	
	10' x 30'	\$ 2,037.50	\$ 2,648.50	
	10' x 40'	\$ 2,715.50	\$ 3,530.50	

Medium Oak Wood

Silver Wood



### Carpets

SELECT CARPET COLOR

Red



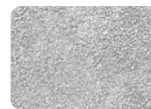
Burgundy



Black



Grey



Blue



Black Tuxedo



Blue Tuxedo



EXPO CLASSIC CARPET

Qty	Item	Advance Price	Standard Price	Total Price
	10' x 10'	\$ 200.00	\$ 260.00	
	10' x 20'	\$ 400.00	\$ 520.00	
	10' x 30'	\$ 600.00	\$ 780.00	
	10' x 40'	\$ 800.00	\$ 1,040.00	

EXPO CUSTOM CUT FLOORING

BOOTH SIZE: LENGTH X WIDTH = Sq. Ft. X =	Advance Price	Standard Price	Total Price
Do you want Expo Classic Carpet?	\$ 6.00	\$ 7.50	
Do you want Expo Plush Carpet?	\$ 7.50	\$ 10.00	
Do you want Expo Vinyl?	\$ 10.50	\$ 14.00	

### Padding and Visqueen

Sq. Ft.	Item	Advance Price	Standard Price	Total Price
	1/2" Padding	\$ 1.70	\$ 2.20	
	1" Padding	\$ 2.40	\$ 3.00	
	Visqueen	\$ 1.00	\$ 1.30	

Company Name:

Booth #:

Amount

6.5% TAX

Amount Due

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Discount deadline:  
December 23, 2024

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**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**

**e** LOGISTICS

click here

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## Accessories




Sign Holder			
66" H - Graphic Size 22" W x 28" H			
	Qty	Advance Price	Standard Price
NO Graphic		\$ 171.50	\$ 223.50
Single Graphic		\$ 232.50	\$ 301.50
Double Graphic		\$ 293.50	\$ 382.00

Amount




Floor Easel			
65" H			
Qty	Advance Price	Standard Price	
	\$ 47.00	\$ 61.00	

Amount




Adjustable Arm Rack			
16" W x 47 11/16" H			
Qty	Advance Price	Standard Price	
	\$ 94.50	\$ 122.50	

Amount



2 Way Waterfall Rack			
30" W x 53 5/16" H			
Qty	Advance Price	Standard Price	
	\$ 118.50	\$ 153.50	

Amount



Mini Refrigerator			
20" L x 20" W x 34" H			
Qty	Advance Price	Standard Price	
	\$ 465.50	\$ 605.50	

*\*Electricity not included*

Amount



Black Retractable Rope Stanchions			
39 1/2" H - 10 ft. Rope			
Qty	Advance Price	Standard Price	
	\$ 70.50	\$ 91.50	

*\*Minimum order of 2*

Amount



Wastebasket			
14" L x 10" W x 15" H			
Qty	Advance Price	Standard Price	
	\$ 51.50	\$ 67.00	

Amount

Company Name:   
 Booth #:

Amount	<input type="text"/>
6.5% TAX	<input type="text"/>
Amount Due	<input type="text"/>

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Discount deadline:  
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Discount deadline:  
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## Accessories




### Arm Light with Bulb

43/8" L x 22" W x 17 1/2" H			
	Qty	Advance Price	Standard Price
BLACK		\$ 97.50	\$ 126.50
WHITE		\$ 108.00	\$ 140.50

\*Electricity not included (25 watts or 0.25 amps per arm light)  
\*Only for hard wall structures.

Amount




### White Shelves

	Qty	Advance Price	Standard Price
1 Meter		\$ 71.50	\$ 93.50
2 Meter		\$ 105.50	\$ 137.50
3 Meter		\$ 145.50	\$ 189.50

\*Please send layout and heights.  
\*Only for hard wall structures.

Amount




### 4 Track Lights with Two Cans

72" L x 6 1/2" W x 9 11/16" H			
	Qty	Advance Price	Standard Price
Track		\$ 372.00	\$ 483.50
Additional Can		\$ 101.50	\$ 131.50

\*Electricity not included (25 watts or 0.25 amps per can).  
Max 4 cans per track.  
\*Only for hard wall structures.


Amount



### Literature Rack

15" L x 11" W x 60" H		
Qty	Advance Price	Standard Price
	\$ 279.50	\$ 363.00

Amount




### Rolling TV Stand

26 7/16" L x 18 7/16" W x 66 7/32" H		
Qty	Advance Price	Standard Price
	\$ 256.50	\$ 333.50

\*TV not included.  
\*Holds up to 70 lbs (31.82 kg)  
\*Height-adjustable 58.7" - 70.31"

Amount



### Pegboard Panel

	Qty	Advance Price	Standard Price
2' x 8' vertical		\$ 257.50	\$ 335.00
2' x 8' horizontal		\$ 257.50	\$ 335.00
4' x 8' vertical		\$ 344.00	\$ 447.50
4' x 8' horizontal		\$ 344.00	\$ 447.50

Amount




### TV Rentals

	Qty	Advance Price	Standard Price
43" TV		\$ 758.50	\$ 985.50
55" TV		\$ 929.50	\$ 1,208.00

\*Please contact us for other sizes.  
\*Electricity not included.  
\*Can be installed on hard walls. Installation not included, please see labor page for rate.

Amount



### White Shelving Unit

46 1/2" L x 13 3/4" W x 76" H		
Qty	Advance Price	Standard Price
	\$ 877.50	\$ 1,141.00

\*All shelf heights are adjustable with preset holes spaced 4.5 inches apart.

Amount

Company Name:

Booth #:

Amount

6.5% TAX

Amount Due

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Show Dates: January 11-13, 2025

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## Cabinets

**(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is December 23, 2024)**



1 meter Cabinet with Sliding Doors & Lock			
40 9/16" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 549.00	\$ 713.50
WHITE		\$ 421.00	\$ 547.50
Graphic Size	37 15/16" W x 35 7/8" H		
Amount <input type="text"/>			



2 meter Cabinet with Sliding Doors & Lock			
79 5/8" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 783.50	\$ 1,018.50
WHITE		\$ 540.50	\$ 702.50
Graphic Size	77" W x 35 7/8" H		
Amount <input type="text"/>			



1 meter Curved Cabinet with Sliding Doors & Lock			
40 9/16" L X 29" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 615.50	\$ 800.50
WHITE		\$ 473.50	\$ 615.50
Graphic Size	42 1/4" W x 35 7/8" H		
Amount <input type="text"/>			



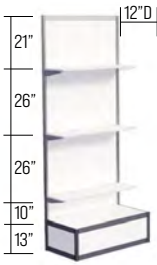
2 meter Curved Cabinet with Sliding Doors & Lock			
79 5/8" L X 37 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 814.00	\$ 1,058.50
WHITE		\$ 572.50	\$ 744.00
Graphic Size	85 5/8" W x 35 7/8" H		
Amount <input type="text"/>			



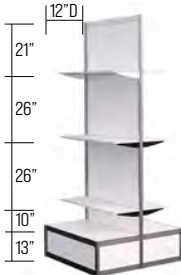
1 meter Diagonal Curved Cabinet without Door			
56 5/8" L X 26 5/8" W X 39" H			
	Qty	Advance Price	Standard Price
Front graphic		\$ 683.50	\$ 888.00
WHITE		\$ 508.50	\$ 661.50
Graphic Size	60 1/4" W x 35 7/8" H		
Amount <input type="text"/>			



2 meter Curved Corner Cabinet with Sliding Doors & Lock			
79 5/8" L X 21 1/16" W X 39" H			
	Qty	Advance Price	Standard Price
Graphic		\$ 826.50	\$ 1,074.50
WHITE		\$ 572.00	\$ 744.50
Graphic Size	Front: 37 15/16" W x 35 7/8" H Both Sides: 29 5/8" W x 35 7/8" H		
Amount <input type="text"/>			



1 meter Gondola Single Sided with 3 Shelves			
40 9/16" L X 21 1/16" W X 96 1/32" H			
Shelves	Qty	Advance Price	Standard Price
Straight		\$ 487.00	\$ 633.50
Angled		\$ 563.00	\$ 731.50
Amount <input type="text"/>			



1 meter Gondola Double Sided with 6 Shelves			
40 9/16" L X 40 9/16" W X 96 1/32" H			
Shelves	Qty	Advance Price	Standard Price
Straight		\$ 609.50	\$ 792.00
Angled		\$ 730.50	\$ 950.00
Amount <input type="text"/>			

\*Prices for Side Graphics on cabinets are additional.

Qty	Advance Price	Standard Price
	\$ 63.50	\$ 82.50
	Side Graphic Size 18 1/2" W x 35 7/8" H	

Amount <input type="text"/>
6.5% TAX
Amount Due <input type="text"/>

Company Name:

Booth #:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

Please submit graphics to - [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com) - Specifying the SHOW NAME AND COMPANY NAME.

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Discount deadline:  
December 23, 2024

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Show Dates: January 11-13, 2025

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## Showcases

*\*Electricity not included.*



Solid Wall Case			
	Qty	Advance Price	Standard Price
WHITE		\$ 1,001.00	\$ 1,301.50
BLACK		\$ 1,001.00	\$ 1,301.50
Size	18" L x 70" W x 84" H		

Amount



See Thru Wall Case			
	Qty	Advance Price	Standard Price
WHITE		\$ 1,029.50	\$ 1,338.50
BLACK		\$ 1,029.50	\$ 1,338.50
Size	18" L x 70" W x 84" H		

Amount



Classic Black Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 631.50	\$ 821.00
5 Feet		\$ 631.50	\$ 821.00
6 Feet		\$ 631.50	\$ 821.00
Size	20" L x 42" H		

Select view Half Quarter

Amount



Tower Case TCS1639			
	Qty	Advance Price	Standard Price
GREY		\$ 872.50	\$ 1,134.50
BLACK		\$ 872.50	\$ 1,134.50
Size	16" L x 39" W x 79" H		

Amount



Standard Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 767.50	\$ 998.00
5 Feet		\$ 767.50	\$ 998.00
6 Feet		\$ 767.50	\$ 998.00
Size	20" L x 38" H		

Select Color White Black

Select view Full Half Quarter

Amount



Tower Case TCS1651			
	Qty	Advance Price	Standard Price
GREY		\$ 1,029.50	\$ 1,338.50
BLACK		\$ 1,029.50	\$ 1,338.50
Size	20" L x 68" W x 84" H		

Amount



Elite Showcase			
	Qty	Advance Price	Standard Price
4 Feet		\$ 814.50	\$ 1,059.50
5 Feet		\$ 814.50	\$ 1,059.50
6 Feet		\$ 814.50	\$ 1,059.50
Size	20" L x 41 15/16" H		

Select Color White Black

Select view Full Half Quarter

Amount



Standard 2020			
	Qty	Advance Price	Standard Price
LIGHT GREY		\$ 844.00	\$ 1,097.50
BLACK		\$ 844.00	\$ 1,097.50
Size	20" L x 20" W x 79" H		

Amount

Discount deadline:  
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Company Name:  
Booth #:

Amount
6.5% TAX
Amount Due

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Show Dates: January 11-13, 2025

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December 2, 2024

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## Graphics

**(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is December 2, 2024)**



Pull up Banner		
Qty	Advance Price	Standard Price
	\$ 601.50	\$ 782.50
Graphic Size 33 1/2" W x 80" H		

Amount



1 - meter B-Matrix Panel with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 777.50	\$ 1,010.50
Graphic Size 38 3/4" W x 94 7/8" H		

\*Frame Included

Amount

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2 - meter B-Matrix with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 1,567.50	\$ 2,038.00
Overall Graphic Size 78 1/9" W x 94 7/8" H		

\*Frame Included

Amount

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3 - meter B-Matrix with Graphic on PVC		
Qty	Advance Price	Standard Price
	\$ 2,345.50	\$ 3,049.50
Overall Graphic Size 117 3/17" W x 94 7/8" H		

\*Frame Included

Amount

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**Printing Price Per SQ-FT for any custom size is \_\_\_\_\_ \$ 23.00**

**All custom size orders made after discount deadline will incur a 30% late fee**

- Send the files to print in one of these formats: EPS, PDF, TIFF, JPEG (High Quality).
- Convert all fonts to outlines.
- Send Graphic Files ready to print to [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com)
- The pricing above applies for PVC, Foamboard and Banner.
- Fabric and Custom cut to be quoted.

Company Name:

Booth #:

Amount	<input style="width: 100%;" type="text"/>
6.5% TAX	<input style="width: 100%;" type="text"/>
Amount Due	<input style="width: 100%;" type="text"/>

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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## Turnkey Rental Form

**(The deadline to receive orders, payments, and ready-to-print graphics at a discounted price is December 2, 2024)**

### EXPO HARD WALL BOOTH OPTIONS

All of our standard hardwall Turnkey Rentals featured on the following pages are available in white and include graphics.

Qty	Item	Advance Price	Standard Price	TOTAL
	Turnkey Rental Booth 101	\$ 5,874.50	\$ 7,636.50	
	Turnkey Rental Booth 102	\$ 4,808.50	\$ 6,250.50	
	Turnkey Rental Booth 103	\$ 6,333.50	\$ 8,233.50	
	Turnkey Rental Booth 105	\$ 6,600.50	\$ 8,580.50	
	Turnkey Rental Booth 201	\$ 8,040.50	\$ 10,452.50	
	Turnkey Rental Booth 202	\$ 9,070.50	\$ 11,791.50	

**Rush Fee:** A \$250 fee applies to turnkey orders placed within 2 weeks of your event date.

6.5% TAX
Amount Due

**Electrical is Not Included.**

**Do you want something different than the standard booth?**

Call our Custom Design Department

**305-751-1234**

We will custom design a booth to best show off your product. Send an email to [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com)

Additional Requests:

Company name:

Booth #:

Contact name:

Email:

Phone:

Fax:

Please submit graphics to - [designanddisplay@expocci.com](mailto:designanddisplay@expocci.com) - Specifying the SHOW NAME AND COMPANY NAME.

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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Discount deadline:  
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NEED  
**SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

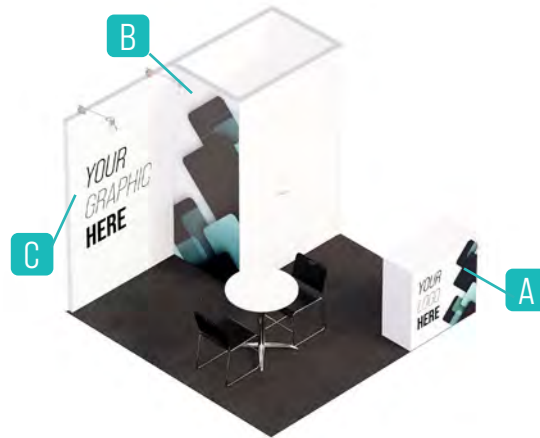
NEED ANYTHING?

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| Fax: 305-751-1298

## Turnkey Rental Booth

Turnkey Rental Booth 101

ADVANCED \$ 5,874.50 | STANDARD \$ 7,636.50



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### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 41 1/2" W x 95 3/16" H)
- C. Graphic-Fabric (size: 58 9/16" W x 95 3/16" H)

- 1 - Storage Closet 1m L x 1 1/2m W
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 102

ADVANCED \$ 4,808.50 | STANDARD \$ 6,250.50



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### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 117 11/64" W x 95 3/16" H)

- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

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Discount deadline:  
December 2, 2024

NEED  
**A CUSTOM  
BOOTH?**

[click here](#)

NEED  
**SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

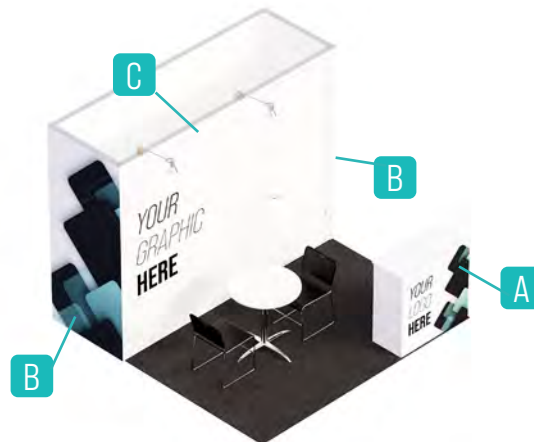
NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298

## Turnkey Rental Booth

Turnkey Rental Booth 103

ADVANCED \$ 6,333.50 | STANDARD \$ 8,233.50



[click here](#)

to download template

### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. 2 Side Graphics-Fabric (size: 41 1/2" W x 95 3/16" H)
- C. Graphic-Fabric (size: 80 9/16" W x 95 3/16" H)

- 1 - Storage Closet 1m L x 3m W
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Optional door graphic 61.02" W x 95.20" H (ADDITIONAL PRICE)
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 105

ADVANCED \$ 6,600.50 | STANDARD \$ 8,580.50



[click here](#)

to download template

### Included items:

- 10' x 10' Black Carpet
- 1 - 3m beMatrix Backwall 117 11/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 117 11/64" W x 95 3/16" H)
- 1/2m 19.53" L - Sides and Ceiling Structure.

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 1 - Round Table 30" / 2 Black Chairs
- 1 - Wastebasket
- 2 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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Discount deadline:  
December 2, 2024

**NEED  
A CUSTOM  
BOOTH?**

[click here](#)

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



[click here](#)

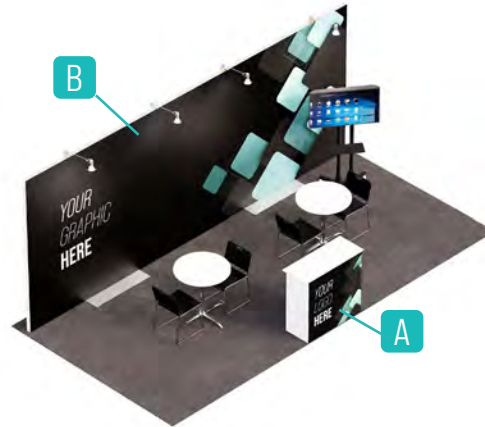
**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Turnkey Rental Booth

Turnkey Rental Booth 201

ADVANCED \$ 8,040.50 | STANDARD \$ 10,452.50



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### Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 21/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 - 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 234 21/64" W x 95 3/16" H)
- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**

- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Arm lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

Turnkey Rental Booth 202

ADVANCED \$ 9,070.50 | STANDARD \$ 11,791.50



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to download template

### Included items:

- 10' x 20' Black Carpet
- 1 - 6m beMatrix Backwall 234 21/64" W x 95 3/16" H
- 1 - 1m Counter with doors for storage.
- A. Graphic-PVC on counter in (size: 39 1/8" W x 38 1/2" H)
- B. Graphic-Fabric (size: 234 21/64" W x 95 3/16" H)
- 1/2m 19.53" L - Sides and Ceiling Structure.

- 1 TV + 1 Rolling Stand **(Electrical is Not Included)**
- 2 - Round Tables 30" / 4 Black Chairs
- 1 - Wastebasket
- 4 - White Ceiling lights **(Electrical is Not Included)**
- Delivery, Installation & Dismantle
- 1 - Complimentary vacuuming before the show

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



# WE CREATE

## **CUSTOM** TRADESHOW **DISPLAYS**

YOUR CUSTOMERS WILL  
**NEVER FORGET!**

We work closely with you to create unique and stunning custom booths that align perfectly with your vision.

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## CONTACT US

✉ **EMAIL**  
designanddisplay@expocci.com

☎ **PHONE #**  
305-751-1234

MORE ABOUT US  
AND OUR WORK



[/expocci.com/custom-exhibits/](https://expocci.com/custom-exhibits/)

- Custom-tailored services and solutions
- Extreme attention to detail
  - Extensive knowledge of local venues
  - Excellent relationships with venues and Labor Unions
  - We service trade shows of all sizes, nationwide
  - Competitive pricing

**expo**  
convention  
contractors





# SHIPPING SERVICES

FOR ALL YOUR TRADESHOW NEEDS

## OUR IN HOUSE PREFERRED CARRIER



[GO BACK TO TABLE OF CONTENTS](#) ←

ARE YOU SHIPPING TO  or FROM  A TRADESHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE

### CONTACT INFO

COMPANY NAME \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 E-MAIL \_\_\_\_\_  
 SHOW NAME \_\_\_\_\_  
 PICK-UP ADDRESS \_\_\_\_\_  
 BUSINESS HOURS \_\_\_\_\_

### INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock?  YES  NO  
 Residential Area?  YES  NO  
 Does the driver need to go in the Building?  YES  NO  
 Does the driver need to go in elevator?  YES  NO  
 PICK-UP LOCATION  Office  Dock  Other \_\_\_\_\_

ur service is a 7-10 business day ground shipping service only, Monday- Friday High Cost Delivery Areas: NYC-Special Rates May Apply CA - Surcharge Applies

### PICKUP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION \_\_\_\_\_  
 NUMBER OF PIECES \_\_\_\_\_  
 Type of Shipment  Pallet / Skid  Fiber Case  Carton  
 Crate  Other \_\_\_\_\_  
 Dimensions \_\_\_\_\_ Aprox. Weight \_\_\_\_\_

### DESTINATION ADDRESS

SHOW NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redeliver/pick-up.

SHIPPING TO, **AND**  
 FROM YOUR TRADESHOW  
**MADE**  
**EFFORTLESS**

**GO BACK TO TABLE OF CONTENTS** ←

*Discount deadline:*  
**December 30, 2024**

**NEED A CUSTOM BOOTH?**

[click here](#)

**NEED SHIPPING TO AND FROM A TRADESHOW?**

[click here](#)

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Material Handling Authorization

**(This Form Must Be Signed and Returned with the Shipping Instructions)**

Please complete the following information:

We plan to ship to:    Advance Warehouse    Direct to Show Site  
We plan to ship on (date):  
Our material should arrive on (date):  
Carrier name:    Pro#:     
Origin shipment (City, state):  
Please provide a contact name and number for any questions EXPO may have in regards to this shipment.  
Name:    Phone:

Please indicate number of pieces and the estimated weight

# of pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
<b>Total weight:</b>		

**100 pound minimum charge per shipment**

### Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.65 per pound	Direct Shipment	\$1.65 per pound
<b>Advance Shipping Address:</b> EXPO Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809		<b>Direct Shipping Address:</b> Expo Convention Contractors, Inc. c/o Orange County Convention Center - West Bldg, Halls C & D 9800 International Dr Orlando, FL 32819	
<b>Deadline Date is:</b> December 30, 2024		<b>Will not be accepted prior to:</b> January 9, 2025	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:

- Unloading crated material.
- Storing at EXPO CCI's warehouse for up to 30 days.
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing during show, returning at close of show.
- Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

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

#### Small Package Fee

**(per shipment 1 - 50 pounds) - \$125.00**

#### Additional Surcharges based on inbound weight:

Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.

**EXPO CCI Warehouse Hours are  
Monday through Friday; 8:30am to 3:30pm.  
Holidays excluded.**

For Credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

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

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the showsite.

EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO Convention Contractors' Exhibitor Service department.

#### Please complete the following and return to EXPO along with the Shipping Instructions form:

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

Signature also indicates you read and accept the Payment Policy and Term and Conditions, signed and returned to expo. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

Please return along with payment policy via email to info@expocci.com or via fax 305-751-1298.



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## Shipping Instructions

**(This Form Must Be Signed and Returned with the Material Handling Authorization)**

**ALL SHIPMENTS MUST ARRIVE PRE-PAID**

**USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS**



**MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS**

Email [elogistics@expocci.com](mailto:elogistics@expocci.com) for a preliminary shipping quote, all of the following is needed:  
 -Company Name, Contact Name/Phone Number, Show Name/Booth #, Pick-up Address Destination Address, City, State, Zip.  
 -Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, dimensions, business hours.  
 -Is there a Loading Dock, Does Driver have to go in Building and/or Elevator, Residential Area  
 We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 7-10 business day shipping only.

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE.

*Please Note: Exhibitors are welcome to utilize their own carriers for their shipment. Additionally, a material handling fee will still apply for all received freight.*

### SHIPPING INSTRUCTIONS PRIOR TO SHOW (Payment Must be on file when received for Material Handling Charges)

1. Expo CCI MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file, this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility.
4. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
5. Expo CCI, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is accessed for any shipment not handled by Expo CCI, when Expo CCI is required to handle storage of empty containers.
6. Remove all expired shipping labels before shipping to avoid confusion.
7. Collect shipments are not accepted and will be refused upon delivery.

### SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION (You MUST fill out a BOL at show-site or request a pre-printed BOL)

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics and will be returned to our warehouse and held for disposition at an additional charge. Expo CCI is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

### INSURANCE

Expo CCI is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo CCI from responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

**Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated**

Company name:	Booth #:
Address:	
Attention:	Phone:
City:	State:
Authorized by (please print):	Title:
Signature:	Convention/Tradeshow:
	Fax:
	Zip code:

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
December 30, 2024

**NEED  
A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

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| Fax: 305-751-1298

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**NEED A CUSTOM BOOTH?**

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click here

**NEED ANYTHING?**

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 | Fax: 305-751-1298

## Material Handling Information

### Special Handling

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### Late shipments

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to pages 4-5) for advance warehouse or arriving on show site after show opening.

### Uncrated Shipments

Rate as shown on Material Handling Authorization Form

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

### Off Target Deliveries

Surcharge: See below

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time. **Surcharge: 25%**. Shipments arriving at the warehouse during Expo show move-in days and/or Exhibitor Move-in Days will be charged a Special Handling Fee. This fee will be based on the shipment received and the Delivery Location. The minimum charge will be \$250.00. Please see the Expo Quick Facts for Delivery Days, Times and Location. **Based on weight of materials and location.**

### Padded Van Deliveries

Surcharge: \$10.50/CWT

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

### Marshaling Yard

Surcharge: Maximum \$27.50

Where EXPO CCI, as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO CCI may charge a fee per shipment processed through the marshaling yard.

### Reweigh of shipments

Surcharge: \$33.50 per forklift load

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

### Envelope Deliveries

Surcharge: \$33.50 per envelope

During show hours at the show facility, a charge will apply for receiving and delivering envelope packages to your booth.

### Accessible Storage

Surcharge: Based on applicable Labor rate (refer to labor order form)

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

### Return to Warehouse

Surcharge: \$15.00 per CWT, Minimum \$ 50.00

Crated materials only, uncrated materials will not be accepted at warehouse. Return to warehouse will be charged after Material Handling.

### Mobile Spotting Fee

Surcharge: \$505.50 round trip ST Charge/ \$877.50 round trip OT charge

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO CCI determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO CCI personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

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

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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## Material Handling Q & A

### Questions and Answers

#### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

#### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

#### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

#### What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location or pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

#### Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

#### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means 100 lbs.

### Important facts about advance shipments

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO CCI will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:30am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

### Material Handling Charges

#### What determines how much I am charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

#### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 185 lbs. = 185 lbs X RATE = \$ Amount or minimum charge, whichever is greater.

#### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

### Material Handling Charges

#### What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 100 lbs.

#### How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged? 3 x per carton rate = \$ amount charged (plus any additional fees that may apply).

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore, you may be charged per each delivery, and minimum charges may apply.

### Crated - Uncrated - Special Handling

#### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

#### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

#### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight o containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### Important facts about direct shipments

#### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. **All shipments must be prepaid, no collect on delivery shipments will be accepted.**

### Liability Insurance

#### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

### Outbound shipments

You must complete an EXPO Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk. Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service.

If you have questions on how to complete your bill of lading, please ask a EXPO customer service representative located at the customer service desk. If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

**NEED A CUSTOM BOOTH?**

click here

**NEED SHIPPING TO AND FROM A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234

| Fax: 305-751-1298

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## Advance Shipping Labels

	
<b>TO:</b> EXPO Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809 <b>FOR: IMSH 2025</b> Receiving Hours: M - F 8:00am - 4:00pm	First day freight can arrive w/o a surcharge December 9, 2024 Last day freight can arrive w/o a surcharge December 30, 2024
<h3>ADVANCE WAREHOUSE</h3>	
Company Name: Contact name: Contact phone: <b>BOOTH #:</b>	
	

NEED  
**A CUSTOM  
BOOTH?**

click here

NEED  
**SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

	
<b>TO:</b> EXPO Convention Contractors, Inc. c/o TForce Freight c/o JM Freight 7580 Exchange Drive Orlando, FL 32809 <b>FOR: IMSH 2025</b> Receiving Hours: M - F 8:00am - 4:00pm	First day freight can arrive w/o a surcharge December 9, 2024 Last day freight can arrive w/o a surcharge December 30, 2024
<h3>ADVANCE WAREHOUSE</h3>	
Company Name: Contact name: Contact phone: <b>BOOTH #:</b>	
	

NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298

Show Dates: January 11-13, 2025

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## Direct Shipping Labels

 <p><b>TO:</b> EXPO Convention Contractors, Inc. c/o Orange County Convention Center - West Bldg, Halls C &amp; D 9800 International Dr Orlando, FL 32819</p> <p><b>FOR: IMSH 2025</b></p>	 <p><b>WILL NOT BE ACCEPTED PRIOR TO</b></p> <p>January 9, 2025</p>
<h3>DIRECT SHIPPING</h3>	
<p>Company Name: Contact name: Contact phone: <b>BOOTH #:</b></p> 	

**NEED  
A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

 <p><b>TO:</b> EXPO Convention Contractors, Inc. c/o Orange County Convention Center - West Bldg, Halls C &amp; D 9800 International Dr Orlando, FL 32819</p> <p><b>FOR: IMSH 2025</b></p>	 <p><b>WILL NOT BE ACCEPTED PRIOR TO</b></p> <p>January 9, 2025</p>
<h3>DIRECT SHIPPING</h3>	
<p>Company Name: Contact name: Contact phone: <b>BOOTH #:</b></p> 	

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

**GO BACK TO TABLE OF CONTENTS** ←

## Accessible Storage during Show Hours

### SOLUTIONS FOR SUPPLIES.

Discover the convenience of accessible storage solutions tailored to your needs. We provide a secure and easily accessible space for your belongings.

\*Limited space available.

*Discount deadline:*  
December 30, 2024

**PLEASE CONTACT US FOR A PERSONALIZED QUOTE**



**NEED**

**A CUSTOM BOOTH?**

click here

**NEED**

**SHIPPING TO AND FROM A TRADESHOW?**

**e-LOGISTICS**

click here

**NEED ANYTHING?**

Phone: 305-751-1234

| Fax: 305-751-1298

Company Name:

Booth #:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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## VIP Early Crate Return Service

**STREAMLINE YOUR EVENT CLEAN-UP**

**We provide an efficient solution for event organizers.**

Crate return is scheduled after the first two hours, designated for rolling out the carpet, ensuring minimal disruptions to your event timeline.

**LIMITED SPOTS ARE AVAILABLE.** As demand for this service is high, reservations are on a first-come, first-served basis. We encourage you to book early to guarantee your desired time.

The rates will vary based on specific event requirements. On average, the cost ranges from \$375 to \$550 per crate.

**PLEASE CONTACT US FOR A PERSONALIZED QUOTE**



Company Name:

Booth #:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

*Discount deadline:*  
December 23, 2024

**NEED  
A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**

**e**LOGISTICS

click here

**NEED ANYTHING?**

Phone: 305-751-1234

| Fax: 305-751-1298

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OF CONTENTS ←

# ***STREAMLINE YOUR TRADESHOW LOGISTICS***

*with Our*

## ***Warehouse Storage***

NEED  
**A CUSTOM  
BOOTH?**

click here

NEED  
**SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298



**AVAILABLE  
NOW**

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



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OF CONTENTS** ←

*Discount deadline:*  
December 30, 2024

**NEED  
A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

## Vehicle Spotting

**All exhibiting vehicles, must sign up for this service.**

Exhibitor must email or fax orders by **December 30, 2024** to schedule move-in time. Fax: 305-751-1298 or [info@expocci.com](mailto:info@expocci.com)

**VEHICLE SPOTTING FEES**  
**\$505.50 for Straight Time or \$ 877.50 for Overtime**  
**ROUNDTRIP PER VEHICLE**

### VEHICLE SPOTTING RULES AND REGULATIONS

- EXPO CCI employee or Union labor shall spot each vehicle.
- All motorized vehicles displayed shall have batteries disconnected at the “hot” lead. The lead shall be safely secured.
- Fuel supplies in vehicles on display shall not exceed 1/4 of a tank of gas. The tank must be purged with carbon dioxide (CO2).
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers.
- Vehicles on display require poly-tack and a drip pan.
- Exhibitor must show insurance for both the driver and the car.

By signing this form the Exhibitor accepts the terms of the “EXPO CCI Hold Harmless Agreement” (See Area Work Rules).

Under no circumstance shall an EXPO CCI employee or any Union labor drive any vehicle onto the show floor.

### PAYMENT POLICY FORM MUST ACCOMPANY ORDER

With the exception of signature, please print the information below clearly, thank you.

Company name:

Booth #:

Move-In Time and Date:

Move-Out Time and Date:

Authorized by (please print):

Email:

Signature:

Number of Vehicles and type:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

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## Labor

LABOR INFORMATION			Discount Price	Standard Price
Straight Time	Monday - Friday	8:00am - 4:30pm	\$ 115.00	\$ 149.50
Over Time	Monday - Friday	4:30pm - 8:00am	\$ 172.50	\$ 224.50
	Saturday - Sunday	All Day		
Double Time	Holidays	All Day	\$ 230.00	\$ 300.00

**Please note**  
 - Hours are based on estimates, you will be invoiced for actual time incurred.  
 - Requested times are not guaranteed and are based on availability.  
 - Minimum one hour will be charged. Additional time will be billed in half-hour increments.  
 - If Labor order is cancelled within 24 hours of scheduled services, total charges will be assessed.

Is Labor for assembling sign for hanging?	YES	NO
Is Labor for laying your own carpet?	YES	NO

*Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298*

### Installation

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

### Dismantle

Your Supervisor's name: Cell phone #:				Expo CCI supervision? YES NO		
Date	Start Time	Number of Men	Hours per Man	Rate	Expo Supervision Cost	Estimated Cost

Please complete this section if you have chosen EXPO CCI to supervise your installation and/or dismantling.

### Set up information for installation

Please check all that apply and provide information where requested:

Booth Size:	X	
Forklift required:	YES	NO
Carpet is?	OWNED	RENTED FROM EXPO
Carpet padding?	YES	NO
Drawings	FAXED TO EXPO	SHIPPED W/EXHIBIT CRATES

### Inbound Freight Information

For all inbound freight, please complete the Material Handling Authorization Form.

You can return the completed form via email at [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

### Outbound Freight Information

Please complete the Bill of Lading [BOL] form on our website: [expocci.boomerecommerce.com](http://expocci.boomerecommerce.com). Additionally, please refer to the included Shipping Instructions Form for detailed guidelines.

If for any reason your shipment is not picked up by your carrier, please choose one of the following options. (Initial beside preferred option).

*Force Freight through EXPO CCI's preferred carrier:*

*Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)*

Company Name:

Booth #:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Discount deadline:  
December 23, 2024

**NEED  
A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234

| Fax: 305-751-1298

**GO BACK TO TABLE OF CONTENTS** ←

## Ground Rigging/Forklift

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES**

Please complete the following

# of pieces to be spotted Requested date/time:  
Heaviest piece to be spotted (times are not guaranteed)  
Description of work to be performed:

### GROUND RIGGING FORKLIFT RENTAL

Forklift Rental - Up to 5,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 220.00	\$ 286.00	
	Overtime hourly rental	\$ 329.50	\$ 428.50	
	Double-time hourly rental	\$ 440.50	\$ 572.50	

Forklift Rental - Up to 10,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 349.50	\$ 454.00	
	Overtime hourly rental	\$ 436.50	\$ 567.50	
	Double-time hourly rental	\$ 568.50	\$ 739.50	

Forklift Rental - Up to 20,000 LB Capacity				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 629.50	\$ 818.50	
	Overtime hourly rental	\$ 831.00	\$ 1,080.50	
	Double-time hourly rental	\$ 1,080.00	\$ 1,404.00	

### CRANE RENTAL AVAILABLE UPON REQUEST

ST- Straight time Monday - Friday, 8:00 am - 4:30 pm  
OT- Overtime Monday - Friday, 4:30 pm - Midnight and all day Saturday & Sunday  
DT- Double time Monday - Saturday Midnight /8:00 am, all Sundays & Holidays

### GROUND RIGGING LABOR RATE

Rigging Foreman Labor per Man Hour				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 128.50	\$ 166.50	
	Overtime hourly rental	\$ 231.00	\$ 300.50	
	Double-time hourly rental	\$ 259.50	\$ 337.00	

Riggers and Material Handlers per Man Hour				
Qty	Item	Discount Price	Regular Price	Total Price
	Straight-time hourly rental	\$ 120.50	\$ 156.50	
	Overtime hourly rental	\$ 179.00	\$ 233.00	
	Double-time hourly rental	\$ 240.50	\$ 312.50	

#### Please note

Rate structure included lift and (1) operator only.  
Minimum crews are based on scope of work and area jurisdiction.  
Additional labor and ground men will be billed at the hourly rate.  
The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.  
Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.  
If exhibitor fails to use the worker and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.  
Complete this form for all Forklift needs.  
To determine if you need Forklift, Please read this form carefully.  
Forklift may be required when uncrating, positioning, and re-skidding equipment and machinery.  
A Forklift is required for moving equipment weighing 200 pounds or more.  
Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00AM.  
All exhibit labor for 8:00AM starting times will be dispatched to booth space.  
Confirm labor and fork-lift by 2:30PM the day before date requested.  
Please have a representative pick up the crew at the labor desk and supervise the work to be done.  
Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order.  
Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift.

Amount
6.5% TAX
Amount Due

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

Signature also indicates you read and accept the Payment Policy and Term and Conditions. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

Discount deadline:  
December 23, 2024

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**NEED  
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A TRADESHOW?**

**e** LOGISTICS

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**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE ONLINE PORTAL (<https://expocci.boomerecommerce.com>)

Show Dates: January 11-13, 2025

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## Floral and Plants Rentals

Green Plants in Baskets



Qty	Size	Price
	5' to 6'	\$ 159.50 each
	3' to 4'	\$ 119.00 each

Seasonal Blooming Plant



Qty	Price
	\$ 95.50 each

Boston Fern Plant



Qty	Price
	\$ 115.50 each

Flower Arrangements



Qty	Size	Price
	Small	\$ 119.00 each
	Medium	\$ 159.50 each
	Large	\$ 202.50 each

\*For purchase only

An Additional 30% charge will be applied to orders received after the discount deadline date.

Flower arrangements are for purchase only, all other rentals need to be returned at the end of the show or a purchase price of double the rental fee will apply.

Amount	<input style="width: 80%;" type="text"/>
6.5% TAX	<input style="width: 80%;" type="text"/>
Amount Due	<input style="width: 80%;" type="text"/>

Company Name:  
 Contact Name:  
 Signature:

Booth #  
 Email:  
 Telephone:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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## Cleaning Form

*PLEASE INDICATE THE SERVICES NEEDED*

All rates Based on Gross Booth/Display Area, 100 square feet Minimum.

**Food service Cleaning is Mandatory every 2 hours when you serve food in your booth**

### Carpet Vacuuming

CHECK IF NEEDED	Rate per (Sq. Ft.)	Booth Size (Sq. Ft.)	# Days (# days needed)	Total Due
	\$ 0.86			

Specify Dates Needed: \_\_\_\_\_

### Porter Service - Trash Removal [2 hour intervals]

CHECK IF NEEDED	# of Booths	Rate	Times per Day	# Days (# days needed)	Total Due
	1 - 5 Booths	\$ 87.50			
	6 - 15 Booths	\$ 106.50			

Specify Dates Needed: \_\_\_\_\_

### Exhibit Cleaning

CHECK IF NEEDED	# of Days	Rate	Specify Date Needed	Total Due
	Daily	\$ 48.50		
	1 Time Only	\$ 63.50		

Specify Dates Needed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Amount	_____
6.5% TAX	_____
Amount Due	_____

Booth #: \_\_\_\_\_

Phone: \_\_\_\_\_

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

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## Non-Official Contractor (EAC)

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from Expo Convention Contractors, Inc., please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming **Expo Convention Contractors, Inc., Society for Simulation in Healthcare and Orange County Convention Center** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are:

(a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

**Note:**

Complete this form only if your company is using a Service Contractor other than Expo Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local union labor either through their own contract or direct hire through Expo Convention Contractors.

**PLEASE COMPLETE**

(Exhibiting Company Name)

Will indemnify and hold harmless Expo Convention Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs, or expenses, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of Expo Convention Contractors, Inc. or by any other party.

(EAC Company Name)

Exhibiting Company name: Booth #:

Address:

City: State: Country: Zip:

Telephone: Fax:

Authorized On-Site Representative: Cell Phone:

(Please Print)

Name of service firm:

Address:

Contact name: Email Address:

Telephone: On-site Cell Phone:

Authorized On-Site Supervisor:

**Note:**

This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by December 23, 2024

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

<b>Labor Source</b>	EXPO LABOR	Local Union Direct Contract
	Other	

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	SAMPLE	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED		INSURER A :	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000,000.00
							PERSONAL & ADV INJURY \$ 1,000,000.00
							GENERAL AGGREGATE \$ 1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000.00
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> OCCUR						AGGREGATE \$ 1,000,000.00
	<b>EXCESS LIAB</b>						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additionally Insured: EXPO Convention Contractors, Inc., Society for Simulation in Healthcare and Orange County Convention Center

Exhibiting Company Name and Booth #.

**CERTIFICATE HOLDER****CANCELLATION**

Expo Convention Contractors, Inc.  
15959 NW 15th Avenue  
Miami, Florida 33169

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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NEED  
**A CUSTOM BOOTH?**

click here

NEED  
**SHIPPING TO AND FROM A TRADESHOW?**

click here

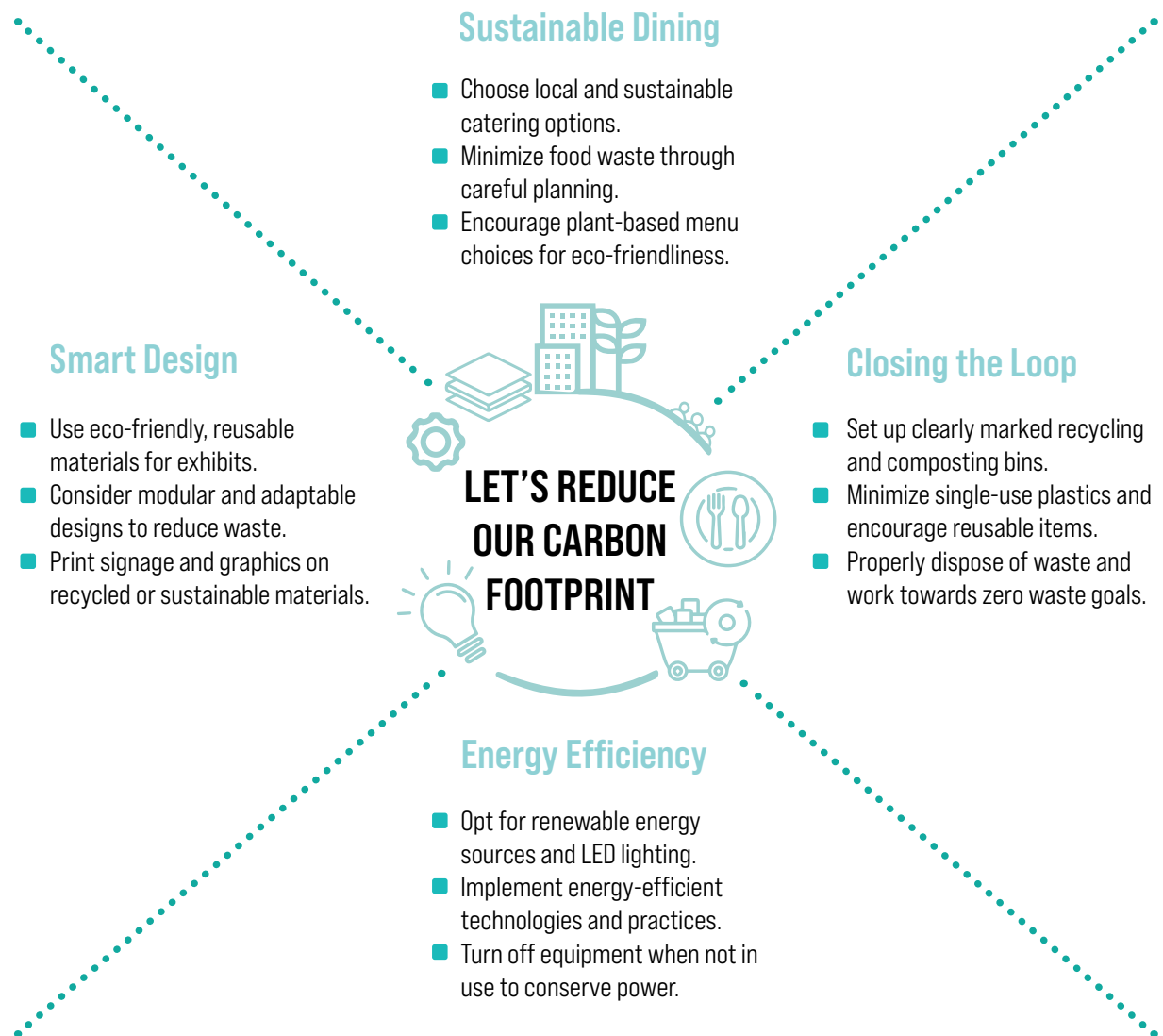
NEED ANYTHING?

Phone: 305-751-1234  
| Fax: 305-751-1298

## Sustainability Awareness

LET'S MAKE OUR IMPACT EVEN GREATER.

Our work generates numerous social and economic impacts as we foster connections, drive innovation, facilitate learning, and introduce new opportunities to our world. It is now our responsibility to **promote a sustainable industry** through collective action.





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## Area Work Rules

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

### *FREIGHT HANDLING*

---

The Local Union claims jurisdiction over the operation of all mechanized material handling equipment and all unloading and reloading from the loading docks. An exhibitor may move materials from the designated ground unloading area. Exhibitor is not allowed to use mechanized equipment to move their on freight. (i.e. no forklifts, pallet jacks or etc.) When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO CCI is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

### *EXHIBIT INSTALLATION AND DISMANTLING*

---

We have a contract with the Local Union which claims jurisdiction over the installation and dismantle of trade shows and exhibits. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working on your booth.

### *GRATUITIES*

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We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

### *EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING*

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The Association and Exhibitor will hold harmless EXPO Convention Contractors, for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

### *IN GENERAL*

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Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



**expo**  
convention  
contractors

SPECIALTY FURNISHINGS

2024

**TRADESHOW  
FURNISHINGS  
CATALOG**

2024 SPECIALTY FURNISHINGS PRICE LIST

# BLANC

right hite eather



**Blanc Sofa**  
75"W x 35"D x 35"H  
Item #18228-0847  
Advance Price: \$1,127.25  
Standard Price: \$1,409.00



**Blanc Loveseat**  
54"W x 35"D x 35"H  
Item #18167-0614  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



**Blanc Chair**  
33"W x 35"D x 35"D  
Item #18284-0834  
Advance Price: \$899.00  
Standard Price: \$1,123.75



**Blanc Bench Ottoman**  
48"W x 24"D x 18"H  
Item #18024-0072  
Advance Price: \$540.00  
Standard Price: \$675.00



**Blanc Cube Ottoman**  
17"Square x 17"H  
Item #18184-0274  
Advance Price: \$189.00  
Standard Price: \$236.25

# FUNCTION

Modular Seating Collection

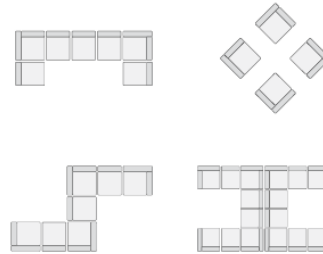
hite eather



**Function Armless Chair**  
28" Square x 29"H  
Item #18284-0554  
Advance Price: \$575.25  
Standard Price: \$719.00



**Function Corner**  
28"Square x 29"H  
Item #18066-0016  
Advance Price: \$618.25  
Standard Price: \$773.00



# CONTINENTAL

Modular Seating Collection  
hite eather



**Continental Curved Loveseat**  
82"W x 34"D x 31"H  
Item #18303-0006  
Advance Price: \$1,111.00  
Standard Price: \$1,388.75



**Continental Reverse Curved Loveseat**  
72"W x 34"D x 31"H  
Item #18304-0002  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



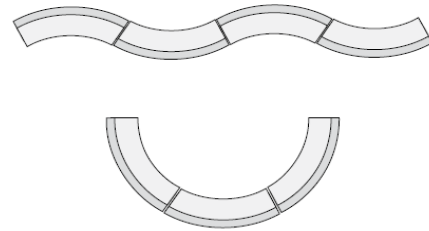
**Continental Curved Bench**  
70"W x 26"D x 19"H  
Item #18184-0283  
Advance Price: \$564.25  
Standard Price: \$705.25



**Continental Wedge Ottoman**  
30"W x 34"D x 19"H  
Item #18296-0006  
Advance Price: \$478.00  
Standard Price: \$597.50



**Continental Half Moon Ottoman**  
33"W x 19"D x 19"H  
Item #18184-0284  
Advance Price: \$478.00  
Standard Price: \$597.50



# SOPHISTICATION

Modular Seating Collection  
hite eather



**Sophistication Sofa**  
72"W x 31"D x 48"H  
Item #18228-0674  
Advance Price: \$1,111.00  
Standard Price: \$1,388.75



**Sophistication Loveseat**  
48"W x 31"D x 48"H  
Item #18167-0466  
Advance Price: \$750.75  
Standard Price: \$938.50



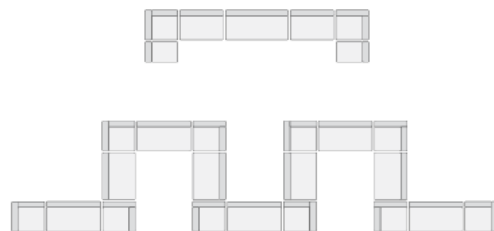
**Sophistication Chair**  
24"W x 31"D x 48"H  
Item #18284-0563  
Advance Price: \$564.25  
Standard Price: \$705.25



**Sophistication Corner**  
31"Square x 48"H  
Item #18066-0017  
Advance Price: \$564.25  
Standard Price: \$705.25



**Sophistication Ottoman**  
31"Square x 19"H  
Item #18184-0130  
Advance Price: \$424.00  
Standard Price: \$530.00



# BOCA

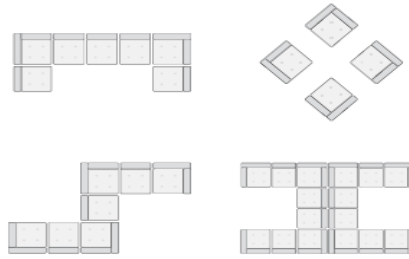
Modular Seating Collection  
lack eather



**Boca Armless Chair**  
22"W x 27"D x 30"H  
Item #18284-0786  
Advance Price: \$575.25  
Standard Price: \$719.00



**Boca Corner**  
27"W x 27"D x 30"H  
Item #18066-0026  
Advance Price: \$618.25  
Standard Price: \$773.00



# METRO

lack eather



**Metro Sofa**  
85"W x 35"D x 35"H  
Item #18228-0602  
Advance Price: \$926.25  
Standard Price: \$1,157.75



**Metro Loveseat**  
60"W x 35"D x 35"H  
Item #18167-0467  
Advance Price: \$892.50  
Standard Price: \$1,115.75



**Metro Chair**  
35"Square x 35"H  
Item #18284-0482  
Advance Price: \$696.50  
Standard Price: \$870.75



**Metro Bench Ottoman**  
60"W x 24"D x 17"H  
Item #18024-0008  
Advance Price: \$478.00  
Standard Price: \$597.50



**Metro Square Ottoman**  
40"Square x 17"H  
Item #18184-0179  
Advance Price: \$478.00  
Standard Price: \$597.50



**Metro Cube Ottoman**  
18"Square x 18"H  
Item #18184-0128  
Advance Price: \$189.00  
Standard Price: \$236.25

# SU AVE MIDNIGHT

Midnight Suede



**Suave Midnight Sofa**  
77"W x 36"D x 33"H  
Item#18228-0085  
Advance Price: \$811.25  
Standard Price: \$1,014.00



**Suave Midnight Loveseat**  
54"W x 36"D x 33"H  
Item #18167-0069  
Advance Price: \$704.75  
Standard Price: \$881.00



**Suave Midnight Chair**  
32"W x 36"D x 33"H  
Item #18284-0151  
Advance Price: \$529.25  
Standard Price: \$661.50

## GRAMMERCY

Modular Seating Collection  
Charcoal eather



**Grammery Sofa**  
82"W x 36"D x 36"H  
Item #18228-0605  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50



**Grammery Loveseat**  
57"W x 36"D x 36"H  
Item #18167-0469  
Advance Price: \$899.25  
Standard Price: \$1,124.00



**Grammery Chair**  
28"W x 36"D x 36"H  
Item #18284-0485  
Advance Price: \$575.25  
Standard Price: \$776.50



**Grammery Corner**  
36"Square x 36"H  
Item #18066-0015  
Advance Price: \$661.50  
Standard Price: \$827.00



**Grammery Square Ottoman**  
40"Square x 17"H  
Item #18184-0033  
Advance Price: \$478.00  
Standard Price: \$597.50



**Grammery Round Ottoman**  
46"Round x 17"H  
Item #18184-0036  
Advance Price: \$478.00  
Standard Price: \$597.50

## MONTANA MOCHA

Mocha an abric



**Montana Mocha Sofa**  
79"W x 35"D x 34"H  
Item #18228-0784  
Advance Price: \$872.25  
Standard Price: \$1,090.25



**Montana Mocha Loveseat**  
57"W x 35"D x 34"H  
Item #18167-0573  
Advance Price: \$766.75  
Standard Price: \$958.50



**Montana Mocha Chair**  
35"Square x 34"H  
Item #18284-0704  
Advance Price: \$591.50  
Standard Price: \$739.50

## CHANDLER

Red eather



**Chandler Sofa**  
76"W x 37"D x 35"H  
Item #18228-0795  
Advance Price: \$926.25  
Standard Price: \$1,157.75



**Chandler Loveseat**  
53"W x 37"D x 35"H  
Item #18167-0581  
Advance Price: \$892.50  
Standard Price: \$1,115.50



**Chandler Chair**  
31"W x 37"D x 35"H  
Item #18284-0717  
Advance Price: \$696.50  
Standard Price: \$870.75



**Chandler Bench Ottoman**  
60"W x 24"D x 17"H  
Item #18024-0062  
Advance Price: \$478.00  
Standard Price: \$597.50

## EVOKE



**Evoke Sofa**  
81"W x 35"D x 27"H  
Item #13229-0007  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Evoke Chair**  
33"W x 35"D x 27"H  
Item #13041-0015  
Advance Price: \$750.75  
Standard Price: \$938.50



**Evoke Cocktail Table**  
48"W x 24"D x 18"H  
Item #13054-0011  
Advance Price: \$478.00  
Standard Price: \$597.50



**Evoke Cube Ottoman**  
18"Square x 18"H  
Item #13110-0008  
Advance Price: \$301.00  
Standard Price: \$376.25



**Evoke End Table**  
24"W x 28"D x 25"H  
Item #13110-0009  
Advance Price: \$424.00  
Standard Price: \$530.00

## NIKO

rey Microfiber



**Niko Sofa**  
81"W x 30"D x 38"H  
Item #18228-0858  
Advance Price: \$1,146.25  
Standard Price: \$1,432.75



**Niko Loveseat**  
58"W x 30"D x 38"H  
Item #18167-0622  
Advance Price: \$1,047.50  
Standard Price: \$1,309.50



**Niko Chair**  
31"W x 30"D x 38"H  
Item #18284-0856  
Advance Price: \$872.25  
Standard Price: \$1,090.25

# STAGE CHAIRS



**Midnight Stage Chair**  
Midnight Microfiber  
25"W x 26"D x 37"H  
Item #18284-0478  
Advance Price: \$345.75  
Standard Price: \$432.25



**Chamois Stage Chair**  
Beige Microfiber  
25"W x 26"D x 37"H  
Item #18284-0807  
Advance Price: \$345.75  
Standard Price: \$432.25



**Buckskin Stage Chair**  
Tan Microfiber  
25"W x 26"D x 37"H  
Item #18284-0476  
Advance Price: \$345.75  
Standard Price: \$432.25



**Empire Chair**  
Leather  
28"W x 32"D x 32"H  
Item #18284-0621 (black)  
Item #18284-0564 (white)  
Advance Price: \$618.25  
Standard Price: \$772.75



**Monarch Chair**  
Bright White Leather  
28"Square x 30"H  
Item #18284-0785  
Advance Price: \$396.00  
Standard Price: \$495.00

## OTTOMANS



**Essentials Storage Ottoman**  
48"W x 24"D x 20"H  
Item #18184-0192  
Advance Price: \$661.50  
Standard Price: \$827.00



**Grammercy Banquette**  
60"Round x 19"H (2 pieces)  
Item #18011-0010  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00



**Essentials Banquette High Top**  
60"Round x 48"H (2 pieces)  
Item #18011-0011  
Advance Price: \$1,400.00  
Standard Price: \$1,750.00

## TURNING BEDS



**Essentials Turning Bed**  
96"W x 48"D x 36"H (2 pieces)  
Item #02082-0032  
Advance Price: \$1,682.25  
Standard Price: \$2,102.75



# STOOLS



**Criss Cross Stool**  
15"W x 19"D x 41"H  
Item #05237-0038 (espresso)  
Item #05237-0039 (white)  
Advance Price: \$317.25  
Standard Price: \$396.50



**Colin Stool**  
20"W x 19"D x 46"H  
Item #05237-0305  
Advance Price: \$266.00  
Standard Price: \$332.50



**Hourglass Stool**  
18"W x 20"D x 43"H  
Item #05237-0270 (black)  
Item #05237-0271 (white)  
Advance Price: \$328.00  
Standard Price: \$410.00



**Euro Bar Stool**  
22"W x 24"D x 42"H  
Item #05237-0270  
Advance Price: \$301.00  
Standard Price: \$376.25



**Clara Stool**  
17"W x 21"D x 41"H  
Item #05237-0298  
Advance Price: \$317.25  
Standard Price: \$396.50



**Marcus Bar Stool**  
17"W (at base) x 29"H  
Item #05237-0215  
Advance Price: \$240.50  
Standard Price: \$300.75



**Vienna Stool**  
17" Square x 39"H  
Item #05237-0264 (Gray)  
Item #05237-0263 (Orange)  
Item #05237-0262 (Teal)  
Advance Price: \$353.75  
Standard Price: \$442.25



**Black Milo Bar Stool**  
Item #99-05237-01



**California Wine Milo Bar Stool**  
Item #99-05237-02



**Chartreuse Milo Bar Stool**  
Item #99-05237-06



**Chocolate Milo Bar Stool**  
Item #99-05237-04



**Jade Milo Bar Stool**  
Item #99-05237-05



**Victory Blue Milo Bar Stool**  
item #99-05237-06



**White Milo Bar Stool**  
Item #99-05237-06

**Milo Bar Stool**  
20"W x 21"D x 41"H  
Advance Price: \$301.00  
Standard Price: \$376.25

# CAFÉ TABLES



**Red Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0033  
Advance Price: \$363.25  
Standard Price: \$454.00



**Blue Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0034  
Advance Price: \$363.25  
Standard Price: \$454.00



**Purple Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0035  
Advance Price: \$363.25  
Standard Price: \$454.00



**Green Spectrum Café Table**  
24"Square x 30"H  
Item #05036-0036  
Advance Price: \$363.25  
Standard Price: \$454.00



**Fuze Café Table**  
36"Square x 30"H  
Item #05036-0039  
Advance Price: \$379.25  
Standard Price: \$474.00



**Blanco Square Café Table**  
White/Chrome  
24"Square x 30"H  
Item #05036-0008  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aspen Dining Table**  
White/Brushed Steel  
72"W x 30"D x 30"H  
Item #05090-0001  
Advance Price: \$802.00  
Standard Price: \$1,002.50



**Brio Dining Table**  
Reclaimed Grey Stone  
Finish/Brushed Bronze  
26"W x 48"D x 30"H  
Item #05088-0505  
Advance Price: \$1,076.00  
Standard Price: \$1,345.00



**Euro Café Table**  
Black/Black  
30"Round x 30"H  
Item #99-05036-01  
Advance Price: \$336.25  
Standard Price: \$420.25



**Euro Café Table**  
Black/Black  
36"Round x 30"H  
Item #99-05036-02  
Advance Price: \$345.75  
Standard Price: \$432.25



**Park Ave Café Table**  
Maple/Chrome  
30"Round x 30"H  
Item #99-05036-07  
Advance Price: \$336.25  
Standard Price: \$420.25



**Park Ave Café Table**  
Maple/Chrome  
36"Round x 30"H  
Item #99-05036-08  
Advance Price: \$345.75  
Standard Price: \$432.25



**City Café Table**  
Maple/Black  
30"Round x 30"H  
Item #99-05036-14  
Advance Price: \$336.25  
Standard Price: \$420.25



**City Café Table**  
Maple/Black  
36"Round x 30"H  
Item #99-05036-15  
Advance Price: \$345.75  
Standard Price: \$432.25

# BAR TABLES



**Fuze Bar Table**  
36"Square x 42"H  
Item #99-05245-22  
Advance Price: \$379.25  
Standard Price: \$474.00



**Blanco Square Bar Table**  
White/Chrome  
24"Square x 42"H  
Item #99-05245-12  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aspen Bar Table - White**  
72"W x 26"D x 42"H  
Item #05204-0001  
Advance Price: \$934.25  
Standard Price: \$1,168.00



**Red Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-20  
Advance Price: \$400.00  
Standard Price: \$495.00



**Blue Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-21  
Advance Price: \$400.00  
Standard Price: \$495.00



**Purple Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-18  
Advance Price: \$400.00  
Standard Price: \$495.00



**Green Spectrum Bar Table**  
24"Square x 42"H  
Item #99-05245-19  
Advance Price: \$400.00  
Standard Price: \$495.00



**Park Ave Bar Table**  
Maple/Chrome  
30" Round x 42"H  
Item #99-05245-07  
Advance Price: \$336.25  
Standard Price: \$420.25

**Park Ave Bar Table**  
Maple/Chrome  
36" Round x 42"H  
Item #99-05245-08  
Advance Price: \$345.75  
Standard Price: \$432.25



**City Bar Table**  
Maple/Black  
30" Round x 42"H  
Item #99-05245-14  
Advance Price: \$336.25  
Standard Price: \$420.25

**City Bar Table**  
Maple/Black  
36" Round x 42"H  
Item #99-05245-15  
Advance Price: \$345.75  
Standard Price: \$432.25



**Euro Bar Table**  
Black/Black  
36"Round x 42"H  
Item #99-05245-02  
Advance Price: \$345.75  
Standard Price: \$432.25



**Zinc Bar Table**  
24" Round x 42"H  
Item #05202-0049  
Advance Price: \$503.50  
Standard Price: \$629.50

# COCKTAIL TABLES



**Tribeca Cocktail Table**  
48"W x 28"D x 19"H  
Item #12055-0008  
Advance Price: \$353.75  
Standard Price: \$442.25



**Novel Cocktail Table**  
46"W x 15"D x 16"H  
Item #18024-0011  
Advance Price: \$478.00  
Standard Price: \$597.50



**Fuze Cocktail Table**  
40"Square x 16"H  
Item #12055-0453  
Advance Price: \$407.75  
Standard Price: \$509.75



**Cube Cocktail Table**  
24"Square x 16"H  
Item #12055-0285 (black)  
Item #12055-0286 (white)  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria Cocktail Table Red**  
44"W x 20"D x 18"H  
Item #99-12050-05  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Green**  
44"W x 20"D x 18"H  
Item #99-12050-03  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Blue**  
44"W x 20"D x 18"H  
Item #99-12050-06  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table Purple**  
44"W x 20"D x 18"H  
Item #99-12050-04  
Advance Price: \$353.75  
Standard Price: \$442.25



**Aria Cocktail Table White**  
44"W x 20"D x 18"H  
Item #99-12050-01  
Advance Price: \$353.75  
Standard Price: \$442.25

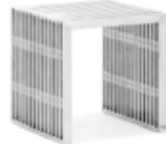


**Aria Cocktail Table Charcoal**  
44"W x 20"D x 18"H  
Item #99-12050-02  
Advance Price: \$353.75  
Standard Price: \$442.25

# END TABLES



**Tribeca End Table**  
24"W x 28"D x 22"H  
Item #12107-0008  
Advance Price: \$336.25  
Standard Price: \$420.25



**Novel End Table**  
15"Square x 16"H  
Item #18024-0010  
Advance Price: \$424.00  
Standard Price: \$530.00



**Fuze End Table**  
24"Square x 23"H  
Item #12107-0512  
Advance Price: \$363.25  
Standard Price: \$454.00



**Cube End Table**  
24"Square x 21"H  
Item #12107-0296 (black) Item #12107-0297 (white)  
Advance Price: \$345.75  
Standard Price: \$432.25



**Aria End Table Red**  
24"W x 20"D x 22"H  
Item #99-12304-05  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Green**  
24"W x 20"D x 22"H  
Item #99-12304-03  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Blue**  
24"W x 20"D x 22"H  
Item #99-12304-06  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Purple**  
24"W x 20"D x 22"H  
Item #12304-0007  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table White**  
24"W x 20"D x 22"H  
Item #12304-0002  
Advance Price: \$336.25  
Standard Price: \$420.25



**Aria End Table Charcoal**  
24"W x 20"D x 22"H  
Item #12304-0001  
Advance Price: \$336.25  
Standard Price: \$420.25

# CHARGED



**Essentials Turning Bed - Charged**  
96"W x 48"D x 25"H  
Item #22100-0001  
Advance Price: \$1,865.75  
Standard Price: \$2,332.25  
\*Exhibitor responsible for power source.



**Boca Armless Chair - Charged**  
22"W x 27"D x 30"H  
Item #22050-0001  
Advance Price: \$652.00  
Standard Price: \$815.00  
\*Exhibitor responsible for power source.



**Boca Corner - Charged**  
27"W x 27"D x 30"H  
Item #22051-0001  
Advance Price: \$704.75  
Standard Price: \$881.00  
\*Exhibitor responsible for power source.



**Conference Table White - Charged**  
96"W x 43"D x 30"H  
Item #22200-0001  
Advance Price: \$1,470.25  
Standard Price: \$1,838.00  
\*Exhibitor responsible for power source.



**Aspen Cocktail Table - Charged**  
48"W x 24"D x 18"H  
Item #22002-0002  
Advance Price: \$618.25  
Standard Price: \$773.00  
\*Exhibitor responsible for power source.



**Aspen Bar Table - Charged**  
72"W x 26"D x 42"H  
Item #22001-0001  
Advance Price: \$1,092.25  
Standard Price: \$1,363.25  
\*Exhibitor responsible for power source.



**Patrice Tablet Chair - Charged**  
28"W x 31"D x 31"H  
Item #18284-0861  
Advance Price: \$680.50  
Standard Price: \$850.75  
\*Exhibitor responsible for power source.



**Lincoln Bench - Charged**  
59"W x 39"D x 17"H  
Item #22052-0001  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50  
\*Exhibitor responsible for power source.

## BARS



**VIP Glow Bar 4\***  
48"W x 24"D x 42"H (Bar)  
13"D x 18"H (Shelf)  
Item #05012-0075  
Advance Price: \$1,031.50  
Standard Price: \$1,289.25



**VIP Glow Bar 6\***  
72"W x 24"D x 42"H (Bar)  
13"D x 18"H (Shelf)  
Item #05012-0076  
Advance Price: \$1,224.50  
Standard Price: \$1,530.75



**Bar**  
48"W x 16"D x 42"H (Bar)  
Item #05012-0054 - White  
Item #05012-0053 - Black  
Advance Price: \$564.25  
Standard Price: \$705.25

\*VIP Glow Bars - Frosted Plexi with Built-in Wireless LED Kit

# CUBE OTTOMANS



■ Cherry



■ Cromwell



■ Grape



■ Lemon



■ Lime



■ Mango

## Rubix Cube Ottomans 18"Square x 18"H

- Cherry  
Item #18184-0294
- Cromwell  
Item #18184-0295
- Mango  
Item #18184-0298
- Grape  
Item #18184-0296
- Lemon  
Item #18184-0293
- Lime  
Item #18184-0297

Advance Price: \$193.00  
Standard Price: \$241.25

# PEDESTALS

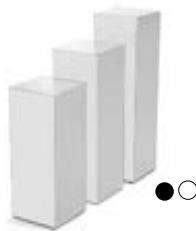


## Display Pedestals 42"

14"Square x 42"H  
Item #12091-0030 (white)  
Item #12091-0023 (black)  
Advance Price: \$460.50  
Standard Price: \$575.75

24"Square x 42"H  
Item #12091-0004 (black)  
Advance Price: \$557.50  
Standard Price: \$697.00

18"Square x 42"H  
Item #12091-0002 (black)  
Advance Price: \$513.00  
Standard Price: \$641.25



## Display Pedestals 36"

14"Square x 36"H  
Item #12091-0031 (white)  
Item #12091-0024 (black)  
Advance Price: \$390.25  
Standard Price: \$488.00

24"Square x 36"H  
Item #12091-0033 (white)  
Item #12091-0034 (black)  
Advance Price: \$557.50  
Standard Price: \$697.00



## Display Pedestals 30"

14"Square x 30"H  
Item #12091-0032 (white)  
Item #12091-0025 (black)  
Advance Price: \$363.25  
Standard Price: \$454.00

24"Square x 30"H  
Item #12091-0003 (black)  
Advance Price: \$529.25  
Standard Price: \$661.50

18"Square x 30"H  
Item #12091-0001 (black)  
Advance Price: \$372.50  
Standard Price: \$465.75

# OFFICE SEATING



**Tamiri Hi-Back Leather Chair**  
25"W x 27"D x 45"H  
Item #14136-0002  
Advance Price: \$424.00  
Standard Price: \$530.00



**Tamiri Mid-Back Leather Chair**  
27"Square x 39"H  
Item #14176-0007  
Advance Price: \$372.50  
Standard Price: \$465.75



**Tamiri Guest Leather Chair**  
25"W x 26"D x 37"H  
Item #14128-0002  
Advance Price: \$345.75  
Standard Price: \$432.25



**Accord Leather Chair**  
25"Square x 37"H  
Item #14136-0081 (Black)  
Item #14136-0010 (White)  
Advance Price: \$529.25  
Standard Price: \$661.50



**Goal Task Chair**  
25"Square x 39"H  
Item #14250-0013  
Advance Price: \$283.50  
Standard Price: \$354.50



**Goal Task Chair Armless**  
21"W x 25"D x 39"H  
Item #14250-0014  
Advance Price: \$258.00  
Standard Price: \$322.50



**Goal Drafting Stool**  
25"W x 24"D x 48"H  
Item #14307-0003  
Advance Price: \$301.00  
Standard Price: \$376.25



**Goal Drafting Stool Armless**  
21"W x 24"D x 48"H  
Item #14307-0004  
Advance Price: \$283.50  
Standard Price: \$354.50

# CONFERENCE TABLES



**42" Round Conference Table**  
42"Round x 29"H  
Item #14062-0105 (Black)  
Item #14062-0106 (Mahogany)  
Advance Price: \$468.50  
Standard Price: \$585.75



**Command 6' Conference Table**  
72"W x 36"D x 31"H  
Item #14062-0300 (White)  
Item #14062-0297 (Black)  
Item #14062-0303 (Sirona)  
Advance Price: \$837.00  
Standard Price: \$1,046.25



**Command 8' Conference Table**  
96"W x 48"D x 31"H  
Item #14062-0301 (White)  
Item #14062-0298 (Black)  
Item #14062-0304 (Sirona)  
Advance Price: \$899.00  
Standard Price: \$1,123.75



**Command 10' Conference Table**  
120"W x 48"D x 31"H  
Item #14062-0302 (White)  
Item #14062-0299 (Black)  
Item #14062-0305 (Sirona)  
Advance Price: \$1,031.50  
Standard Price: \$1,289.50

# OFFICE FURNITURE



**Computer Kiosk**  
24"Square x 42"H  
Item #14309-0001 (Black)  
Item #14179-0005 (White)  
Advance Price: \$688.50  
Standard Price: \$860.75



**2 Drawer Letter Size File**  
15"W x 25"D x 29"H  
Item #14148-0001  
Advance Price: \$232.25  
Standard Price: \$290.50



**2 Drawer Legal Size File**  
18"W x 25"D x 29"H  
Item #14147-0001  
Advance Price: \$301.00  
Standard Price: \$376.25



**2 Drawer Lateral File**  
36"W x 18"D x 27"H  
Item #14143-0006  
Advance Price: \$310.50  
Standard Price: \$388.25

# MISCELLANEOUS ITEMS



**Alto Literature Rack - Black**  
11"W x 10"D x 57"H  
Item #14308-0005  
Advance Price: \$275.00  
Standard Price: \$343.75



**Nero Literature Rack - Black**  
15"W x 12"D x 54"H  
Item #14308-0009  
Advance Price: \$275.00  
Standard Price: \$343.75



**Argento Literature Rack**  
15"W x 12"D x 54"H  
Item #14308-0010  
Advance Price: \$275.00  
Standard Price: \$343.75





Show Dates: January 11-13, 2025

**GO BACK TO TABLE OF CONTENTS** ←

## Specialty Furnishings Order Form

*Please complete the following*

Qty	Item	Description	Pice	Total

*Discount deadline:*  
December 23, 2024

**NEED  
A CUSTOM  
BOOTH?**

click here

**NEED  
SHIPPING  
TO AND FROM  
A TRADESHOW?**



click here

**NEED ANYTHING?**

Phone: 305-751-1234  
| Fax: 305-751-1298

Check or credit card must accompany order.

25% cancellation will be applied if cancelled 7 days prior to event opening.  
100% cancellation will be applied if cancelled 3 days prior to delivery.  
All show site orders are subject to a 30% Late Fee.

Amount
6.5% TAX
Amount Due

## Thank you for your order!

Company Name:  
Contact Name:  
Phone #:

Booth #:  
Email:  
Mobile:

Please return along with payment policy via email to [info@expocci.com](mailto:info@expocci.com) or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE  
ONLINE PORTAL (<https://expocci.boomerecommerce.com>)



*Orlando*  
**Orange County Convention Center**  
 EXHIBITOR SERVICES

The Orange County Convention Center (OCCC) is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas and cable TV services to exhibitors. Please [click here](#) to read through all of the **OCCC's Conditions & Guidelines** as you must agree to these terms before placing your order. To place an order, you may access the **Exhibitor Services Online Ordering portal**.

Show Name	
Incentive Deadline Date	
Base Rates Start On/After	
On-Site Rates Start On/After	
OCCC Exhibitor Services Coordinator	
Direct Phone	
Contact Email	

For assistance, email [Exhibitor.Services@occc.net](mailto:Exhibitor.Services@occc.net) or call the OCCC Exhibitor Services Team at **800-345-9898** or **407-685-9824**.

**CLICK HERE FOR EXHIBITOR RESOURCES**

**CLICK HERE FOR ONLINE ORDERING**

**GOLD KEY MEMBER**



**OCCC SERVICE PARTNERS**



EXHIBITOR  
SERVICES  
**PRICE LIST**

EFFECTIVE OCTOBER 1, 2024

*Welcome*  
TO  
THE CENTER OF HOSPITALITY ●●●●



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Multi-Level & Covered Booth Application

Cooking & Open Flame Form

Balloon & Lighter-Than-Air Agreement

## ADDITIONAL FORMS



# ORDERING INFORMATION

Please visit our website, [www.occc.net/exhibitor](http://www.occc.net/exhibitor), for the complete conditions and guidelines while exhibiting at the Orange County Convention Center (OCCC).

All initial utilities and aerial rigging orders must be submitted online. All manually processed orders will be charged a \$40 Processing Fee. Order updates or revisions must be submitted via email to [exhibitor.services@occc.net](mailto:exhibitor.services@occc.net).

Equipment and service rates are subject to applicable Florida State sales tax, Communication Services tax and Public Service tax. If you are tax-exempt, please email us at [exhibitor.services@occc.net](mailto:exhibitor.services@occc.net) for further information. All rates, equipment and services are subject to change without notice.

Our offices are available to assist with any questions you may have, Monday through Friday 8 a.m. – 5 p.m., via phone or email.

Phone: **407-685-9824** or **800-345-9898**

Email: [exhibitor.services@occc.net](mailto:exhibitor.services@occc.net)

## ELECTRICAL

Utility service purchases include initial labor, placement and 24-hour power. The cost of each outlet ordered is a one-time charge for the entire event. There is an additional labor charge if utility services need to be moved after the initial installation.

## RIGGING

OCCC aerial rigging services do not assemble exhibitor signs or structures. Before structures are hung by the OCCC team, they must be fully assembled. This can be done by the exhibitor or an appointed contractor.

To reserve aerial rigging services, you must order the Initial Rigging Labor Deposit. This deposit includes a three-person aerial rigging team, for 1 hour up and 1 hour down. There will be additional rigging charges for any miscellaneous equipment and/or additional labor used in the installation of your sign/banner or structure. If you need to rent rigging equipment (based on availability), please reach out to the OCCC Aerial Rigging Team directly via email at [OCCC-Rigging@ocfl.net](mailto:OCCC-Rigging@ocfl.net).



## RATES

All rates include applicable state, PST, and CST taxes.

### 120V ELECTRIC

	Unit	Incentive Rate	Base Rate	On-site Rate
120V 5A Single Outlet - Floor	EA	\$ 164.74	\$ 265.07	\$ 377.78
120V 5A Single Outlet - Ceiling Drop	EA	\$ 348.23	\$ 448.56	\$ 561.27
120V 10A Single Outlet - Floor	EA	\$ 197.69	\$ 317.36	\$ 453.92
120V 10A Single Outlet - Ceiling Drop	EA	\$ 381.17	\$ 500.84	\$ 637.40
120V 15A Single Outlet - Floor	EA	\$ 222.41	\$ 357.67	\$ 509.85
120V 15A Single Outlet - Ceiling Drop	EA	\$ 405.90	\$ 541.15	\$ 693.34
120V 20A Single Outlet - Floor	EA	\$ 248.43	\$ 390.20	\$ 565.98
120V 20A Single Outlet - Ceiling Drop	EA	\$ 431.92	\$ 573.69	\$ 749.47

### 120V ELECTRICAL ACCESSORIES

	Unit	Incentive Rate	Base Rate	On-site Rate
Six Outlet Power Strip	EA	\$ 29.12	\$ 33.27	\$ 43.79
Extension Cord Rental - 25ft	EA	\$ 29.12	\$ 33.27	\$ 43.79
Extension Cord Rental - 50ft	EA	\$ 58.20	\$ 66.52	\$ 87.31
Extension Cord Rental - 100ft	EA	\$ 116.40	\$ 133.03	\$ 174.61
GFCI Outlet	EA	\$ 31.44	\$ 35.91	\$ 47.14



All outlets 208V and higher require a connection plug rental.

<b>208V ELECTRIC</b>			Unit	Incentive Rate	Base Rate	On-site Rate
208V	20A	Single Phase - Ceiling Drop	EA	\$ 486.97	\$ 671.54	\$ 880.85
208V	20A	Single Phase - Floor	EA	\$ 303.48	\$ 488.05	\$ 697.37
208V	20A	Three Phase - Ceiling Drop	EA	\$ 649.24	\$ 931.65	\$ 1,253.70
208V	20A	Three Phase - Floor	EA	\$ 465.75	\$ 748.16	\$ 1,070.21
208V	30A	Single Phase - Ceiling Drop	EA	\$ 584.82	\$ 825.12	\$ 1,100.11
208V	30A	Single Phase - Floor	EA	\$ 401.33	\$ 641.63	\$ 916.62
208V	30A	Three Phase - Ceiling Drop	EA	\$ 851.14	\$ 1,254.92	\$ 1,714.48
208V	30A	Three Phase - Floor	EA	\$ 667.65	\$ 1,071.44	\$ 1,530.99
208V	40A	Single Phase - Ceiling Drop	EA	\$ 677.71	\$ 970.06	\$ 1,306.95
208V	40A	Single Phase - Floor	EA	\$ 494.23	\$ 786.57	\$ 1,123.47
208V	40A	Three Phase - Ceiling Drop	EA	\$ 1,033.20	\$ 1,544.79	\$ 2,128.19
208V	40A	Three Phase - Floor	EA	\$ 849.71	\$ 1,361.30	\$ 1,944.70
208V	50A	Single Phase - Ceiling Drop	EA	\$ 797.87	\$ 1,167.00	\$ 1,589.38
208V	50A	Single Phase - Floor	EA	\$ 614.38	\$ 983.51	\$ 1,405.90
208V	50A	Three Phase - Ceiling Drop	EA	\$ 1,193.00	\$ 1,802.42	\$ 2,611.26
208V	50A	Three Phase - Floor	EA	\$ 1,009.52	\$ 1,618.93	\$ 2,427.78
208V	60A	Single Phase - Ceiling Drop	EA	\$ 922.98	\$ 1,349.09	\$ 1,849.51
208V	60A	Single Phase - Floor	EA	\$ 739.49	\$ 1,165.60	\$ 1,666.02
208V	60A	Three Phase - Ceiling Drop	EA	\$ 1,455.61	\$ 2,223.56	\$ 3,098.06
208V	60A	Three Phase - Floor	EA	\$ 1,272.12	\$ 2,040.08	\$ 2,914.57
208V	80A	Single Phase - Ceiling Drop	EA	\$ 1,100.11	\$ 1,649.84	\$ 2,278.60
208V	80A	Single Phase - Floor	EA	\$ 916.62	\$ 1,466.35	\$ 2,095.11
208V	80A	Three Phase - Ceiling Drop	EA	\$ 1,802.01	\$ 2,772.88	\$ 3,880.60
208V	80A	Three Phase - Floor	EA	\$ 1,618.52	\$ 2,589.40	\$ 3,697.11



## RATES

All outlets 208V and higher require a connection plug rental.

<b>208V ELECTRIC</b> <i>continued</i>	Unit	Incentive Rate	Base Rate	On-site Rate
208V 100A Single Phase - Ceiling Drop	EA	\$ 1,356.09	\$ 2,058.01	\$ 2,862.55
208V 100A Single Phase - Floor	EA	\$ 1,172.61	\$ 1,874.52	\$ 2,679.07
208V 100A Three Phase - Ceiling Drop	EA	\$ 2,206.65	\$ 3,421.70	\$ 4,809.13
208V 100A Three Phase - Floor	EA	\$ 2,023.16	\$ 3,238.21	\$ 4,625.64
208V 150A Single Phase - Ceiling Drop	EA	\$ 1,673.42	\$ 2,566.44	\$ 3,757.89
208V 150A Three Phase - Ceiling Drop	EA	\$ 2,756.38	\$ 4,298.21	\$ 6,355.56
208V 200A Single Phase - Ceiling Drop	EA	\$ 2,171.24	\$ 3,365.07	\$ 4,955.86
208V 200A Three Phase - Ceiling Drop	EA	\$ 3,612.79	\$ 5,671.32	\$ 8,415.24
208V 400A Single Phase - Ceiling Drop	EA	\$ 4,157.81	\$ 6,543.12	\$ 9,722.93
208V 400A Three Phase - Ceiling Drop	EA	\$ 8,130.96	\$ 12,901.56	\$ 19,261.39

# RATES

All outlets 208V and higher require a connection plug rental.

<b>480V ELECTRIC</b>	Unit	Incentive Rate	Base Rate	On-site Rate
480V 20A Single Phase - Ceiling Drop	EA	\$ 791.69	\$ 1,159.57	\$ 1,578.22
480V 20A Three Phase - Ceiling Drop	EA	\$ 1,119.94	\$ 1,682.28	\$ 2,325.15
480V 30A Single Phase - Ceiling Drop	EA	\$ 983.68	\$ 1,465.50	\$ 2,014.24
480V 30A Three Phase - Ceiling Drop	EA	\$ 1,556.93	\$ 2,322.66	\$ 3,240.50
480V 40A Single Phase - Ceiling Drop	EA	\$ 1,167.00	\$ 1,756.60	\$ 2,430.42
480V 40A Three Phase - Ceiling Drop	EA	\$ 1,882.93	\$ 2,901.10	\$ 4,065.45
480V 50A Single Phase - Ceiling Drop	EA	\$ 1,411.00	\$ 2,149.25	\$ 2,992.78
480V 50A Three Phase - Ceiling Drop	EA	\$ 2,306.56	\$ 3,579.90	\$ 5,036.68
480V 60A Single Phase - Ceiling Drop	EA	\$ 1,659.98	\$ 2,548.10	\$ 3,561.32
480V 60A Three Phase - Ceiling Drop	EA	\$ 2,726.46	\$ 4,258.67	\$ 6,006.44
480V 80A Single Phase - Ceiling Drop	EA	\$ 2,109.62	\$ 3,265.28	\$ 4,585.68
480V 80A Three Phase - Ceiling Drop	EA	\$ 3,579.90	\$ 5,624.93	\$ 7,957.32
480V 100A Single Phase - Ceiling Drop	EA	\$ 2,644.71	\$ 4,122.42	\$ 5,810.73
480V 100A Three Phase - Ceiling Drop	EA	\$ 4,432.10	\$ 6,981.26	\$ 9,894.58
480V 150A Single Phase - Ceiling Drop	EA	\$ 3,311.11	\$ 5,186.42	\$ 7,687.88
480V 150A Three Phase - Ceiling Drop	EA	\$ 5,584.04	\$ 8,825.60	\$ 13,146.66
480V 200A Single Phase - Ceiling Drop	EA	\$ 4,356.53	\$ 6,861.08	\$ 10,199.90
480V 200A Three Phase - Ceiling Drop	EA	\$ 7,385.05	\$ 11,707.97	\$ 17,470.21
480V 400A Single Phase - Ceiling Drop	EA	\$ 8,130.95	\$ 12,901.56	\$ 19,260.61
480V 400A Three Phase - Ceiling Drop	EA	\$ 16,078.43	\$ 25,616.10	\$ 38,332.41

# RATES

All outlets 208V and higher require a connection plug rental.

## INTERNATIONAL POWER - 380V ELECTRIC

	Unit	Incentive Rate	Base Rate	On-site Rate
380V 20A Single Phase - Ceiling Drop	EA	\$ 763.20	\$ 1,112.49	\$ 1,511.34
380V 20A Three Phase - Ceiling Drop	EA	\$ 1,076.55	\$ 1,610.42	\$ 2,223.56
380V 30A Single Phase - Ceiling Drop	EA	\$ 946.53	\$ 1,406.05	\$ 1,928.77
380V 30A Three Phase - Ceiling Drop	EA	\$ 1,455.61	\$ 2,223.56	\$ 3,098.06
380V 40A Single Phase - Ceiling Drop	EA	\$ 1,167.00	\$ 1,756.60	\$ 2,430.42
380V 40A Three Phase - Ceiling Drop	EA	\$ 1,882.93	\$ 2,901.10	\$ 4,065.45
380V 50A Single Phase - Ceiling Drop	EA	\$ 1,411.00	\$ 2,149.25	\$ 2,992.78
380V 50A Three Phase - Ceiling Drop	EA	\$ 2,306.56	\$ 3,579.90	\$ 5,036.56
380V 60A Single Phase - Ceiling Drop	EA	\$ 1,659.98	\$ 2,548.10	\$ 3,561.32
380V 60A Three Phase - Ceiling Drop	EA	\$ 2,726.46	\$ 4,258.67	\$ 6,006.44
380V 80A Single Phase - Ceiling Drop	EA	\$ 2,109.62	\$ 3,655.47	\$ 4,585.68
380V 80A Three Phase - Ceiling Drop	EA	\$ 3,579.90	\$ 5,624.93	\$ 7,957.32
380V 100A Single Phase - Ceiling Drop	EA	\$ 2,644.71	\$ 4,122.42	\$ 5,810.73
380V 100A Three Phase - Ceiling Drop	EA	\$ 4,432.10	\$ 6,981.26	\$ 9,894.58
380V 150A Single Phase - Ceiling Drop	EA	\$ 3,311.11	\$ 5,186.42	\$ 7,687.88
380V 150A Three Phase - Ceiling Drop	EA	\$ 5,584.04	\$ 8,825.60	\$ 13,146.66
380V 200A Single Phase - Ceiling Drop	EA	\$ 4,356.53	\$ 6,861.08	\$ 10,199.90
380V 200A Three Phase - Ceiling Drop	EA	\$ 7,385.05	\$ 11,707.97	\$ 17,470.21
380V 400A Single Phase - Ceiling Drop	EA	\$ 8,528.32	\$ 13,537.46	\$ 20,214.47
380V 400A Three Phase - Ceiling Drop	EA	\$ 16,873.18	\$ 26,887.73	\$ 40,239.84

# RATES

## 208V/480V/380V ELECTRICAL ACCESSORIES

	Unit	Incentive Rate	Base Rate	On-site Rate
European Multi Strip	EA	\$ 58.59	\$ 70.29	\$ 87.87
Connection Plug Rental - 20A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 30A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 60A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 100A*	EA	\$ 110.11	\$ 132.13	\$ 156.74
Connection Plug Rental - 200A*	EA	\$ 197.75	\$ 237.30	\$ 283.12
Connection Plug Rental - 400A*	EA	\$ 219.10	\$ 262.92	\$ 313.46

\*Required for all 208V/480V/380V outlets

## PLUMBING

	Unit	Incentive Rate	Base Rate	On-site Rate
Water Connection*	EA	\$ 261.89	\$ 422.32	\$ 633.49
Drain Connection*	EA	\$ 214.70	\$ 342.12	\$ 513.16
Water Fill & Drain - 1-500 Gallons*	EA	\$ 319.70	\$ 515.52	\$ 773.27
Water Fill & Drain - Additional 100 Gallons*	EA	\$ 46.00	\$ 80.22	\$ 120.32
Single Utility Sink*	EA	\$ 292.57	\$ 442.39	\$ 663.58
Single Utility Sink with Hot Water Heater*	EA	\$ 414.06	\$ 619.33	\$ 929.00
Triple Kitchen Sink with Hot Water Heater & Disposal*	EA	\$ 907.17	\$ 1,323.60	\$ 1,985.39
Water Heater - 30 Gallon*	EA	\$ 398.75	\$ 598.09	\$ 897.13
Water Heater - 80 Gallon, Quick Recovery Type*	EA	\$ 1,061.63	\$ 1,273.95	\$ 1,591.80
Water Heater - 120 Gallon, Quick Recovery Type*	EA	\$ 1,588.04	\$ 1,905.65	\$ 2,382.06
Air Service Connection*†	EA	\$ 350.54	\$ 478.13	\$ 717.19

\*Labor, Placement & (1) Connection Included, Only Available from Floor

† 1/2 FPT Service Outlet, 90 PSI Max. (If greater PSI is needed, please contact us)



## RATES

### GASES

	Unit	Incentive Rate	Base Rate	On-site Rate
LP (Liquid Propane) Gas- 5lb Tank	EA	\$ 85.46	\$ 104.07	\$ 156.09
Natural Gas Connection, 1 - 50,000 BTUs Hook-Up *†	EA	\$ 536.20	\$ 606.74	\$ 712.56
Natural Gas - Additional 50,000 BTU's Hook-Up *†	EA	\$ 169.30	\$ 206.11	\$ 309.17

\*Labor, Placement & (1) Connection Included

† Only Available in West Hall B and the N/S Building. Order must be placed (21) days prior to the First Move-In Day.

### MISCELLANEOUS

	Unit	Incentive Rate	Base Rate	On-site Rate
Fire Extinguisher Rental	EA	\$ 41.58	\$ 49.89	\$ 62.37
Balloon Retrieval Labor	EA	\$ 105.00	\$ 105.00	\$ 157.50
HD Cable TV Service*	EA	\$ 319.51	\$ 319.51	\$ 527.62
HD Cable TV Tuner - Required for HD Service	EA	\$ 106.51	\$ 106.51	\$ 106.51

\*Labor, Installation & Removal Included

# RATES

<b>AERIAL RIGGING SERVICES</b>	Unit	Incentive Rate	Base Rate	On-site Rate
Rigging Labor Initial Deposit - Rigging Team of 3, 1 Hour In & Out	EA	\$ 702.90	\$ 1,023.84	\$ 1,535.70
Aerial Par Can Light *	EA	\$ 319.08	\$ 538.45	\$ 807.66
Overhead Lights Out, Per Pod †	EA	\$ 55.00	\$ 75.00	\$ 112.50

\*Installation, Removal, Electricity & (1) Focus Included

†Requires Show Management Approval

<b>AERIAL RIGGING ADDITIONAL LABOR AND EQUIPMENT</b>	Unit	Incentive Rate	Base Rate	On-site Rate
Additional Rigging Labor- Per Rigger, Per Hour	HR	\$ 117.15	\$ 170.64	\$ 255.95
Holiday or Overtime (After 8 Hours) Labor- Per Rigger, Per Hour	HR	\$ 175.74	\$ 255.95	\$ 383.93
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
CM Lodestar Chain Hoist, Electric, 1 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
CM Lodestar Chain Hoist, Electric, 2 Ton*	EA	\$ 376.91	\$ 565.38	\$ 848.05
Rotating Motor, 100lb Capacity*	EA	\$ 251.66	\$ 323.58	\$ 485.35
Rotating Motor, 200lb Capacity*	EA	\$ 251.66	\$ 323.58	\$ 485.35
Rotating Motor, 500lb Capacity*	EA	\$ 478.12	\$ 645.45	\$ 968.18
Airwall Hanger	EA/Per Week	\$ 25.13	\$ 37.71	\$ 56.55
All Thread	EA/Per Week	\$ 3.60	\$ 5.40	\$ 8.08
Batten or Water Pipe - Per Foot	EA/Per Week	\$ 3.60	\$ 5.40	\$ 8.08

\*Electricity Included

For rigging equipment availability and rentals, please email [OCCC-Rigging@OCFL.net](mailto:OCCC-Rigging@OCFL.net).

# RATES

## AERIAL RIGGING ADDITIONAL LABOR AND EQUIPMENT *continued*

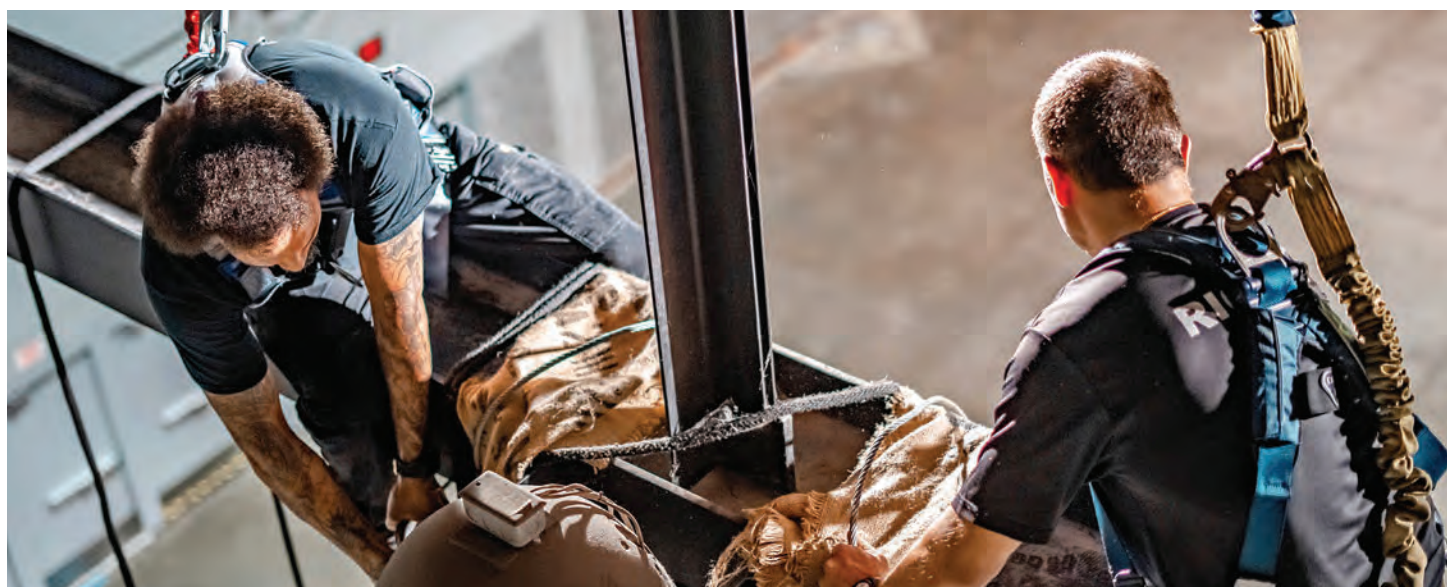
	Unit	Incentive Rate	Base Rate	On-site Rate
Clamp - Beam	EA/Per Week	\$ 53.86	\$ 80.78	\$ 121.16
Clamp - Misc.	EA/Per Week	\$ 7.19	\$ 10.78	\$ 16.17
Deck Chain	EA/Per Week	\$ 11.98	\$ 17.96	\$ 26.93
Miscellaneous Hardware	EA/Per Week	\$ 7.19	\$ 10.78	\$ 16.17
Nylon Sling or GAC Flex	EA/Per Week	\$ 17.96	\$ 23.94	\$ 35.91
Raw Wire - Per Foot	EA/Per Week	\$ 1.09	\$ 1.62	\$ 2.44
Rope	EA/Per Week	\$ 14.37	\$ 21.54	\$ 32.31
Sheave	EA/Per Week	\$ 25.13	\$ 37.71	\$ 56.55
Steel Point	EA/Per Week	\$ 11.98	\$ 17.96	\$ 26.93
Strand Vice	EA/Per Week	\$ 25.13	\$ 37.71	\$ 56.55
Truss Protector	EA/Per Week	\$ 1.20	\$ 1.27	\$ 1.81
Thomas Aluminum Truss, 12" x 12" x 2' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 2.5' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 3' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 4' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 5' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" x 12" x 8' - Black or Silver	EA	\$ 87.28	\$ 130.92	\$ 196.39
Thomas Aluminum Truss, 12" x 12" x 10' - Black or Silver	EA	\$ 94.00	\$ 140.98	\$ 211.49
Thomas Aluminum Truss, 12" Corner Block - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 12" Grapple - Black or Silver	EA	\$ 48.27	\$ 72.39	\$ 108.58
Thomas Aluminum Truss, 12" Hinge Plate - Black or Silver	EA	\$ 87.28	\$ 130.92	\$ 196.39



# RATES

## AERIAL RIGGING ADDITIONAL LABOR AND EQUIPMENT *continued*

	Unit	Incentive Rate	Base Rate	On-site Rate
Thomas Aluminum Truss, 20.5" x 20.5" x 2' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 3' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 4' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 5' - Black or Silver	EA	\$ 67.14	\$ 100.71	\$ 151.06
Thomas Aluminum Truss, 20.5" x 20.5" x 6' - Black or Silver	EA	\$ 80.57	\$ 120.84	\$ 181.25
Thomas Aluminum Truss, 20.5" x 20.5" x 8' - Black or Silver	EA	\$ 94.00	\$ 140.98	\$ 211.49
Thomas Aluminum Truss, 20.5" x 20.5" x 10' - Black or Silver	EA	\$ 114.14	\$ 171.19	\$ 256.79
Thomas Aluminum Truss, 20.5" Corner Block - Black or Silver	EA	\$ 107.43	\$ 161.12	\$ 241.69
Thomas Aluminum Truss, 20.5" Grapple - Black or Silver	EA	\$ 48.27	\$ 72.39	\$ 108.58
Thomas Aluminum Truss, 20.5" Hinge Plate - Black or Silver	EA	\$ 107.43	\$ 161.12	\$ 241.69





At the OCCC we pride ourselves on being *The Center of Hospitality*. We are dedicated to exceeding your expectations and providing you with high-quality facilities and services to ensure the success of your event. For more information about our facilities, please call us toll-free at **1-800-345-9845** or visit our website at **[www.occ.net](http://www.occ.net)**.

**Thank You!**



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

.....

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Orlando, FL 32819

**North Concourse**

9400 Universal Boulevard  
Orlando, FL 32819

**South Concourse**

9899 International Drive  
Orlando, FL 32819

Toll-Free: 800-345-9845

Phone: 407-685-9800

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*Orlando*  
**Orange County Convention Center**  
The Center of Hospitality



# IMSH™

Society for Simulation in Healthcare

# tmi

tradeshow  
multimedia inc.

## LEAD RETRIEVAL OPTIONS

	DESCRIPTION	EARLY BIRD ENDS 12/13/2024	REGULAR RATE STARTS 12/14/2024	QTY	TOTAL
MOST POPULAR	<b>EXPO TOOL MOBILE APP</b> (Includes activation code for 1 device) <i>(Native IOS &amp; Android app)</i>	\$325.00	\$375.00		
	<b>EXPO TOOL MOBILE ADDITIONAL ACTIVATION CODES</b>	\$175.00	\$195.00		
	<b>EXPO TOOL 2D</b> <i>(Handheld Scanner)</i>	\$395.00	\$445.00		

## EXTRAS

<b>BADGE KIT / DEVELOPER KIT</b>	\$275.00		
<b>IN BOOTH DELIVERY &amp; PICKUP</b>	\$75.00		
<b>USB / FLASH DRIVE</b> <i>(with leads in excel format)</i>	\$75.00		
		<b>Total US\$</b>	

## EXHIBITOR INFORMATION

EXHIBITING COMPANY: \_\_\_\_\_

MAIN CONTACT: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## PAYMENT INFORMATION

CREDIT CARD TYPE:  VISA  MASTERCARD  AMEX

CARD # \_\_\_\_\_ EXP DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_

NAME OF CARDHOLDER: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROV: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE OF CARDHOLDER: \_\_\_\_\_

\*Please Note: Your purchase will not be complete until your payment has been processed and you have received an email confirming your order.

## ORDER ONLINE

[\*\*CLICK HERE TO ORDER ONLINE\*\*](#)

TMI • 4517 Taylor Lane • Cleveland • OH • 44128 • FAX 216.378.1450

[Dominic@tmiexpos.com](mailto:Dominic@tmiexpos.com) • 216.378.0700

## PERSONALIZE YOUR LEAD RETRIEVAL UNIT

Personalize your lead retrieval unit with custom qualifiers. (For Expo Tool 2D Only)

These qualifiers provide a fast and efficient way of organizing your prospective leads and allows you to spend more time interacting with the prospect. Custom qualifiers allow you to personalize your leads with products/services, follow up actions, etc. Please fill out the information below (using a maximum of 20 characters per line) and your scanner will be programmed with your custom qualifiers before the event. Once you are on-site, all you need to do is scan an attendee badge and follow up by selecting the qualifiers you want associated with each lead.

### \*FOR EXPO TOOL 2D ONLY\*

OPTION 1

OPTION 7

OPTION 2

OPTION 8

OPTION 3

OPTION 9

OPTION 4

OPTION 10

OPTION 5

OPTION 11

OPTION 6

OPTION 12

## TERMS AND CONDITIONS

**By signing the above document, you hereby accept the terms and conditions.**

- Lost, stolen, or unreturned units will be charged \$2,000.00 on provided credit card.
- Cancellations up to 15 days prior to event will be subject to a \$75 cancellation fee.
- No refunds will be issued within 14 days prior to opening day of show.
- Units must be picked up at the lead retrieval desk starting one (1) day prior to the exhibit floor opening.
- Units must be returned to the lead retrieval desk no later than 30 minutes after the close of the show to avoid late charges.

## ORDER ONLINE

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TMI • 4517 Taylor Lane • Cleveland • OH • 44128 • FAX 216.378.1450

[Dominic@tmiexpos.com](mailto:Dominic@tmiexpos.com) • 216.378.0700



# IMSH™

Society for Simulation in Healthcare

# tmi

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## LEAD RETRIEVAL OPTIONS

### MOBILE APPLICATION



The Expo Tool Mobile App allows you to capture, qualify, and manage leads on your own Apple or Android devices. The user-friendly interface makes getting started a snap - No technical skills required. (Includes activation code for 1 device.)

Features:

1. Scan or type in badge numbers
2. Custom qualifiers AND Notes
3. Ability to export leads on demand

\* Activation codes and instructions for the mobile app are sent out approximately 1 week before the start of the show.

**- Leads available immediately after scanning -**

### EXPO TOOL 2D



ExpoTool 2D is a handheld device that fits easily into the palm of your hand. Capturing leads from anywhere on the tradeshow floor has never been easier. (Does NOT allow notes)

Features:

1. Compact device – fits in the palm of your hand
2. Lead Qualification – 12 customized qualifiers
3. Reduces the risk of lost business cards

**- Leads are emailed at the end of the show -**

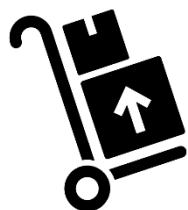
## ORDER ONLINE

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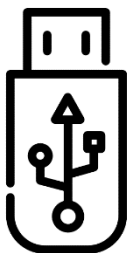
[Dominic@tmiexpos.com](mailto:Dominic@tmiexpos.com) • 216.378.0700

## ADDITIONAL LEAD RETRIEVAL OPTIONS



### IN BOOTH DELIVERY & PICKUP

Save time by having one of our staff deliver and pick-up your lead retrieval system directly to and from your booth. We will attempt to deliver the device(s) beginning a day before the event opens and will do so up to one hour prior to the expo hall opening. Please allow 10 minutes for a tutorial. Please be available at your booth one hour after the show floor closes to ensure a TMI Staff Member is able to pick up your device.

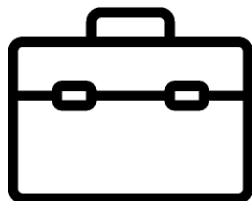


### USB / FLASH DRIVE

Save all your leads to this USB/Flash Drive. Plug in and load up your leads on the road or in your hotel.

Features:

1. Excel & CSV Format
2. 1GB Storage



### BADGE KIT / DEVELOPER KIT

Looking to use your own lead retrieval device? This developer kit provides you with a test badge, barcode layout, and sample data output from a badge scan.

**IMSH 2025**  
**January 10 - 14, 2025**  
**Orlando, FL**

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INTERNET | TELEPHONE



**ORANGE COUNTY**  
CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

## KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

## REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

## 24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

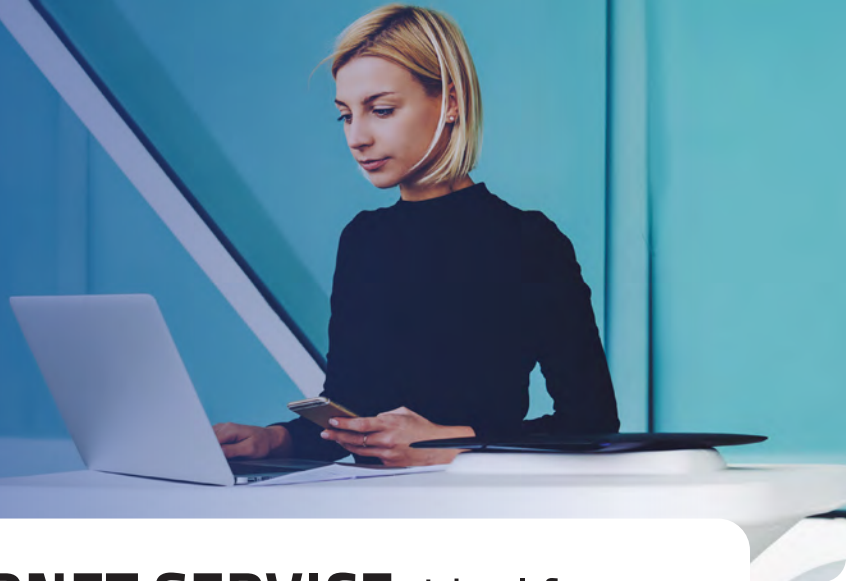
A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office setting. She is looking at a laptop and holding a smartphone. The background is a teal wall with geometric patterns.

**INTERNET**

A man in a white dress shirt and black tie is sitting at a desk, smiling as he looks at a laptop. He is pointing at the screen with his right hand. The background is a light blue wall.

**TELEPHONE**

# Need just a **BASIC** CONNECTION?



Our **PREMIUM INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Premium Internet	<b>\$1,095</b>	\$1,395	\$1,674
Additional Device	<b>\$150</b>	\$185	\$222
Upgrade to Public IP Address	<b>\$199</b>	\$299	\$358
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **NOT FOR STREAMING.**

\*\* **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Premium Internet Includes:

- Connection speeds vary based on a shared 10 Mbps connection, intended for light usage.
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required.

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

#### Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

**ORDER NOW** 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

## STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE \*

DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:  
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or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

## PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



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or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	<b>\$275</b>	\$345	\$414
Multi Line Telephone	<b>\$415</b>	\$520	\$624
Polycom Speaker Phone	<b>\$465</b>	\$575	\$690

**\* ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

#### Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:  
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or call 888.446.6911



# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

**TIP:** Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

**Please Note:** Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

### HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

## Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

**“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”**

**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# INTERNET SERVICE CONTRACT

## ORANGE COUNTY CONVENTION CENTER



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Effective July 1, 2024 - December 31, 2025 - V07012024

Exhibitor Company Name:		Booth/Room#:	Show Name: <b>International Meeting on Simulation in Healthcare 2025</b>	
Billing Company Name:		Show Start Date: <b>January 11, 2025</b>	Show End Date: <b>January 13, 2025</b>	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: December 17, 2024</b>		
City, State, Zip:		Country:	On-site Contact Name:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED INTERNET SERVICES, <b>NOT FOR STREAMING</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Premium Internet Service		<b>\$1,095</b>	\$1,395	\$1,674	
Additional Devices for Premium Service		<b>\$150</b>	\$185	\$222	

DEDICATED INTERNET, <b>FOR STREAMING, GAMING &amp; WEBCAST</b>	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
<b>Includes: 5 Public IP Addresses, Routers SUPPORTED</b>					
Dedicated 3 Mbps		<b>\$3,495</b>	\$4,370	\$5,244	
Dedicated 6 Mbps		<b>\$5,900</b>	\$7,375	\$8,850	
Dedicated 10 Mbps		<b>\$7,850</b>	\$9,810	\$11,772	
Dedicated 15 Mbps		<b>\$11,700</b>	\$14,630	\$17,556	
Dedicated 20 Mbps		<b>\$15,500</b>	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		<b>\$995</b>	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		<b>\$185</b>	\$225	\$270	
Patch Cable (up to 100') – Cat5e		<b>\$50</b>	\$62	\$74	
Labor / Floor Work – four lines per hour		<b>\$125</b>	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		<b>\$500</b>	\$500	\$500	

**WIRELESS INTERNET**, Full products catalog available online  
**SPECIAL QUOTE**, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the <a href="#">Terms and Conditions</a> .	<b>SUBTOTAL</b>	
	<b>ESTIMATED 10% TAX/FEES</b>	
	<b>GRAND TOTAL</b>	

**ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER**

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

**PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

**Make checks payable to** SMART CITY NETWORKS  
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110  
 Las Vegas, NV 89118



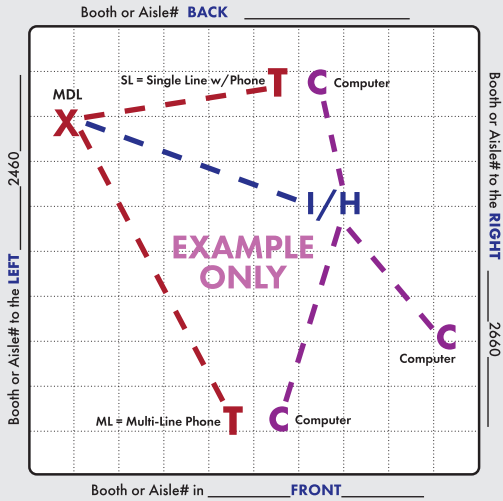
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 Or fax order to (702) 943-6001

**ORDER NOW**

Customer Number: **2025-075-365**

# "COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show: <b>International Meeting on Simulation in Healthcare 2025</b>	Booth/Room #:
Center: <b>Orange County Convention Center</b>	Customer / Ref #:	<b>2025-075-365</b>



**SPECIFY YOUR DESIRED LOCATION OF SERVICES**

**X = MAIN DISTRIBUTION LOCATION (MDL)**

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

**T = TELEPHONE/FAX**

**I = INTERNET SERVICE**

**H = HUBS**

**PC = PATCH CABLES**

**C = COMPUTERS**

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Voice and Data communications cabling.** Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT! Prior to installation of service, a complete Floorplan is required.** Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

**Booth Orientation:** For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

**BOOTH SIZE** \_\_\_\_\_ ft x \_\_\_\_\_ ft      **SCALE:** 1 BOX IS = TO \_\_\_\_\_ ft  
**BOOTH TYPE**     Island     Inline

Booth or Aisle# **BACK** \_\_\_\_\_

Booth or Aisle# to the **LEFT** \_\_\_\_\_

Booth or Aisle# to the **RIGHT** \_\_\_\_\_

Booth or Aisle# in **FRONT** \_\_\_\_\_



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# WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: <b>International Meeting on Simulation in Healthcare 2025</b>	Booth/Room #:
Center: <b>Orange County Convention Center</b>	Customer / Ref #:	<b>2025-075-365</b>

## OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

## CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

## INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



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**\*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 21 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



# TELEPHONE SERVICE CONTRACT

## ORANGE COUNTY CONVENTION CENTER



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Exhibitor Company Name:		Booth/Room#:	Show Name: <b>International Meeting on Simulation in Healthcare 2025</b>	
Billing Company Name:		Show Start Date: <b>January 11, 2025</b>	Show End Date: <b>January 13, 2025</b>	
Billing Company Address:		<b>INCENTIVE ORDER DEADLINE: December 17, 2024</b>		
City, State, Zip:		Country:	On-site Authorized Contact	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective July 1, 2024 - December 31, 2025 - V07012024

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		<b>\$275</b>	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		<b>\$415</b>	\$520	\$624	
Speaker Phone Line with Polycom Instrument		<b>\$465</b>	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		<b>\$100</b>	\$100	\$100	

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Printed Name: (X) _____	Signature: (X) _____	Date: ____/____/____
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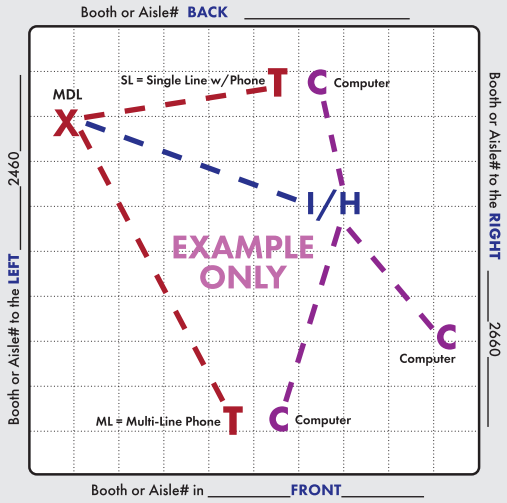
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Customer Number: **2025-075-365**

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**BOOTH TYPE**     Island     Inline

## SPECIFY YOUR DESIRED LOCATION OF SERVICES

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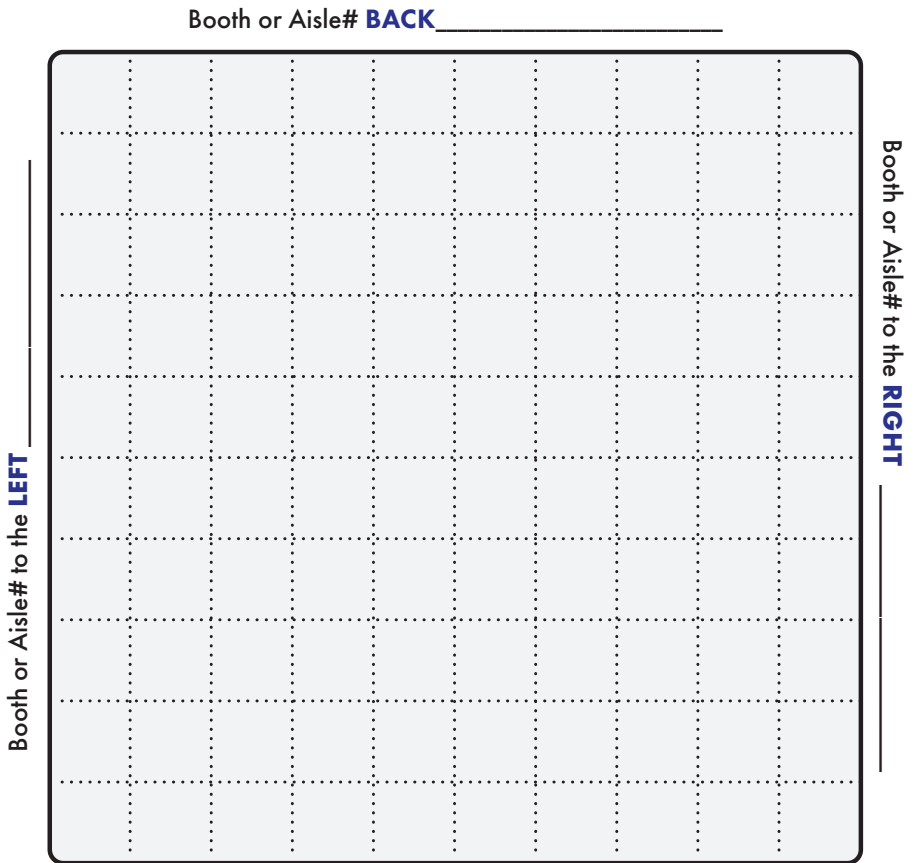
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Booth or Aisle# in **FRONT** \_\_\_\_\_



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**ORDER ONLINE**

**Exhibitor Online Orders** - are limited to 10 days prior to the date of the event (cut off at 5pm each day). Ordering within 10 days provides only a Limited Menu (cut off at 12pm each day). Please contact your Exhibitor Catering Sales Manager with questions

**When placing your order, please write the 'Start-Time' and 'End-Time' within the note section of any menu item you wish to have delivered at a specific time of day.**

Olivia Ternay  
*Exhibit Catering Coordinator*

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