Eden Roc Renaissance Resort & Spa
Miami Beach, FL
March 15, 2013
Exhibitor Kit Forms:

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Dear Exhibitor:

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

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

2013 ABMA Supplier’s Display
David C. Parr, Executive Director
Tel: (630) 258-4771
Email: dparr@abma.org

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

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

All questions regarding electricity, Audio/Visual equipment, telecommunications and floral for use in your booth should be directed to the appropriate service contractor shown within.

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

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

- 8’ High Back Drape - Blue & White
- 3’ High Siderail - Blue
- 1 - 7” X 44” ID Sign
- 1 - 6’ Draped Table - Red
- 1 - Wastebasket
- 2 - Side Chairs

**Please note: The exhibit floor is carpeted.**
Exhibit Area Installation & Dismantle

Set-up Date & Times
THURSDAY MARCH 14, 2013 - 11:00AM - 5:00PM
FRIDAY MARCH 15, 2013 - 7:00AM - 7:45AM

All prefabricated displays must be set and empty crates tagged for storage by 3:30PM on THURSDAY, MARCH 14, 2013.

Exhibit Dates & Times
FRIDAY MARCH 15, 2013 - 8:00AM - 12:00PM

Dismantle Date & Times
FRIDAY MARCH 15, 2013 - 12:00PM - 1:00PM

Please note: Freight not picked up by 1:00PM on FRIDAY, MARCH 15, 2013 will be re-routed through the house carrier.
Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer. However, we require your authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

ORDER RECAP

*Standard Booth Furnishings & Carpet Order Form ........................................................ $
*Grid Walls Order Form ................................................................................................ $
*VCS Modular Rental Unit Order Form ........................................................................... $
*Slat Wall Order Form ................................................................................................ $
*Special Signs Order Form ............................................................................................ $
Booth Cleaning Order Form........................................................................................ $
Estimated Labor Order Form ....................................................................................... $
Estimated Material Handling Order Form....................................................................... $

Subtotal $

*Add 7% Sales Tax $

Net Amount due to VISTA $

*Note: Services taxable in the state of FL.

Indicate Payment Method
Check # ___________________ Dated ______________ Amount $ ________________

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

Account # __________________________
Expiration Date ________

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

Cardholder’s Name ___________________________________________ (Print or Type)
Cardholder’s Address _________________________________________ City_________ State_____ Zip_________

Signature ___________________________________________________

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

Company Name ___________________________________________ Booth # __________
Street Address ____________________________________________ Phone # __________
City________________________ State_______ Zip_________ Fax #____________

Ordered by (Print or Type) __________________________ E-Mail __________________

Signature _______________________________________________ Title __________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

DEADLINE DATE: FEBRUARY 28, 2013
Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
Payment Options

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

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

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

3. Wire Transfer in U.S. Funds
   Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:
   - Domestic incoming wire transfer fee: $25.00
   - International incoming wire transfer fee: $35.00

4. Credit Card
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by FEBRUARY 28, 2013.

Showsite Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.

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

Payment Terms

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

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

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

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

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

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.
Rental price includes delivery to and removal from your booth.

<table>
<thead>
<tr>
<th>QTY.</th>
<th>SEATING</th>
<th><strong>DISCOUNT RATES</strong></th>
<th><strong>STANDARD RATES</strong></th>
<th><strong>AMT. RATES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Upholstered Arm Chair (black only)</td>
<td>$59.00</td>
<td>$76.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Side Chair (black only)</td>
<td>$48.00</td>
<td>$62.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Stool (black only)</td>
<td>$95.55</td>
<td>$124.50</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORIES**

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

**STANDARD CARPET**

Price includes installation & taping front edge. No guarantee of color match when ordering multiple carpets.

- 10’ x 10’ | $117.95 | $153.50 |
- 10’ x 20’ | $236.90 | $306.95 |
- 10’ x 30’ | $353.30 | $459.90 |
- 10’ x 40’ | $471.25 | $613.40 |
- 10’ x 50’ | $588.90 | $766.60 |

**CUSTOM SIZE CARPET**

Price includes installation to fit booth space, protective covering, and edges taped.

**INDICATE OVERALL DIMENSIONS:**

- ft. x ft. (100 sq. ft. minimum) $2.75 sq. ft. $3.40 sq. ft.

**CARPET PADDING**

**INDICATE OVERALL DIMENSION:**

- ft. x ft. (100 sq. ft. minimum) $1.05 sq. ft. $1.35 sq. ft.

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

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

---

### DRAPEED DISPLAY TABLES - 30" HIGH

<table>
<thead>
<tr>
<th>Price includes white vinyl top &amp; 3 sides</th>
</tr>
</thead>
</table>

**Circle color:** Blue  Black  Burgundy  Purple  Gray  Red  Teal  White  Hunter Green

- 2’ x 4’ x 30” | $98.50 | $125.00 |
- 2’ x 6’ x 30” | $111.25 | $142.25 |
- 2’ x 8’ x 30” | $133.50 | $173.75 |
- 4th Side 6’ & 8’ Only | $35.00 | $75.00 |

### DRAPEED DISPLAY TABLES - 42" COUNTER HIGH

<table>
<thead>
<tr>
<th>Price includes white vinyl top &amp; 3 sides</th>
</tr>
</thead>
</table>

**Circle color:** Blue  Black  Burgundy  Purple  Gray  Red  Teal  White  Hunter Green

- 2’ x 4’ x 42” | $142.75 | $183.25 |
- 2’ x 6’ x 42” | $154.25 | $200.50 |
- 2’ x 8’ x 42” | $177.75 | $231.00 |
- 4th Side Drape 6’ & 8’ Only | $35.00 | $75.00 |

### UNDRAPED DISPLAY TABLES - 30" HIGH

<table>
<thead>
<tr>
<th>Price includes installation to 42&quot; high</th>
</tr>
</thead>
</table>

- 2’ x 4’ x 30” | $49.50 | $64.25 |
- 2’ x 6’ x 30” | $60.75 | $79.00 |
- 2’ x 8’ x 30” | $72.75 | $94.75 |

### UNDRAPED DISPLAY TABLES - 42" HIGH

<table>
<thead>
<tr>
<th>Price includes installation to 42&quot; high</th>
</tr>
</thead>
</table>

- 2’ x 4’ x 42” | $61.00 | $78.00 |
- 2’ x 6’ x 42” | $70.75 | $92.00 |
- 2’ x 8’ x 42” | $82.75 | $107.25 |

### DRAPEED RISERS

**White Vinyl**

- 4’ One Step | $47.75 | $61.75 |
- 6’ One Step | $62.00 | $80.25 |

**Raise & Drape Package**

- Table to 42” high | $60.00 | $75.00 |
Booth Cleaning Rates

Please indicate your requirements:

☐ Daily - Vacuuming .......................................................... $0.32 per sq. ft.
☐ Once - Vacuuming before initial opening .................................. $0.37 per sq. ft.

Porter Service ................................................................. Rates available upon request

Calculate total:

\[
\text{Size of booth: } \times \quad = \quad \text{sq. ft. x rate: } \times \text{No. Of Days: } = \quad \\
\text{(Minimum charge: 100 Sq. Ft. Per day)}
\]

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

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Order this grid if you are planning to string the grids together.

**Please note:** Grids cannot be hung off the booth equipment drape. Please supply a diagram of location in booth for setup.

**HOOKS TO BE SUPPLIED BY EXHIBITOR.**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type of Grid</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 8’ Grid (minimum order 2) (show above)</td>
<td>$122.60</td>
<td>$159.70</td>
<td>$______</td>
</tr>
<tr>
<td></td>
<td>Additional Grids available</td>
<td>$61.00/each</td>
<td>$76.00/each</td>
<td>$______</td>
</tr>
</tbody>
</table>

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

---

Company Name______________________________________ Booth #__________
Street Address__________________________________________Phone #__________
City___________________________State_________ Zip__________ Fax#__________
Ordered by (Print or Type)____________________________________ E-Mail__________
Signature______________________________________Title__________

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE**
**VCS MODULAR RENTAL UNITS ORDER FORM**

**DEADLINE DATE:** FEBRUARY 28, 2013

### VCS TableTop

**Unit contains**
- Lit Header - 70"x8"
- 6’ Draped Table
- White Foamcore or Grey Velcro panel
- Vinyl Header
- Custom Graphics Available

**Price $500.00**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Optional Rental Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Side Rail (each)</td>
<td>$107.10</td>
<td>$_______</td>
</tr>
</tbody>
</table>

### Extra Shelves

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 - Shelf &amp; 2 - Brackets</td>
<td>$50.00</td>
<td>$_______</td>
</tr>
</tbody>
</table>

### Lockable Counters (White only)

**Sample pictures are of a 30” counter.**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40”L x 42”H x 18”W</td>
<td>$250.00</td>
<td>$_______</td>
</tr>
<tr>
<td></td>
<td>80”L x 30”H x 22”W</td>
<td>$350.00</td>
<td>$_______</td>
</tr>
</tbody>
</table>

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

### VCS 10G

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

**Price $1,000.00**

### VCS G20

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

**Price $1,900.00**

**Optional Rental Accessories**

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

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

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

---

**Header Copy:**

Company Name____________________________________________Booth #_________________________

Street Address_____________________________________________Phone #_________________________

City___________________________State_________ Zip__________Fax#____________________________

Ordered by (Print or Type)___________________________________E-Mail_________________________

Signature________________________________________Title___________________________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE
Choice A
Single Slat Wall

Unit contains
- 6 – 1 meter slat wall
- 2 – support brackets
- 6 – arm lights (electrical not included)
- 60 – hooks or 18 shelves
- Installation and dismantle labor

$1,600.00 Discount Price
$2,000.00 Show Site Price

Choice B
10’ Slat Wall

Unit contains
- 3 – 1 meter slat wall
- 2 – support brackets
- 3 – arm lights (electrical not included)
- 40 – hooks or 9 shelves
- Installation and dismantle labor

$900.00 Discount Price
$1,150.00 Show Site Price

Choice C
20’ Slat Wall

Unit contains
- 6 – 1 meter slat wall
- 2 – support brackets
- 6 – arm lights (electrical not included)
- 60 – hooks or 18 shelves
- Installation and dismantle labor

$1,600.00 Discount Price
$2,000.00 Show Site Price
Optional Rental Accessories

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shelves</td>
<td>$25.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Arm Lights</td>
<td>$35.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>4” Hooks</td>
<td>$2.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>6” Hooks</td>
<td>$4.00</td>
<td>$</td>
</tr>
</tbody>
</table>

Please make your selection:
(from previous page)

Slat Wall Choice A, B or C $________
Accessories $________
Subtotal $________
Add 7% sales tax $________
Total Payment $________

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

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

Company Name____________________________________________Booth #_________________________
Street Address_____________________________________________Phone #_________________________
City___________________________State_________ Zip__________Fax#____________________________
Ordered by (Print or Type)___________________________________E-Mail________________________________
Signature________________________________________Title_________________________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE
SPECIAL SIGNS
ORDER FORM

Deadline Date: March 4, 2013

Eden Roc Renaissance Resort & Spa
Miami Beach, FL
March 15, 2013

SPECIAL SIGNS ORDER FORM

DEADLINE DATE: FEBRUARY 28, 2013

6901 NW 26th AVENUE
MIAMI, FL 33147
TEL: (305) 673-1123 FAX: (305) 673-8713
WWW.VISTACS.COM

Special Signs

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size</th>
<th>Digital Prints Advance Prices</th>
<th>Digital Prints after Deadline Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7” x 44”</td>
<td>$35.00</td>
<td>$43.75</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>14” x 22”</td>
<td>$50.00</td>
<td>$62.50</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>22” x 28”</td>
<td>$75.00</td>
<td>$93.75</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>28” x 44”</td>
<td>$105.00</td>
<td>$131.25</td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>1 Meter x 8’</td>
<td>$175.00</td>
<td>$218.75</td>
<td>$____</td>
</tr>
</tbody>
</table>

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

Vertical

Horizontal

Color of Background

Color of Lettering

Please type desired copy below or attach a separate sheet

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

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

Company Name________________________________Booth #_________________________
Street Address________________________________Phone #_________________________
City___________________________State_________Zip__________Fax#____________________________
Ordered by (Print or Type)________________________________E-Mail_________________________
Signature________________________________________Title_________________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE
Graphic Guidelines

We can accept graphic files created with the following programs:

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

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

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

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

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

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

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

**Color Matching**

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

**Sending Files**

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

Forward any graphics to our office:

Vista Convention Services South
6901 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com
Intent to Use Non-Official Contractors

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

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the Deadline Date shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the Deadline Date shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an “Exhibit Crew” badge at Vista Convention Services South Labor Desk.

Exhibiting Firm: ____________________________ Booth #: __________

Authorized Name & Title: ____________________________________________

Authorized Signature: _______________________________________________

Full Name of Non-Official Contractor: _________________________________

Complete Address: ___________________________________________________

City, State: __________________________________ Zip Code: ______________

Phone Number: __________________ Fax Number: ______________________

Non-Official Contractor “Show Site” Representative: _____________________

Type of Service to Be Performed:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Retain one copy for your files.
Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
# LABOR ORDER FORM

**Eden Roc Renaissance Resort & Spa**  
Miami Beach, FL  
March 15, 2013

**DEADLINE DATE:**  
FEBRUARY 28, 2013

---

**Display Labor Rates:**

<table>
<thead>
<tr>
<th></th>
<th><strong>Straight Time</strong></th>
<th><strong>Overtime</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$63.40 per hour</td>
<td>$95.10 per hour</td>
</tr>
<tr>
<td>One hour minimum per worker</td>
<td></td>
<td>One hour minimum per worker</td>
</tr>
<tr>
<td>Thereafter 1/2 hr. increments</td>
<td></td>
<td>Thereafter 1/2 hr. increments</td>
</tr>
</tbody>
</table>

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

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

---

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

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

Please indicate the type of labor requested:

---

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

**Set-up**

<table>
<thead>
<tr>
<th>No. Men</th>
<th>Date</th>
<th>Time</th>
<th>Approx. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

Name of Carrier__________________________  
# Crates______ Cartons______ Skids______

Shipped to: ____Warehouse ____Showsite Display Includes Carpet ____Vista’s Rental Carpet

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

After Dismantle Return Display To (Shipping Address):

__________________________

VIA:


---

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

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

<table>
<thead>
<tr>
<th>Company Name_________________________</th>
<th>Booth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address_______________________</td>
<td>Phone #</td>
</tr>
<tr>
<td>City________________ State_________ Zip______ Fax#____</td>
<td></td>
</tr>
</tbody>
</table>

Ordered by (Print or Type)_____________ E-Mail __________________

Signature________________________ Title________________

CREDIT CARD: [ ] M/C [ ] VISA [ ] AMEX  
ACCOUNT NUMBER: ___________________ ACCOUNT NUMBER: ___________________  
EXPRIATION DATE: __________________  
CARDHOLDERS SIGNATURE:________________  
CARDHOLDERS NAME:________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH
Union Jurisdictions

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Warehouse Rate</th>
<th>Showsite Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crated and/or skidded Floor Load Shipments</strong></td>
<td><strong>$90.15</strong></td>
<td><strong>$94.50</strong></td>
</tr>
<tr>
<td>These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</strong></td>
<td><strong>$125.40</strong></td>
<td><strong>$131.35</strong></td>
</tr>
<tr>
<td>These round trip rates apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEx and UPS are included in this category due to their delivery procedures and documentation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Overtime Rates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deliveries to Warehouse AFTER DEADLINE DATE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipments received at the warehouse after 3:30PM or after the deadline date of MARCH 7, 2013 will be charged in addition to the above rates.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*First Package*  
$35.00

***Each additional package $25.00

*Small Package Shipments*  
Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.
Shipping and Material Handling Recap

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

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

| **Deliveries to Warehouse AFTER Deadline Date**              |
| Shipments received at the warehouse after 3:30PM or after the deadline date of **MARCH 7, 2013** will be charged 25% surcharge, for each occurrence, in addition to the above rates. |

| Payment Enclosed | $_____ |

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

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH #</td>
</tr>
</tbody>
</table>
Shipping Information

What you should know:

* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.

* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.

* Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.

* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered “special handling” and are charged at higher rates.

* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the Material Handling Service and Rates Form.

* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the Material Handling Service and Rates Form.

* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

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

Material Handling does not include:

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

Freight Handling Services:

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

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

**SHIPPING IN ADVANCE TO THE WAREHOUSE:**

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

```
TO: 2013 ABMA SUPPLIER’S DISPLAY  
(Exhibiting Company’s Name & Booth Number)  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26th AVENUE  
MIAMI, FL 33147
```

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning **TUESDAY, FEBRUARY 12, 2013.**
- Shipments received after the deadline of **THURSDAY, MARCH 7, 2013** will be charged an additional 25% surcharge.
- Shipments received after **3:30PM** will be charged an **overtime rate.**
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in after **3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

**SHIPPING DIRECTLY TO SHOWSITE:**

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

```
TO: 2013 ABMA SUPPLIER’S DISPLAY  
(Exhibiting Company’s Name & Booth Number)  
EDEN ROC RENAISSANCE RESORT & SPA  
C/O VISTA CONVENTION SERVICES SOUTH  
4525 COLLINS AVENUE  
MIAMI BEACH, FL 33140
```

Showsite shipments will be received beginning **THURSDAY, MARCH 14, 2013 BETWEEN 8:00AM - 4:00PM.**

**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**
Shipping Instructions (continued)

Shipping Outbound from Showsite

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

  FROM:  
  (Your Company Name)

  BOOTH #:  

  SHOW NAME: 2013 ABMA SUPPLIER’S DISPLAY

  LOCATION: EDEN ROC RENAISSANCE RESORT & SPA

  TO: (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **1:00PM on FRIDAY, MARCH 15, 2013**.

**DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!**

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **UPS Tradeshows Freight Services**) must be checked in no later than **1:00PM on FRIDAY, MARCH 15, 2013**.
Limits of Liability for Material Handling

* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

* Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

* Vista Convention Services South’s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

* Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

* The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.
Important Freight Information

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

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

- **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

- **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.

- **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

- **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

- **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

- **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.

- **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.
Material Handling Special Services

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

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

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

Special Rates and Services
Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX Shipments
A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.
FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN MARCH 7, 2013.
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.
ON-SITE DIRECT SHIPMENTS ONLY

FROM: ________________________________

____________________________________

____________________________________

TO: __________________________________

( EXHIBITOR NAME ) __________________

( BOOTH # ) __________________________

2013 ABMA SUPPLIER’S DISPLAY
EDEN ROC RENAISSANCE RESORT & SPA
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ________________________________

____________________________________

____________________________________

TO: __________________________________

( EXHIBITOR NAME ) __________________

( BOOTH # ) __________________________

2013 ABMA SUPPLIER’S DISPLAY
EDEN ROC RENAISSANCE RESORT & SPA
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ________________________________

____________________________________

____________________________________

TO: __________________________________

( EXHIBITOR NAME ) __________________

( BOOTH # ) __________________________

2013 ABMA SUPPLIER’S DISPLAY
EDEN ROC RENAISSANCE RESORT & SPA
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140

ON-SITE DIRECT SHIPMENTS ONLY

FROM: ________________________________

____________________________________

____________________________________

TO: __________________________________

( EXHIBITOR NAME ) __________________

( BOOTH # ) __________________________

2013 ABMA SUPPLIER’S DISPLAY
EDEN ROC RENAISSANCE RESORT & SPA
C/O VISTA CONVENTION SERVICES SOUTH
4525 COLLINS AVENUE
MIAMI BEACH, FL 33140
# EXHIBITOR ORDER FORM

<table>
<thead>
<tr>
<th>Electrical:</th>
<th>Quantity</th>
<th>x Daily Cost</th>
<th>x Days</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Regular outlet (20amps) w/ power strip and ext cord</td>
<td></td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>additional 25’ Extension Cord</td>
<td></td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>additional 6 Outlet Power Strip</td>
<td></td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment rental:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20” Flat Panel Monitor</td>
<td></td>
<td>$175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50” Plasma Monitor</td>
<td></td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Projector (3500 Lumens)</td>
<td></td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6x6 or 8x8 Projection Screen</td>
<td></td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop</td>
<td></td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD Player and Small Speaker/cart</td>
<td></td>
<td>$245.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34” or 54” Rolling Stand w/ skirt</td>
<td></td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VHS Player</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flipchart/40 Sheet pad and markers</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Additional delivery charges may apply.

**Please call for additional equipment.

***Labor pricing not listed.

* Orders must be submitted at least two weeks prior to ensure prompt delivery.

* Cancellation without notice will result in a 50% cancellation charge.

* Electrical power arrangements are the responsibility of the exhibitor.

* Onsite orders will be handled on an availability basis.

---

### Exhibitor Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth Number / Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group coming in for:</th>
<th>Ordered By:</th>
<th>Onsite Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th>Address:</th>
<th>City, State, Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set-up Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Removal Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Payment

Pre-payment must accompany all orders unless other prior arrangements have been made.

- [ ] Visa
- [ ] American Express
- [ ] Master Card

Eden Roc Master Account #: ________________

Card Holder's Name

Credit Card Number | Expiration Date

Signature | Date

---

Eden Roc Renaissance Miami Beach - PSAV
4525 Collins Avenue
Miami Beach, FL 33140
Phone: 305-674-5578 Fax: 305-604-5419
### Dial-up lines

<table>
<thead>
<tr>
<th>Install Date</th>
<th>End Date</th>
<th># of Days</th>
<th>Wired Internet</th>
<th>Wireless Internet</th>
<th>Static IP</th>
<th>Tech Support</th>
<th>DID - $100 Daily</th>
<th>Non-DID - $50</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
<td>MM/DD/YY</td>
<td>Days</td>
<td>$300/1 line + $50 Each Add</td>
<td>300 Users at $5 daily</td>
<td>$300.00</td>
<td>$300/hr</td>
<td>Per line</td>
<td>Daily per Line</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Meeting Room/Install Location**

<table>
<thead>
<tr>
<th>Meeting Room/Install Location</th>
<th>Select Qty.</th>
<th>QoS/Shaping</th>
<th>Bandwidth</th>
<th>Access Points</th>
<th>Security Encry</th>
<th>after hours</th>
<th>Webcast</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>$9,500</td>
<td>$1,500</td>
<td>$150</td>
<td>$300</td>
<td>$300</td>
<td>$3,000</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Special Services**

<table>
<thead>
<tr>
<th>Flat Fees</th>
<th>Bandwidth</th>
<th>QoS</th>
<th>Dedicated</th>
<th>Access</th>
<th>WPA/2</th>
<th>Tech on-site</th>
<th>Webcast</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Specifying # of Connections**

**Specify # of Connections**

**Special Instructions/Notes:** Price proposal is subject to change based on customer needs and requirements.
Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission.

Please fax the completed form to {Event Management} at {305-674-5529}.

**Cardholder Information**

Name as it appears on the credit card: ___________________________

Card type: □ Visa □ MC □ Amex □ Diners/CB □ Discover □ JCB

Account type: □ Individual (personal credit card) □ Corporate □ Company Name: ___________________________

Account number: ___________________________ Exp. Date: ____________

Address: ___________________________

(Where statement is mailed)

City, State and Zip: ___________________________

Phone number: ___________________________ Fax or alternate number: ___________________________

**Guest Information**

Guest name: ___________________________

Company: ___________________________

Phone number: ___________________________ Fax or alternate number: ___________________________

Confirmation number: ___________________________

Arrival date: ___________________________ Departure date: ___________________________

Relation to cardholder: □ Relative □ Friend □ Business Associate □ Other: ______

**Rate Information and Approved Charges**

Room rate:* ___________ Taxes:* ___________ Total daily rate:* ___________ Number of nights: ______

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

□ All Charges □ Room & Tax □ Telephone (LD) □ Telephone (Local) □ Restaurant

□ Room Service □ Valet (Laundry) □ Parking □ HS Internet Access □ Movies

□ Other: ___________________________

I certify that all information is complete and accurate. I hereby authorize {Eden Roc Renaissance Miami Beach} to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed ___________ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) ___________________________

Cardholder signature: ___________________________ Date: ___________________________
Show Name: __________________________________________________________

Location: _____________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Prices</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>2’ – 3’ GREEN PLANT</td>
<td>$34.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>4’ – 5’ GREEN PLANT</td>
<td>$44.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>6’ – 7’ GREEN PLANT</td>
<td>$64.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>8’ – 9’ GREEN PLANT</td>
<td>$94.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>POTTED MUMS: Choose Color</td>
<td>$24.00</td>
<td>______</td>
</tr>
<tr>
<td>White____</td>
<td>Yellow_____</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bronze____</td>
<td>Lavender___</td>
<td></td>
<td></td>
</tr>
<tr>
<td>______</td>
<td>SEASONAL FLOWERING PLANT</td>
<td>$24.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>BROMELIAD</td>
<td>$34.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>ORCHID PLANT</td>
<td>$44.00</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>BOSTON FERN</td>
<td>$24.00</td>
<td>______</td>
</tr>
</tbody>
</table>

**FLORAL ARRANGEMENTS: CHECK ONE**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| $50.00____$75.00____$100.00____ | _______  
| TROPICAL____   | SEASONAL____   | HEIGHT____ WIDTH____  | Sales Tax 6% ______

**PLEASE CALL OUR DESIGNER FOR ADDITIONAL BOOTH DÉCOR.**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**Total** ______

Delivery Date ____________ Show Date ____________ Removal Date ___________

Exhibitor Name __________________________________________ Booth # ____________

Address____________________________________________________________________

City________________________________ State___________________ Zip______________

Contact Name ________________________ Phone _________________ Fax______________

Payment Method: Check ____ Visa ____ Master Card ____ American Express____ Discover____

Name of Card Holder (Sign)___________________________(Print)______________________

Card Number _____________________________________ Expiration Date ______________

**RENTAL POLICIES:** All Material and Plants are made available on a rental basis. Items missing from booth upon pick up are the responsibility of the exhibitor and will be additionally charged. The availability of such items is subject to season and geography. Availability and color of plants are not guaranteed if not ordered seven (7) days prior to show date. Orders are not valid until confirmed via fax by Jeren Tropicals, Inc. Price includes Delivery, Plants, Containers and Removal. (ALL ORDERS ARE TO BE PAID IN FULL BEFORE DELIVERY).

**PLEASE FAX OR EMAIL YOUR ORDER. THANK YOU FOR YOUR BUSINESS!**
UPS Freight℠ Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.

Freight services:
- Ground freight
- Air freight
- Urgent

Package services:
- Ground
- Air
- International
UPS Freight™ Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

• Time-specific delivery by air or ground
• Expedited air and ground to and from shows

Standard

• Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

• On-site coordination of package and freight shipping

Tips for smoother trade show shipping

• Remove all old shipping labels and affix new shipping labels.
• Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
• Include deliver-by date on bill of lading for advance warehouse shipments.
• Include target (move-in) date on bill of lading if shipping directly to show site.
• Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight’s Tariff and Terms and Conditions at ltl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

• 24/7 shipment tracking provides real-time visibility
• Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

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Multimodal capabilities