



AAOE 2018

April 14-17, 2018

Hyatt Regency Orlando

Orlando, FL

Exhibitor Service Kit

Exhibitor Show Information

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Discount Deadline
Friday, March 30, 2018

All orders MUST have a credit card on file.

Booth Equipment:

Each (10'x10') Booth will be provided with 8' high back wall drape, 3' side dividers, daily booth cleaning, and a booth identification sign showing the company name.

Note: The exhibit area is carpeted, but you may still order carpet if you like.

Show Colors: Black

Deadlines:

To receive discount prices, we must receive your order, along with a form of payment by **Friday, March 30, 2018**. If you are shipping to the advance receiving warehouse, your freight must be received by **Friday, April 6, 2018**, to avoid surcharges.

Installation:

Exhibitors may begin setting up their booths on:

Saturday April 14, 2018 7:00AM – 3:00PM

All crates and empty boxes MUST be off the show floor by the close of installation.

Show Hours:

Saturday April 14, 2018 5:00 PM – 6:30PM Reception

Sunday April 15, 2018
10:45AM- 5:00PM
11:00AM-1:00PM Networking
11:45AM-12:45PM Lunch

Monday April 16, 2018
12:00PM-2:45PM
12:30PM-2:45PM Lunch

Dismantling:

Exhibitors must dismantle their booths on:

Monday April 16, 2018 3:00PM – 11:00PM

Tuesday April 17, 2018 7:00 AM -12:00 PM

***All freight carriers must check in with Paramount Convention Services by 7:00 a.m., Tuesday, April 17, 2018 or your freight will be re-consigned onto the show carrier.**

***PCS will begin returning empty containers as soon as the show ends.**

Please feel free to contact your show coordinator, Jessica Johnson, at (314) 621-6677 or jjohnson@paramountcs.com with any questions or concerns!

ONLINE ORDERING: www.paramountcs.com/exhibitorservices

REMINDER:


Items requested after the Discount Rate Deadline are not guaranteed to be in stock. In order to secure availability, all orders must be received by the Discount Rate Deadline date.

Show Information



Exhibitor Checklist

To Do Before You Leave for The Show	
Date Completed	Task to be Completed
	Place your orders for equipment/services/labor/electric, etc.
	Arrange for your inbound advance warehouse freight to arrive before the Advance Receiving Deadline or Arrange for your inbound show site freight to arrive during the installation hours.
	Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.
	Make sure shipments are properly labeled *pre-made labels available in Service Kit and at paramountcs.com*.
	Arrange for outbound freight to be picked up before Force Freight Time.

 Bring with You to The Show	
Your orders	Through Paramount or any other contractor, with confirmation.
Inbound Freight Information	The carrier, carrier's phone number and tracking numbers for all inbound shipments. Number of items and weight of each one.
Outbound Shipping Information	Including carrier, destination address and billing information. You may use the show carrier if you do not wish to make other arrangements.
Outbound Shipping Labels	UPS/FedEx/DHL will not pick up shipments without their labels. Bring these labels with you for each piece that you will be shipping.
Outbound Pick Up #	FedEx & UPS shipments only.
Packing Tape	For packing up boxes.
Shrink Wrap	For securing multiple boxes on a skid.

Exhibitor Checklist





Key Contact List and Discount Rate Deadlines

<u>Category</u>	<u>Company/Phone #/Contact Name</u>	<u>Discount Rate Date</u>
Association	American Alliance of Orthopedic Executives Paige Adkins- 317-749-0632 padkins@aaoe.net	
Furniture Carpet/Floral	Paramount Convention Services 314-621-6677 Jessica Johnson jjohnson@paramountcs.com ONLINE ORDERING: www.paramountcs.com/exhibitorservices	Friday, March 30, 2018
Electric	Edlen 407-854-9991 support@edlenelectrical.com 407-853-9992 Fax	No later than 10 days prior to event set up
Internet	Encore 407-345-4551 HyattRegencyOrlando@encore-us.com 407-354-0604 Fax	
Audio Visual	Markey's Erik Shipley eshipley@markeys.com https://markeys.formstack.com/forms/aaoe	

Credit Card Authorization/Payment Policies

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All orders MUST have a credit card on file.

Payment Policy

1. A Credit Card Authorization form MUST be included with all advance and show site orders. Orders WILL NOT be processed without the Credit Card Authorization form filled out and returned to Paramount Convention Services, Inc. with the requested services.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. If paying in advance or at show site by check, the credit card authorization must still accompany the payment.
3. Advance rates apply only to orders received with a completed credit card authorization form prior to the advance order deadline, stated on each order form. NO EXCEPTIONS!
4. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
5. If shipping materials to show site or the advance warehouse and other services are not required, Paramount Convention Services, Inc. must receive the Credit Card Authorization form completely filled out. Paramount Convention Services reserves the right to hold any materials shipped in/out without a credit card on file.
6. Purchase orders are not an acceptable form of payment.
7. All claims or discrepancies must be settled at the Paramount service desk prior to show closing.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice. If you fail to submit your Sales Tax Exemption Certificate by the Advance Order Deadline, you will be subject to a crediting fee for removing any applied tax.
10. Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery unless otherwise stated on the order form.

Please complete the information and return payment in full with this form and your orders. We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show or an appropriate form of payment must be on file. Payments may be made by check, drawn on U.S. Funds Account, Travelers Check, Cashier's Check, Discover, MasterCard, American Express, or Visa credit cards.

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

Credit Card Authorization

MasterCard Visa Discover American Express

Expiration Date: _____

Credit Card #: _____

CVV #: _____

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.

The CVV (Card Verification Value) is an important security feature for credit card transactions. A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

Cardholders Signature: _____

Cardholders Name: _____

Cardholders Billing Address: _____

City, State, Zip: _____

Order Summary:

Furniture Rental	\$
Table Rental	\$
Carpet Rental	\$
Specialty Furniture	\$
Rental Unit	\$
Accessories	\$
Priority / Accessible Storage	\$
Material Handling	\$
Exhibit Labor	\$
Sign Service	\$
Floral Service	\$
Total Estimated Advance Order	\$

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by you or your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account.

I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".

Cardholder Signature _____

Company Name: _____ **Booth#:** _____

Email: _____ **Phone:** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Credit Card Authorization/Payment Policies



Third Party Authorization

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Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Circle which Services are to be invoiced to the Third Party:

ALL SERVICES RENTAL FURNITURE/CARPET/ACCESSORIES
MATERIAL HANDLING (if circling this service, please fill out the Material Handling Info below")
EXHIBIT LABOR BOOTH CLEANING SIGNAGE
FLORAL OTHER _____

THIRD PARTY COMPANY INFORMATION

Exhibiting Company Name: _____ Booth # _____
Third Party Company Name: _____ Contact Name: _____
Third Party Billing Address: _____
City, State, Zip: _____
Phone: _____ Ext.: _____ Fax: _____
Contact's E-Mail: _____

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.

MATERIAL HANDLING INFORMATION

We, the Third Party, agree to pay for the material handling charges for the below shipments.
We also acknowledge if we do not fill out this form in full or provide incorrect information, that we as the Third Party will be responsible for any fees incurred for crediting accounts.

SIGNATURE: _____

Warehouse Show Site (circle one)
Carrier: _____ # of Pieces: _____ Estimated Weight: _____
Contents of Shipment: _____

Warehouse Show Site (circle one)
Carrier: _____ # of Pieces: _____ Estimated Weight: _____
Contents of Shipment: _____

Warehouse Show Site (circle one)
Carrier: _____ # of Pieces: _____ Estimated Weight: _____
Contents of Shipment: _____

This form must be received by the Discount Deadline to ensure correct billing to all parties and must be sent in conjunction with Payment Policies Form.

Third Party Authorization



Furniture Rental

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*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Chairs

Code	QTY	Description	Discount	Standard
(1001)	___	Gray Upholstered Padded Side Chair	\$85.50	\$111.15
(1004)	___	Black Secretarial Chair on Casters	\$103.30	\$134.30
(1005)	___	Gray Upholstered Arm Chair	\$106.60	\$138.60
(1007)	___	Gray Upholstered High Stool	\$115.90	\$150.70
((1010)	___	Black Mid Back Leather Sled Chair	\$123.75	\$160.90
(1011)	___	Black High Back Executive Chair on Casters	\$123.75	\$160.90

Miscellaneous Equipment

Code	QTY	Description	Discount	Standard
(1399)	___	Metal Wastebasket	\$25.00	\$32.50
(1400)	___	Wastebasket	\$18.70	\$24.30
(1401)	___	Tripod Easel	\$23.40	\$30.40
(1402)	___	Bag Holder	\$70.15	\$91.20
(1403)	___	Literature Rack (5 pocket)	\$84.15	\$109.40
(1404)	___	Stanchion (Tensa Barriers)	\$28.05	\$36.40

Special Drape

(Drape other than that supplied with booth space is additional in cost.)

Code	QTY	Description	Discount	Standard
(1200)	___	3' H Side Rails per ft	\$6.50	\$8.45
(1201)	___	8' H Background per ft	\$12.90	\$16.75

6 FOOT MINIMUM ORDER

CIRCLE COLOR: Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue Berry Peach

SUBTOTAL \$ _____
Tax: 6.5% _____
TOTAL \$ _____

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Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

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Furniture Rental



Table Rental

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*Photographs of these items can be found at www.paramountcs.com/exhibitorservices

Skirted Tables

**If color is not indicated, show colors will automatically be provided*

Code	QTY	Draped Tables	Discount	Standard
(1100)	___	4' Table-30" High	\$95.40	\$124.00
(1101)	___	42" Counter High	\$106.60	\$138.60
(1102)	___	6' Table-30" High	\$106.60	\$138.60
(1103)	___	42" Counter High	\$117.80	\$153.15
(1104)	___	8' Table-30" High	\$129.00	\$167.15
(1105)	___	42" Counter High	\$134.75	\$175.15

6' and 8' draped tables are only skirted on 3 sides. Tops of all above tables are covered in white vinyl.

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Unskirted Tables

Code	QTY	Undraped Tables	Discount	standard
(1106)	___	4' Table-30" High	\$52.90	\$68.75
(1107)	___	42" Counter High	\$54.95	\$71.40
(1108)	___	6' Table 30" High	\$64.60	\$83.30
(1109)	___	42" Counter High	\$66.15	\$86.00
(1110)	___	8' Table 30" High	\$86.50	\$112.40
(1111)	___	42" Counter High	\$88.60	\$115.15

4th Side Drape

Code	QTY	Draping	Discount	Standard
(1112)	___	4 th Side Drape- 30" Tall	\$42.50	\$55.30
(1113)	___	4 th Side Drape 42" Tall	\$51.65	\$67.15

CIRCLE COLOR: Red Seafoam White light Beige Black Gold Royal Blue Burgundy
Silver Plum Violet Hunter Green Navy Blue Berry Peach

Round Pedestal Tables

Code	QTY	Round Table	Discount	Standard
(1114)	___	30" High Please Circle Diameter Choice: 30" or 36"	\$106.60	\$138.60
(1116)	___	42" High 30" Wide	\$126.50	\$164.40

Skirted in white on three sides

Code	QTY	Risers	Discount	Standard
(1117)	___	4' long table riser	\$44.50	\$58.35
(1118)	___	6' long table riser	\$61.70	\$80.20
(1119)	___	8' long table riser	\$78.50	\$102.10

SUBTOTAL \$ _____
Tax: 6.5% _____
TOTAL \$ _____

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Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

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Table Rental



Carpet Rental

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Rental includes installation, front edge taping, and pick up at the close of the show.

Standard booth carpet is to be used only for booths up to 10' in depth. Area Carpet is required for all booths configured as an island or peninsula. Multiples NOT available, NO EXCEPTIONS!
 *IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.

Standard Carpet

Description	Discount	Standard
_____ 10' x 10'	\$177.65	\$229.95
_____ 10' x 20'	\$355.30	\$461.90
_____ 10' x 30'	\$532.60	\$692.40

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Silver Cloud Hunter Green Black Navy Blue

Area Carpet

Booth Size	Discount	Standard
_____ ' x _____ ' = _____ Sq. Ft.	\$3.40 per sq. ft.	\$3.85 per sq. ft.

Please Circle Desired Color:

Red Royal Blue Blue Jay Burgundy Silver Cloud Hunter Green Black Navy Blue

Deluxe Carpet

Please fill out your choice below. There is a minimum order of 100 square feet required for all deluxe carpet orders. Discount prices only apply to orders received with full payment no later than the discount order deadline date. Any orders received after the deadline cannot be guaranteed. If additional carpet is required to cover steps, skids, or display cases, please send floor plans.

Price includes installation and removal.

BOOTH SIZE	Discount	Standard
_____ ' x _____ ' = _____ sq. ft	\$5.25 per sq. ft.	\$6.80 per sq. ft.

Please Circle Desired Color:

Charcoal Red Black Navy Hunter Green Silver Cloud Blue Jay Burgundy Nu Blue Beige

Miscellaneous

Description	Discount	Standard
Carpet Pad _____ ' x _____ ' = _____ Sq. ft.	\$1.30per sq. ft.	\$1.70per sq. ft.
Visqueen _____ ' x _____ ' = _____ Sq. ft.	\$1.15 per sq. ft.	\$1.65per sq. ft.

SUBTOTAL \$ _____

Tax: 6.5% _____

TOTAL \$ _____

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Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
 Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Carpet Rental



Specialty Furniture Rental

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Specialty Furniture

Code	QTY	Description	Discount	Standard
(1500)	___	Desk Lamp	\$37.40	\$48.50
(1501)	___	Table Lamp	\$46.75	\$60.80
(1503)	___	End Table	\$56.10	\$72.90
(1504)	___	Coffee Table	\$79.50	\$103.30
(1505)	___	Coat Rack on wheels with 25 Hangers	\$84.15	\$109.40
(1506)	___	2 Drawer Locking File Cabinet	\$46.75	\$60.80
(1507)	___	2 Door Locking Cabinet (6' Tall)	\$84.15	\$109.40
(1508)	___	Sofa	\$420.75	\$547.00
		Color (Circle One) Beige Black		
(1509)	___	Lounge Chair	\$280.50	\$364.65
		Color (Circle One) Beige Black		
(1510)	___	30" Tall Refrigerator	\$116.90	\$151.95
(1511)	___	Raffle Drum	\$60.75	\$76.95
(1512)	___	Plastic Fish Bowl	\$23.50	\$30.40
(1530)	___	6' Glass Display Case	\$327.25	\$425.40

*For other custom furniture needs, please call your exhibitor services representative.

**Availability of custom furniture cannot be guaranteed on site.

SUBTOTAL \$ _____ Tax: 6.5% _____ TOTAL \$ _____
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Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

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Specialty Furniture Rental



Accessories Rental

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Counters

Code	QTY	Description	Discount	Standard
(2500)	_____	1 Meter x ½ Meter	\$256.90	\$333.95
(2501)	_____	2 Meters x ½ Meter	\$308.30	\$400.80
(2502)	_____	1 Meter Radius x ½ Meter	\$330.50	\$429.65

ALL COUNTERS ARE 42" TALL

Standard Panel Color is Black

Panel Colors Available at an additional \$40.00 per panel: (circle one) Teal Red Black Blue Gray White
CUSTOMIZED COUNTERS AVAILABLE, CALL FOR A QUOTE.

Display Panels

Code	QTY	Description	Discount	Standard
(2400)	_____	Velcro Board 38" x 92" Vertical	\$163.65	\$217.80
(2401)	_____	Poster Board 4' x 8' Horizontal	\$128.60	\$164.10
(2402)	_____	Slat Wall (Black) 38 x 92 single sided	\$209.00	\$271.70
(2404)	_____	Grid Wall 2 x 8	\$74.80	\$97.25

***Slat Wall and Grid Wall come with (4) 8" hooks.**

Shelves/Gondolas

Code	QTY	Description	Discount	Standard
(2300)	_____	One Sided Free Standing Gondola	\$201.75	\$262.25
(2301)	_____	Double Sided Free Standing Gondola	\$269.50	\$350.35
(2302)	_____	1 Meter Straight Shelf (for use w/rental unit only)	\$55.65	\$72.30
(2303)	_____	1 Meter Angled Shelf (for use w/rental unit only)	\$55.65	\$72.30
(2405)	_____	(4) 8" Slat Wall Hooks	\$9.35	\$12.15
(2406)	_____	(4) 8" Grid Wall Hooks	\$9.35	\$12.15

Light Fixtures

Code	QTY	Description	Discount	Standard
(2600)	_____	Stem Light (for use w/rental unit only)	\$67.30	\$88.60
(2601)	_____	Track Light (4 Feet)	\$201.95	\$262.55

SUBTOTAL \$ _____
Tax: 6.5% _____
TOTAL \$ _____

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Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

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Accessories Rental



Priority Empty Return & Accessible Storage

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Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after the close of the show. This service **must** be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Paramount Convention Services, Inc.

Priority Empty Container Return\$100.00 per Container
Estimated Number of Pieces.....

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE.

Accessible Storage

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited.

Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage (3002): \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

Labor Rates:

Straight Time: (one hour minimum per man) \$77.00
8:00 a.m. – 4:30 p.m. Monday - Friday
Overtime: (one hour minimum per man) \$100.10

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases.
(# of pieces) (circle one)

To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

ALL GOODS STORED WITH PARAMOUNT ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

No refunds will be given for services that are not utilized.

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price and 100% of original price after delivery.

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Priority Empty Return/Accessible Storage





GLOSSARY OF SHIPPING TERMS

Actual Weight: Gross shipping weight, is determined by (1) weighing the vehicle empty, (2) loading the shipment and returning to the scale to obtain the weight and (3) subtracting the two weights. Can also be obtained by individually weighing each piece of freight.

Air Freight: Materials transported by an air freight company.

Bill of Lading: Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operating paperwork and is the single most important document in the shipping process.

Common Carrier: Department of Transportation-certified trucking firm that can be hired by the public for shipment of goods.

Consignee: Receiver of shipped goods.

Consignor: Shipper of goods

Crate: Container, usually wood, used for protecting exhibits during shipping.

Cwt: Hundredweight (100 lbs.)

Dock: Area where goods are received and shipped.

Drayage: Handling of exhibit properties between the loading dock and the booth area. Also includes handling goods from the advance receiving and the removal and return of empty containers.

Drayage Contractor: Handler who moves exhibit goods from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. Responsible for all material handling activities at a show.

Expedited Service: Service offered by a transportation company to assure prompt or specific delivery. Normally incurs an additional charge.

Forced Freight: Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth at the close of the show.

Freight Forwarder: Transportation company that arranges and manages all aspects of shipping but does not own vehicles.

Handling: Moving of materials, usually to and from a loading dock.

Less Than a Truckload (LTL): Shipments picked up by a trucker and consolidated with other LTL shipments to be transported to the destination city, unloaded and delivered.

Liability: Carrier's legal financial responsibility for lost or damaged goods.

Marshalling Yard: Area designed to state or check trucks for show delivery and pick-up.

Mini: Shipment weighing 200 lbs. or less, for which the minimum charge is 200 lb. rate.

Mixed Truckload: Truckload of different articles, crated and uncrated, in a single shipment.

Net Weight: Weight of goods without the shipping container.

Official Carrier: Carrier designated by a show manager or general contractor to be on-site for the inbound and outbound shipments of a show. Use of these carriers is recommended but not required.

Official Contractor: Organization appointed by show management to provide services such as set-up and tear-down of exhibit booths and to oversee labor, drayage and loading dock procedures.

Packing List: Detailed list or inventory of a shipper's contents.

Pallet or Skid: Wood runner protecting the exterior of a shipping case. Also describes a wooden base constructed to carry multiple cartons or equipment.

Portable Display: Lightweight exhibit capable of being carried by one person. Usually refers to tabletop or pop-up exhibit.

Pro-Number: Progressive numbering system used primarily by the trucking industry for tracking, billing and identifying freight.

Set-Up: Assembly of exhibit components for display or use.

Shipper: Individual or company whose goods are being shipped.

Split Pick-up/Delivery: Pick-up or delivery of multiple shipments at more than one place of business.

Trapping: Method of consolidating shipments. Usually defines function of the LTL trucker grouping freight for shipment to a particular show.

Van Line: Carrier that specializes in shipping uncrated exhibits, high-tech equipment and delicate materials that require special handling.

Waybill: Document that contains the address of the shipper and the recipient as well as other pertinent information. Contains a number used in tracking shipments.

FREIGHT REGULATIONS

Please be aware that the following rules and regulations will be in effect for AAOE 2018 at the Hyatt Regency Orlando in Orlando, FL.

Union regulations require that ALL freight moving in and out of the exhibit hall be handled by one of their representatives. To make this process as smooth as possible for all exhibitors, Paramount Convention Services have implemented the following procedures:

- A representative of Paramount Convention Services WILL deliver ALL freight to your booth. The hotel WILL NOT deliver any freight into the exhibit hall. DUE TO UNION REGULATIONS, THERE WILL BE NO EXCEPTIONS TO THIS RULE.
 - o This will occur regardless of whether you ship your freight directly to the hotel or take advantage of our advance freight rates and storage.
- If you do ship directly to the hotel prior to the set-up date please be advised of the following:
 - o The hotel does not generally accept exhibit materials and may refuse your shipment; this includes shipments to individual guest names.
 - o If your materials are accepted you will be charged an additional freight handling fee of \$15 per box for shipments under 75 lbs. and \$100 per shipment over 75 lbs. in addition to the CWT charges and any penalties.
 - o The hotel will only deliver your freight to our service desk and we will complete delivery upon payment.
- To expedite the delivery of your materials to your booth please be advised that Paramount will NOT deliver your shipment unless we have a credit card authorization form on file prior to the first move in date.
- The best way to assure your freight arrives in a timely and cost effective manner is to take advantage of our advance shipping procedures outlined in this exhibitor service kit.

Thank you for your assistance in this matter and if you have any questions or concerns please feel free to contact Paramount at 314-621-6677.



Shipping Information

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Advance Receiving Deadline
Friday, April 6, 2018

All orders MUST have a credit card on file.

Advance Shipments To Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
ABF
3732 Bryn Mawr St
Orlando, FL 32808
For: AAOE 2018

ADVANCE RECEIVING DEADLINE:

Friday, April 6, 2018

ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.

Direct Shipments To Show Site:

Exhibitors desiring to ship direct to the convention site FOR DELIVERY DURING EXHIBITOR SET-UP PERIOD ONLY, must label and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company & Booth #
C/O Paramount Convention Services
Hyatt Regency Orlando
Regency Ballroom S-V
9801 International Dr.
Orlando, FL 32819
For: AAOE 2018

FOR DELIVERY DURING INSTALLATION TIMES AND DATES ONLY. ALL OTHER DELIVERIES WILL BE REFUSED. SHIPMENTS ARRIVING OUTSIDE THE DESIGNATED TIMES OR LABELED INCORRECTLY WILL BE SUBJECT TO A 25% SURCHARGE AND ANY FACILITY CHARGES THAT MAY APPLY.

- A credit card **MUST** be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, 8AM – 5PM.
- All shipping charges **MUST** be prepaid. PCS will not accept any COD shipments.
- All shipments should be co-signed to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions regarding shipping procedures. Please read the shipping and material handling information thoroughly.

OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form) for any reason, your freight will be re-consigned onto our convention carrier.

Paramount Convention Services

Phone: 314-621-6677

Online ordering: www.paramountcs.com/exhibitorservices



Shipping Information

Material Handling

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Advance Receiving Deadline
Friday, April 6, 2018

All orders MUST have a credit card on file.

Material Handling

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Friday, April 6, 2018

Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$84.15 per CWT	\$
Shipments received at the warehouse between 04/7/18 - 04/11/18 then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$105.20 per CWT	
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$89.65 per CWT	\$
Shipments received at the warehouse between 04/7/18 - 04/11/18 WITHOUT a bill of lading	Lbs/100	CWT	\$112.10 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 04/11/2018**

Direct Shipments to Show Site:

Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Over Time / Over Time	Lbs/100	CWT	\$94.05 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading	Lbs/100	CWT	\$99.55 per CWT	\$

***Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference.**

Overtime:

Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is any time before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

Material Handling Rates and Charges:

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weights rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment.

Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.



Off Date Delivery Fees:

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received before the first exhibitor move in date or after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

Van Lines, Uncrated, and Loose Display Shipments:

Add 50% to the quoted rates for van line, uncrated and loose display shipments. UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE. Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

Empty Container Labels:

Empty container labels will be available at the service desk FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece.

Inbound bill of Lading or Delivery Receipt:

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

Outbound Shipping:

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information.

Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier if the requested carrier fails to check in at the service desk by the designated time.

Limits of Liability:

After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.

Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.

All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.

Paramount Convention Services

Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices



Additional Services

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Advance Receiving Deadline
Friday, April 6, 2018

All orders MUST have a credit card on file.

Vehicle Spotting:

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

Forklift:

All per 100 lb rates quoted do not include any Blocking, Spotting or Bracing in Booth, Local pickups, or deliveries. For such services the following rates apply:

	Straight Time	Overtime
Forklift with Operator (One-hour minimum) (Up to 4,000 lbs. Capacity)	\$175.00 per hr.	\$250.00 per hr.
Material Handler (One hour minimum)	\$77.00 per hr.	\$100.10 per hr.

Installation Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Dismantle Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Banding:

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor (One hour minimum).

Shrink-wrap:

Shrink wrap will be available for securing outbound shipments at a rate of:

Straight Time	Overtime
\$50.00 per skid	\$75.00 per skid

Authority to handle and billing instructions. All terms and conditions herein stated are understood and accepted.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Additional Services



Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
3732 Bryn Mawr St
Orlando, FL 32808

WAREHOUSE

EVENT: AAOE 2018
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

To: _____
(Name of Exhibiting Company)

c/o: Paramount Convention Services
ABF
3732 Bryn Mawr St
Orlando, FL 32808

WAREHOUSE

EVENT: AAOE 2018
BOOTH # _____
NUMBER _____ OF _____ PCS
CARRIER: _____

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL – Sat. April 14, 2018

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

Hyatt Regency Orlando

Regency Ballroom S-V

9801 International Dr.

Orlando, FL 32819

For: AAOE 2018

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Paramount Convention Services

R U S H

DO NOT DELAY

CANNOT ARRIVE UNTIL - Sat. April 14, 2018

To: _____

(Name of Exhibiting Company)

c/o Paramount Convention Services

Hyatt Regency Orlando

Regency Ballroom S-V

9801 International Dr.

Orlando, FL 32819

For: AAOE 2018

SHOWSITE

BOOTH # _____

NUMBER _____ OF _____ PCS

CARRIER: _____

Pre-Printed Outbound Material Handling Agreement and Outbound Label Request

Outbound Material Handling

Company Name:	Booth #
---------------	---------

Complete this form for pre-printed outbound material handling documents and shipping labels at the close of the show.

ONE FORM FOR EACH DESTINATION.

STEP 1. SHIP TO ADDRESS:

Company Name:	Booth #		
Street Address:			
City:	State:	Zip Code:	Country:
Number of labels for this destination:			

Complete only if shipping to another show	Show:	Booth #
--	-------	---------

STEP 2. CARRIER:

<input type="checkbox"/> ABF (Show Carrier)	<input type="checkbox"/> OTHER _____ (Please provide name of carrier)
In the event your selected carrier fails to show by the check in time listed in the service kit, your freight will be re-consigned to the show carrier.	
Please fill out if your return freight is time sensitive. Date Needed _____ Phone _____	

STEP 3. FREIGHT CHARGES CONTACT:

Company Name:	Attention:	Phone:
Street Address:		
City:	State:	Zip Code: Country:

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Paramount Service Desk. Verify the piece count, weight and that the signature is on the outbound material handling order form prior to shipping out. Shipments without paperwork turned in will be forced onto the show carrier at the exhibitor's expense.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages.

If you are shipping out using UPS or FedEx ground, express or air, (not freight) you must have their shipping label with your account number on each package or they will not take your packages.

PARAMOUNT'S PRE-PRINTED LABELS WILL NOT WORK FOR FEDEX OR UPS



Exhibit Labor

AAOE 2018
 Hyatt Regency Orlando
 Orlando, FL
 April 14-17, 2018

Discount Deadline
 Friday, March 30, 2018

All orders MUST have a credit card on file.

	Discount	Standard
Exhibit Straight Labor Request:		
Straight Time: (One hour minimum per man) 8:00 a.m. – 4:30 p.m. Monday through Friday	\$77.00	\$110.00
Overtime: (One hour minimum per man) 4:30 p.m. – 12:00 a.m. Monday through Friday, all Saturdays, and Holidays. 6:00 a.m. – 8:00 a.m. Monday through Friday	\$100.10	\$143.00
Double Time: (One hour minimum per man) 12:00 a.m. -6:00a.m. Monday through Friday, all day Sunday	\$135.00	\$178.00

Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)

Plan A-Supervision by Paramount

To save time and personnel supervision, Paramount Convention Services will supervise the installation of your exhibit, upon arrival of your freight. A supervision charge of 25% will be added to your total labor bill for this service. Please note that under the Paramount plan, Paramount Convention Services will set and dismantle your booth at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience based on arrival of materials. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

INSTALLATION:

# of men	approx. hours	Date	Day of week

DISMANTLE:

# of men	approx. hours	Date	Day of week

Ladder(s) needed? 8' 12' 14'

Set-Up Instructions/crate keys

Sent to PCS Office Sent with display
 (Circle One)

Plan B-Supervision by Exhibit Personnel

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. **IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED, unless a 48-hour notification is given.**

INSTALLATION:

# of men	approx. hours	Date	Day of week	Time

DISMANTLE:

# of men	approx. hours	Date	Day of week	Time

Supervisor will be: _____

Supervisor's On-Site Phone#: _____

Ladder(s) needed? 8' 12' 14'

Cancellation policy: Labor services cancelled less than 48 hours prior to first day of move in will be charged 1 hour per man requested.

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Labor requested after the Discount Rate Deadline is not guaranteed to be available.
 To secure availability, all orders must be received by the Discount Rate Deadline date.

Exhibit Labor



Key Information

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Discount Deadline
Friday, March 30, 2018

All orders must have a credit card on file.

Please complete and return this page only if you have ordered PCS supervised labor.

Inbound Freight Information

Carrier: _____ Shipped by: _____ Date: _____

of Pieces: _____ Weight: _____ Pro #: _____

Description: _____

Shipped To: (circle one) Warehouse Show Site

Outbound Freight Information

***if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.**

SHIP TO: _____ c/o _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name & Phone # _____

Outbound Freight Charges Guaranteed By:

Company Name: _____ Attention: _____

Permanent address of shipper: _____

City: _____ State: _____ Zip: _____

Authorized Company Rep Signature: _____

Authorized Company Rep Print: _____

Circle One: Pre-Paid Collect Bill to: _____

Shipping Method: **Circle One:** Common Carrier Air Freight Van Line Company Truck Customer Pick-Up

Carrier: _____

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Labor requested after the Discount Rate Deadline is not guaranteed to be available. To secure availability, all orders must be received by the Discount Rate Deadline date.

Key Information



Intent To Use Non-Official Contractor

AAOE 2018

Hyatt Regency Orlando

Orlando, FL

April 14-17, 2018

DUE DATE: Friday, March 30, 2018

Intent To Use Non-Official Contractor

If your company plans to use a firm who is not the official service contractor, as designated by show management, please complete this form and fax to Paramount Convention Services at (314) 621-6416.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Friday, March 30, 2018. **No extensions or exceptions will be granted after the published deadline. For your convenience, this form can be faxed to (314) 621-6416.**

2. The Non-Official Contractor must provide Paramount Convention Services with a copy of their "Certification of Insurance." This certificate must be received no later than **Friday, March 30, 2018.**

No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, AAOE 2018, Hyatt Regency Orlando and employees of each company as additionally insured.

***See rules and regulations forms.**

3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at our Exhibitor Service Center.

NOTIFICATION DEADLINE: Friday, March 30, 2018

Exhibiting Company _____ Booth # _____

Authorized Signature: _____

Please Print Name: _____

Full Name of Non-Official Service Contractor: _____

City _____ State _____ Zip _____

phone _____ fax _____ e-mail _____

Non-Official contractor "show site" representative _____ phone # _____

Type of Service to be provided _____



Non-Official Contractors' Rules and Regulations

AAOE 2018

Hyatt Regency Orlando

Orlando, FL

April 14-17, 2018

DUE DATE: Friday, March 30, 2018

Paramount Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any Individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "EXHIBIT CREW" badge at the Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Exhibitor Service Center by a representative who does have verifying identification.
 2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
 3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
 4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
-

IMPORTANT - It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the required forms to Paramount Convention Services no Later than the due date, listed in the heading on this page (Friday, March 30, 2018). For your convenience, you may fax the form to (314) 621-6416.

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., AAOE 2018, Hyatt Regency Orlando, and employees of each company as additionally insured for each Non-Official Contractor firm being utilized.

(*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (Friday, March 30, 2018), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

Non-Official Contractor Rules & Regs



Booth Cleaning

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Discount Deadline
Friday, March 30, 2018

All orders MUST have a credit card on file.

The cleaning services provided by the exhibit hall include only a general sweeping of aisles. Paramount Convention Services has been designated as the exclusive cleaning contractor. No other service contractors will be permitted on the exhibit floor. All rental carpets ordered from Paramount Convention Services are installed in clean condition. Any cleaning service required within your booth space for debris during installation and exhibit hours may be ordered below.

*All rates are based on the total square footage of your booth. (100 SQ. FT. MINIMUM)
Please check preference below.*

Booth Cleaning:

CODE:		Discount	Standard
(4501) ___ DAILY	Vacuum and empty wastebaskets before initial opening of exhibit and DAILY thereafter.	\$.35 sq.ft. per day	\$.45 sq.ft. per day
(4500) ___ ONCE	Vacuum and empty wastebaskets ONCE before initial opening of exhibit.	\$.45 per sq. ft.	\$.55 per sq. ft.

Exclusive Service:

(4502) ___ Exclusive janitor or porter service (4-hour minimum per day).	\$77.00 per hour S/T	\$100.10 per hour O/T
--	----------------------	-----------------------

*Should your booth give away food items (i.e. popcorn) or other promotional products that cause excessive debris on the show floor, you will be responsible for the additional cleaning required.

****\$330.00 onetime fee****

SIZE OF BOOTH ___ X ___ = ___ SQ.FT. X RATE ___ = ___ PER DAY X NO. OF DAYS ___ = \$ ___

Total: \$ _____

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, no refunds will be provided once services have been provided.

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Booth Cleanings



Sign Service

AAOE 2018
Hyatt Regency Orlando
Orlando, FL
April 14-17, 2018

Discount Deadline
Friday, March 30, 2018

All orders MUST have a credit card on file.

QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to signshop@paramountcs.com

Code	Quantity	Size	Discount	Standard
(5000)	_____	7" x 11"	\$25.00	\$38.00
(5001)	_____	11" x 14"	\$30.00	\$45.00
(5002)	_____	7" x 44"	\$32.00	\$48.00
(5003)	_____	14" x 22"	\$40.00	\$60.00
(5004)	_____	22" x 28"	\$60.00	\$78.00
(5005)	_____	28" x 44"	\$120.00	\$156.00
(5006)	_____	40" x 60"	\$235.00	\$305.00
(5007)	_____	38 1/8" x 92 1/8"	\$350.00	\$455.00

OPTIONAL SERVICES

(5008) Easel back applied to sign -\$15.00 per sign

(5009) 22x28 Sign holder \$50.00

*On-site requests will be subject to additional fees.

SUBTOTAL \$ _____
6.5% _____
TOTAL \$ _____

PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: _____ **QUANTITY:** _____

BACKGROUND COLOR: _____ **LETTERING COLOR:** _____

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION:

SIGN TO READ AS FOLLOWS: _____

(Please print or type)

Cancellation policy: Orders will be charged 100% of original price once signage has been printed.

Company Name: _____ **Booth #** _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.

Sign Service



Floral Service

AAOE 2018
 Hyatt Regency Orlando
 Orlando, FL
 April 14-17, 2018

Discount Deadline
 Friday, March 30, 2018

All orders MUST have a credit card on file.

Floral Service

Plant Rentals:

Code	Quantity	Description	Discount	Standard
(6000)	_____	2' - 3' Tropical Plant	\$64.45	\$85.10
(6001)	_____	4' - 5' Tropical Plant	\$102.85	\$133.70
(6002)	_____	5' - 6' Tropical Plant	\$153.35	\$199.35
(6003)	_____	6' - 8' Tropical Plant	\$205.70	\$267.40
(6004)	_____	Ferns (circle one)	\$65.45	\$85.10

All containers for tropical plants will be provided in black

Colors and availability may vary depending upon season and location.

Flowering Plants and Floral Arrangements: (Purchase only)

Code	Quantity	Description	Discount	Standard
(6005)	_____	Flowering Mum Plant (circle one) Yellow / White / Pink / Burgundy	\$52.35	\$68.10

Colors and availability may vary depending upon season and location.

(6006)	_____	Small Cut Flower Arrangement	\$93.50	\$121.55
(6007)	_____	Medium Cut Flower Arrangement	\$102.85	\$133.70
(6008)	_____	Large Cut Flower Arrangement	\$140.25	\$182.30

****COLOR DESIRED (Cut Flower Arrangement Only)**

Yellow White Lavender Rust Blue Pastels

Colors and availability may vary depending upon season and location.

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

Cancellation policy: Items or services cancelled less than 48 hours prior to first day of move in will be charged 50% of original price, once installation has begun no refunds will be given for floral services.

RENTAL PLANTS NOT IN BOOTH AT CLOSE OF SHOW WILL BE CHARGED AT TWICE THE RENTAL PRICE.

SUBTOTAL \$ _____
6.5% _____
TOTAL \$ _____

Company Name: _____ Booth # _____

Paramount Convention Services Phone: 314-621-6677 Fax: 314-621-6416
 Online ordering: www.paramountcs.com/exhibitorservices

Items requested after the Discount Rate Deadline are not guaranteed to be in stock. To secure availability, all orders must be received by the Discount Rate Deadline date.



UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements.

Decorator & Carpenter Jurisdiction

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative for booths up to 10' X 30' in area. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

Teamster Jurisdiction

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the Show site. Even local exhibitors should clear all movements of exhibit materials through this department as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form. Paramount Convention Services will handle **all** incoming show freight regardless of the material handling form being submitted, advance or show site delivery and regardless of if freight is designated as in care of Paramount or not; and the exhibitor will be liable for all appropriate charges as described on the material handling form, as well as all storage fees, if any charged by the facility for items delivered and accepted prior to scheduled move in date

Thank you!

FIRE PREVENTION BUREAU

EXHIBIT HALL FIRE REGULATIONS

The information contained in this brief outline does not completely cover the ordinances and regulations. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles unless flame proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored and maintained in a manner approved by the Fire Marshal.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery cannot be connected during the show for any reason. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Keys must be left overnight with security. **You must notify Paramount Convention Services of plans to bring in any vehicle so that appropriate arrangements can be made with the local Fire Marshal.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshal.
8. "No smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
9. The exhibitor will provide for daily removal and disposal of trash and rubbish from buildings and tents.
10. All electrical wiring shall be installed in a manner approved by the City's Chief Electrical Inspector.

ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES
OF ORLANDO, INC

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

Advance Payment Deadline Date: 03/28/18

E M

COMPANY:		BTH #	
EVENT:	AAOE EVENT 2018		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	APRIL 12-17		

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.

ISLAND BOOTHS

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

24 HOUR SERVICES

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

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY

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

CANCELLATIONS

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

TERMS & CONDITIONS

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

Form 90/210-121514 OR

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	90.00	135.00	_____
1000 WATTS (10 AMPS)	_____	_____	150.00	225.00	_____
2000 WATTS (20 AMPS)	_____	_____	210.00	315.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	325.00	490.00	_____
30 AMPS	_____	_____	395.00	595.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	720.00	1080.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	450.00	675.00	_____
30 AMPS	_____	_____	540.00	810.00	_____
60 AMPS	_____	_____	760.00	1140.00	_____
100 AMPS	_____	_____	1000.00	1500.00	_____
200 AMPS	_____	_____	1500.00	2250.00	_____
400 AMPS	_____	_____	2800.00	4200.00	_____
LIGHTING					
150 WATT FLOOD LIGHT	_____	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT	_____	_____	100.00	150.00	_____

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

15' EXTENSION CORD	_____	25.00	_____
POWER STRIP	_____	30.00	_____

ELECTRICAL LABOR

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

SUB TOTAL	_____
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)	
6.5% SALES TAX	_____
PLACE TOTAL HERE	_____

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

EMAIL: _____ PHONE: _____

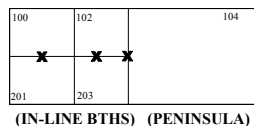
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

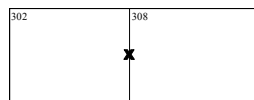
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance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

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

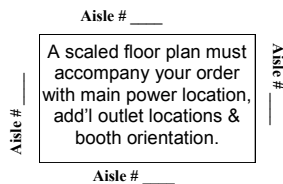
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



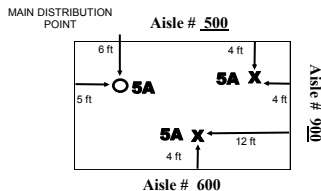
(IN-LINE BTHS) (PENINSULA)



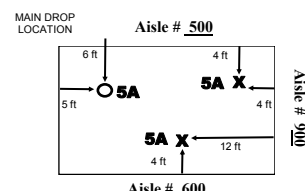
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/28/18



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

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

COMPANY:		BTH #	
EVENT:	AAOE EVENT 2018		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	APRIL 12-17		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa.

CREDIT CARD

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

COMPANY CHECK

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

VISA **MASTER CARD** **AMX**

CHECK AND CREDIT CARD INFORMATION

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

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
SUB TOTAL	
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

Exhibit Request Form

Contact Information

Client/Exhibitor Information

Company/Organization: _____ Event: 2018 AAOE

Requested By _____ Email Address _____

Address _____ City _____ State _____ Zip _____

Phone# _____ Fax # _____

On-Site Contact _____ On-Site Mobile # _____

Service Request

BOOTH NAME/NUMBER:

DATES:	4/12/18	4/13/18	4/14/18	4/15/18	4/16/18	4/17/18
Start Time:						
End Time:						

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Credit Card #:

CCID: _____ Type: _____ Exp: _____

Print Name (as it appears on credit card)

Credit Card Holder Signature

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Signature below indicates acknowledgement and acceptance of Terms and Conditions outlined above.

Authorized Signature: _____

Print Name: _____ Date: _____



Exhibit Request Form

	DAILY RATE	QUANTITY	DAYS	TOTAL
VIDEO EQUIPMENT				
DVD Player	\$50.00			
24" LCD Montior	\$150.00			
50" LED Monitor	\$500.00			
60" LED Monitor	\$650.00			
70" LED Monitor	\$800.00			
Monitor Stand	\$75.00			
HDMI or VGA Cable	\$25.00			

AUDIO EQUIPMENT				
PC Speaker	\$50.00			
10" Portable Speaker	\$125.00			
4-Channel Mixer	\$50.00			
Wireless Lavalier Microphone	\$150.00			
Wireless Handheld Mircrophone	\$150.00			
Wired Handheld Mircrophone	\$50.00			

NETWORKING EQUIPMENT				
Wired Internet Access (initial connection in location - up to 5Mbps)	\$200.00			
Additional Wired Internet Access (in same location - up to 5Mbps)	\$100.00			
Basic Wireless Internet Access (up to 5Mbps)	\$40.00			
Premium Wireless Internet Access (up to 10Mbps)	\$80.00			

*Networking prices are per device/per day. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

TELECOM EQUIPMENT				
DID Phone Line	\$100.00			
Standard Office Phone	\$25.00			
Conference Speaker Phone	\$ 100.00			
Conference Speaker Phone with Extension Microphones	\$125.00			

*Exhibitor required to complete Hyatt Credit Card authorization form to be applied to usage fees associated with long distance and/or international calls. Local/800 calls are complimentary.

SUBTOTAL: _____
 Service Charge=24% of Subtotal: _____
 Sales tax=6.5% of Subtotal & Service Charge: _____
GRAND TOTAL: _____

Signed Encore contract must be received prior to installation of service.

