



CONVENTION CONTRACTORS, INC.

57 NE 179TH STREET, MIAMI, FLORIDA 33162
TEL: 305/751-1234 FAX: 305/751-1298

EXPO QUICK FACTS

SHOW NAME: ABMA AC 2009

SHOW DATES: MARCH 27, 2009

SHOW LOCATION & ROOM/HALL: Eden Roc Hotel-Pompeii & Promenade Ballroom

DEADLINE DATE TO RECEIVE DISCOUNTED RATES: March 12, 2009

EXHIBITOR MOVE-IN: Thursday, March 26, 2009 11:00am - 5:00pm
Friday, March 27, 2009 7:00am - 7:45am

SHOW HOURS: Friday, March 27, 2009 8:00am - 12noon Suppliers Display
Friday, March 27, 2009 11:45am - 1:30pm Finished Goods

EXHIBITOR MOVE-OUT: Friday, March 27, 2009 12noon - 1:00pm Suppliers Display
Friday, March 27, 2009 1:30pm - 2:30pm Finished Goods

MOVE-OUT NOTE: All carriers must check in no later than 2:00pm on Friday, March 27, 2009.

OVERTIME CHARGES:

Please be advised that overtime charges will apply during MOVE-IN after 4:30pm.

SHOW COLORS:

Back Drape: Gold/White/White/Gold
Side Drape: Gold
Table Drape: White

BOOTH EQUIPMENT:

Each 8' x 8' booth area will be provided with an 8' high background drape, 3' high side drape, one 6' draped table, 2 chairs, 1 wastebasket and a booth identification sign (7" x 44").

These booths are 8' x 8'. If you have a pop-up booth that will not fit in an 8' x 8' booth please contact David Parr at d.parr@abma.org.

CARPET COLOR:

The ballroom has a multi-colored carpet. You may carpet your booth area in any offered color, please see our enclosed Furnishings Rental form.

ADVANCE WAREHOUSE SHIPMENT:

Materials should be shipped to Arrive at our warehouse NO LATER THAN **MARCH 19, 2009**. Freight received after this date will be accessed a 25% late handling fee.

Company Name Booth #
EXPO Convention Contractors, Inc.
57 N.E. 179th Street
Miami, Florida 33162

See our Shipping & Drayage form for complete details.

DIRECT SHIPMENT TO FACILITY:

Shipments will be received at the exhibit facility on **MARCH 26, 2009** between 11:00am - 5:00pm.

Company Name Booth #
EXPO Convention Contractors, Inc.
c/o Eden Roc Hotel
4525 Collins Ave
Miami Beach, Florida, 33140

See our Shipping & Drayage form for complete details.

ASSISTANCE:

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Sales & Service Department at 305.751.1234.



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IMPORTANT DATED MATERIAL

**ABMA AC 2009
Eden Roc Hotel
Pompeii & Promenade Ballroom
March 27, 2009**

DEAR EXHIBITOR,

EXPO Convention Contractors, Inc. is pleased to provide complete exhibitor services for the ABMA AC 2009, MARCH 27, 2009 in Miami Beach. In our commitment to promise an enjoyable and smooth-running event, this EXPO Exhibitor Service Kit has been prepared for your use in planning your exhibit. *Please review the following information carefully and place orders early to save time, money and worry!*

Each 8' X 8' Booth Package will include:

- 8' High Backwall and 3' High Side Drapery in Gold and White
- 1 – 6' Skirted Table-White
- 2 – Chairs
- 1 – Exhibitor Identification Sign
- 1 – Wastebasket

These booths are 8' x 8'
If you have a pop-up booth that will not fit in an 8' x 8' booth please contact David Parr at d.parr@abma.org

Move-in and Move-Out Schedule:

Exhibitor Set Up:	Thursday,	March 26, 2009	11:00am - 5:00pm	
	Friday,	March 27, 2009	7:00am - 7:45am	
Show Hours:	Friday,	March 27, 2009	8:00am - 12noon	Suppliers Display
	Friday,	March 27, 2009	11:45am - 1:30pm	Finished Goods
Exhibitor Dismantle:	Friday,	March 27, 2009	12noon - 1:00pm	Suppliers Display
	Friday,	March 27, 2009	1:30pm - 2:30pm	Finished Goods

ADVANCE ORDER DEADLINE

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **MARCH 12, 2009**. *We must have a major credit card on file to process your orders!* Please complete the Payment Policy Form in its entirety with correct information. EXPO Exhibitor Order Forms must be returned to our Miami office and can be faxed directly to 305-751-1298. Order forms for electrical, audio/visual, telephone etc. should be returned to the specific contractor providing these services.

IMPORTANT SHIPPING PROCEDURES

EXPO recommends shipping exhibit materials up to 30 days in advance prior to the event to our *Advance Freight-Receiving Warehouse*. Making advanced shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and/or additional charges may be incurred.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **MARCH 19, 2009**. *A 25% late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: Please DO NOT ship exhibit materials directly to show site to arrive prior to **MARCH 26, 2009**. *You must designate your shipments for arrival during exhibitor set-up date only and label your materials "In Care of EXPO Convention Contractors, Inc."*

Please call our **Exhibitor Sales & Services Department at 305-751-1234** for any questions we may assist you with. We look forward to working with you and wish you a very successful event!

Sincerely,
EXPO Convention Contractors, Inc.



ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009

CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
 TEL: 305/751-1234 FAX: 305/751-1298

DEADLINE: MARCH 19, 2009

****PAYMENT POLICY****

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

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

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit house/company and/or require services from EXPO, the Payment Policy presented above shall apply. EXPO must be notified, in writing, from exhibiting company of any other display or exhibit company involved in the set up or breakdown of exhibits.

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

ALL CHARGES: All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All checks must be drawn on a U.S. bank, and there will be a minimum charge of \$25 for each NSF check written to EXPO.

ADJUSTMENTS: Exhibitors are responsible for ensuring services are rendered as ordered prior to the Show opening. All requests for adjustments must be made on site prior to the Show's closing. EXPO will not be responsible for adjustments after the Show closes unless prior arrangements have been agreed to in writing by EXPO.

SALES TAX: Applicable city, county and state sales tax will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide EXPO with its tax exempt number prior to beginning of show.

CANCELLATION POLICY: In the event of a natural disaster, acts of God or terrorists, which result in the cancellation of this event, EXPO will be entitled to a fee equal to the percentage of work completed by EXPO. This percentage will be determined solely by EXPO. In the event the deposit received exceeds the percentage of work completed, EXPO will refund the excess deposit .

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

RETURN VIA FAX: 305-751-1298

We accept American Express, Visa, MasterCard and DiscoverCard for your convenience.

Exhibitor _____ Booth _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____ Contact/s _____
 Credit Card Used For Payment: No. _____ Expires _____
 Security Code _____ (The 3 numbers on back of card or for Amex the 4 numbers on the front)
 Billing Address for credit card: _____
 Credit Card Holder (Print Name) _____ Signature _____
 List Persons Authorized to Incur Charges on Credit Card _____

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



CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
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**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

DEADLINE: MARCH 12, 2009

RECAP OF SERVICES ORDERED

FURNITURE AND CARPETING	\$ _____
SPECIAL DISPLAY ACCESSORIES	\$ _____
MATERIAL HANDLING (estimated)	\$ _____
LABOR ORDER FORM (estimated)	\$ _____
SIGN ORDER FORM	\$ _____
STS RENTAL EXHIBIT ORDER	\$ _____
CLEANING	\$ _____
OTHER (Late Standard Equipment order, etc.)	\$ _____
7% SALES TAX	\$ _____
TOTAL ESTIMATED	\$ _____

(Submit Check in this Amount with Order)

RETURN VIA FAX: 305-751-1298

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____



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RENTAL FURNISHINGS

QTY	CHAIRS	ADVANCE PRICE	FLOOR PRICE	AMOUNT
	UPHOLSTERED ARM CHAIR	50.00	60.00	
	UPHOLSTERED SIDE CHAIR	44.00	63.00	
	EXECUTIVE SWIVEL ARM CHAIR	105.00	127.00	
	PADDED COUNTER STOOL W/BACK	99.00	121.00	
PEGBOARDS/TACK BOARDS				
	4' x 8' PEGBOARD	94.00	105.00	
	2' x 8' PEGBOARD	61.00	72.00	
	4' x 6' TACKBOARD	94.00	105.00	
INSTALL (Please Check type needed): VERTICALLY _____ HORIZONTALLY _____ PEGBOARDS DO NOT INCLUDE HOOKS OR BRACKETS				
ACCESSORIES				
	6' SHOWCASE w/LIGHTS & LOCKS	330.00	429.00	
	DELUXE DESK	330.00	413.00	
	EASEL	26.00	30.00	
	WASTEBASKET	28.00	33.00	
	COFFEE TABLE 20"x36"x15" HIGH	55.00	66.00	
	ROUND TABLE 30" x 30" HIGH	135.00	174.00	
	ROUND TABLE 30" x 42" HIGH	155.00	194.00	
	ALUMINUM STANCHION 8' HIGH	19.00	27.00	
	AISLE STANCHION 3' HIGH	19.00	27.00	

QTY	TABLES	ADVANCE PRICE	FLOOR PRICE	AMOUNT
	4TH SIDE DRAPED	39.00	50.00	
CIRCLE COLOR:	GOLD WHITE RED PEACH BLUE TEAL BLACK BURGUNDY GREY			
	2' X 4' TABLES - 30" HIGH	105.00	116.00	
	2' x 6' TABLES - 30" HIGH	116.00	138.00	
	2' X 8' TABLES - 30" HIGH	138.00	160.00	
	42" COUNTER HEIGHT TABLES ADD PER TABLE	44.00	55.00	
<i>ALL TABLES AVAILABLE UNDRAPED AT 25% OFF DRAPED TABLE PRICES LISTED ABOVE</i>				
TABLE RISERS				
	4' X 8" X 8" ONE STEP	44.00	61.00	
	4' X 8" X 16" TWO STEP	55.00	66.00	
	6' X 8" X 8" ONE STEP	55.00	66.00	
	6' X 8" X 16" TWO STEP	66.00	83.00	
CARPETING				
CIRCLE COLOR:	RED BLUE GREY BURGUNDY TEAL BLACK			
	9' x 10'	99.00	127.00	
	9' x 20'	204.00	231.00	
	9' x 30'	303.00	358.00	
CARPETING CUT & TAILORED TO FIT SPACE PRICE INCLUDES LAYING, CUTTING, TAPING SEAMS, AT \$3.75 PER SQ. FT.				
_____ X _____				
	RUG TAPE PER FT.	2.00		
	CARPET PADDING PER SQ.FT	.90		

SPECIAL DRAPERY
 _____ FEET OF 8' HIGH DRAPE AT \$14.00 PER LINEAR FOOT
 _____ FEET OF 3' HIGH DRAPE AT \$9.00 PER LINEAR FOOT

Sub Total _____
7% Sales Tax _____
GRAND TOTAL _____

No credit will be issued on equipment ordered and placed in your booth, even though not used. There is a 25% cancellation charge for orders cancelled at show-site before they are placed in your booth. All materials are on a rental basis and remain the property of EXPO. The undersigned is responsible for all items ordered and for its condition at close of Show. If items are damaged or destroyed, in EXPO's sole judgment, Exhibitor hereby authorizes EXPO to charge the replacement costs of such item/s to the credit card contained herein. Listed charges include delivery to booth, rental for duration of show and removal. Before an Order is accepted, Exhibitor must have a valid credit card on file with EXPO with sufficient amounts authorized for payment of all charges by Exhibitor during Show. Exhibitor / Cardholder***** hereby authorizes EXPO to charge credit card described herein for all charges incurred by Exhibitor and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid in ADVANCE of services being rendered, AND cardholder hereby authorizes EXPO to charge any modified and/or additional charges. All charges must be paid by end of show. Initial estimate of charges MUST be paid, either by check or credit card, at time Order is placed.

=====
 Company Name _____ Booth _____
 Contact Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____

RETURN VIA FAX: 305-751-1298



CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
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**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

DEADLINE: MARCH 12, 2009

STS Rental Exhibit Order Form

SPACE TECH SYSTEM

PLEASE ENTER YOUR ORDER FOR RENTAL DISPLAY MODULE UNITS AS SPECIFIED BELOW.
 ALL ELECTRICAL AND UTILITY CHARGES ARE DIRECT BILLED TO EXHIBITOR BY ELECTRICAL CONTRACTOR.
 Your Choice Hardwall Unit or Velcro Unit - STS 101 - 300 ONLY

Unit #	Advance Price	Standard Price	White PVC Only	Carpet	TOTAL
STS 100	\$1,788.00	\$ 2,159.00	Please choose one of the following for STS 101 - 203: White PVC Panel _____ Grey PVC Panel _____ Black PVC Panel _____ Blue PVC Panel _____ Grey Velcro Panel _____ For STS 300 - 400 call 305-751-1234 ext 245	<input type="checkbox"/> Gray	\$ _____
STS 101	\$2,167.00	\$ 2,654.00		<input type="checkbox"/> Teal	\$ _____
STS 102	\$2,577.00	\$ 3,193.00		<input type="checkbox"/> Blue	\$ _____
STS 103	\$2,621.00	\$ 3,274.00		<input type="checkbox"/> Burgundy	\$ _____
STS 200	\$4,268.00	\$ 5,335.00		<input type="checkbox"/> Black	\$ _____
STS 201	\$4,955.00	\$ 6,303.00			\$ _____
STS 203	\$5,362.00	\$ 6,598.00			\$ _____
STS 300	\$6,341.00	\$ 7,595.00			\$ _____
STS 400	\$9,020.00	\$10,989.00			\$ _____

**PAYMENT & CANCELLATION POLICY: Payment is required at time of Order.
 Funds are not reimbursable should order be cancelled.**

 (INSERT HEADER SIGN COPY IN BOX) BLACK HELVETICA LETTERS ARE STANDARD

	We request _____ Rental Exhibits	***** @ \$ _____	= _____
QUANTITY		Advance	Standard
_____	White cabinet (77"l x 39"h x 18"d) with sliding doors	@ \$262.00	\$327.50 = _____
_____	(without STS Exhibit).....	@ \$310.00	\$391.50 = _____
_____	White cabinet 39"l x 39"h x 18"d) with sliding doors	@ \$216.00	\$270.00 = _____
_____	(without STS Exhibit)	@ \$264.00	\$335.00 = _____
_____	Side rail as shown (set of 2)	@ \$165.00	\$205.00 = _____
_____	Additional white shelves and brackets	@ \$ 32.00	\$ 40.00 = _____
_____	Velcro panel for STS Standard.....	@ \$125.00	\$155.00 = _____
_____	Pegboard Panel.....	@ \$125.00	\$155.00 = _____
_____	Slat-Wall Panel	@ \$225.00	\$280.00 = _____
_____	Special Color Panels	@ \$147.00	\$190.00 = _____
_____	Lock for Cabinets per cabinet.....	@ \$ 25.00	\$ 35.00 = _____
		Total all Items	\$ _____
		7% Sales Tax	\$ _____
		Balance Due	\$ _____

Exhibitor _____ Booth _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____ Contact _____

Return Via Fax: 305-751-1298

EXPO

CONVENTION CONTRACTORS, INC.

57 NE 179TH STREET, MIAMI, FLORIDA 33162
TEL: 305/751-1234 FAX: 305/751-1298

STS RENTAL EXHIBITS

STS 100 10' Exhibit



Includes: Header w/ Company Name, 3 shelves and 3 arm lights

STS 101 10' Exhibit



Includes: Header w/ Company Name, Panel choice, (see order form) 1 cabinet, 1 shelf, 3 arm

STS 102 10' Exhibit



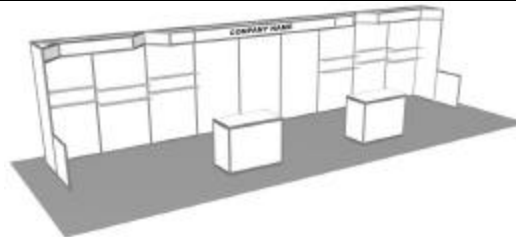
Includes: Header w/ Company Name, Panel choice (see order form), 3 cabinets, 3 shelves, 3 arm lights, 2 side rails

STS 103 10' Exhibit



Includes: Header w/ Company Name, Panel choice (see order form), 2 cabinets, 2 shelves, 2 arm lights, 2 side rails, 1 light box

STS 300 30' Exhibit



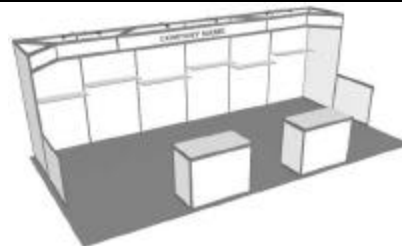
Includes: Header w/ Company Name, Panel choice (see order form), 12 shelves, 9 arm lights, 2 cabinets, 2 side rails

STS 200 20' Exhibit



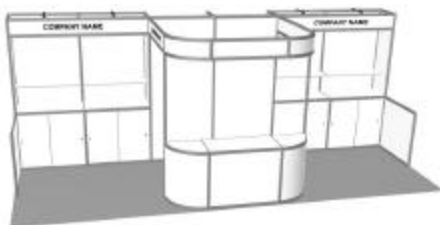
Includes: 2 headers w/ Company Name, Panel choice (see order form), 6 shelves, 6 arm lights, 2 side rails

STS 201 20' Exhibit



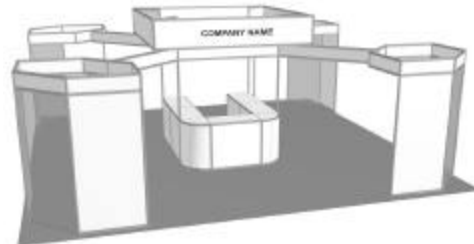
Includes: Header w/ Company Name, Panel choice (see order form), 6 shelves, 6 arm lights, 2 cabinets, 2 side rails

STS 203 20' Exhibit



Includes: 5 headers w/ Company Name, Panel choice (see order form), 4 shelves, 6 arm lights, 4 cabinets, 1 curved cabinet, 2 side rails

STS 400 20'x20' Exhibit



Includes: 4 headers w/ Company Name, Panel choice including plexy glass (see order form), 4 shelves, 8 arm lights, 1 U-shaped custom counter

Call 305-751-1234 ext: 221 for details



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**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

DEADLINE: MARCH 12, 2009

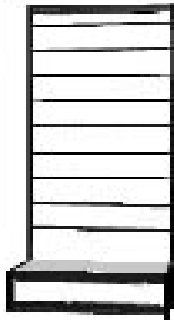
STS ACCESSORY ORDER FORM

WHITE CABINETS



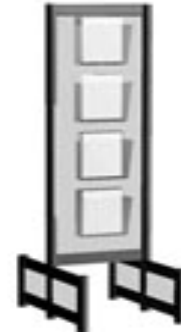
39"l x 39"h x 18"d with sliding doors
 Advanced \$264.00 Floor \$335.50
 Quantity _____

SLAT WALL



Free standing 1m x 8 ft
 Advanced \$307 Floor \$395
 Quantity _____

LITERATURE RACK



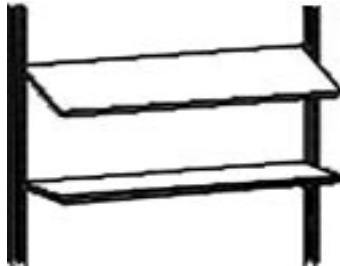
Double Sided 1/2 m x 6 ft
 Advanced \$186 Floor \$230
 Quantity _____

GONDOLAS



Single Sided 2.4m x 1m
 Advanced \$306 Floor \$374
 Quantity _____
 Double Sided 2.4m x 1m
 Advanced \$383 Floor \$487
 Quantity _____

SHELVES



Additional white shelves and brackets
 Advanced \$32 Each Floor \$40 Each
 Quantity _____

GOOSE NECK LIGHTS



Spot Light 65 Watts
 Advanced \$50 Each Floor \$65 Each
 Quantity _____

**RETURN VIA FAX:
 305-751-1298**

SUB-TOTAL _____

7% SALES TAX _____

TOTAL _____

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____

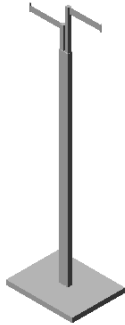


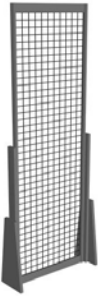

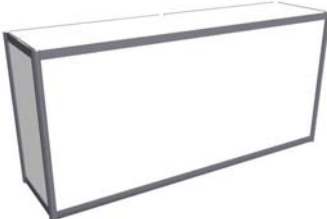
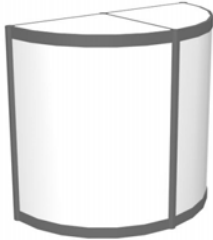
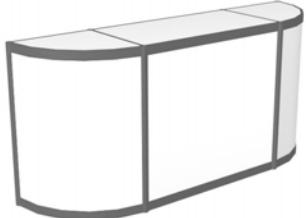


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STS ACCESSORY ORDER FORM

<p>ADJUSTABLE ARM RACK</p>  <p>15" L, 55" H, 12" deep Advanced \$52.00 Floor \$63.00 Quantity _____</p>	<p>2-WAY WATER FALL RACK</p>  <p>15" L, 55" H, 18" deep Advanced \$66.00 Floor \$83.00 Quantity _____</p>	<p>4-WAY ARM RACK</p>  <p>46.5" L, 54" H, 46.5" deep Advanced \$83.00 Floor \$102.00 Quantity _____</p>	<p>FREE-STANDING GRID</p>  <p>2' x 7'H Advanced \$93.00 Each Floor \$112.00 Each Quantity _____</p>
<p>SHOWCASE</p>  <p>½ mt L, ½ mt D, 6' H Advanced \$374.00 Floor \$440.00 Quantity _____</p>	<p>2 Meter Cabinet</p>  <p>77" L, 39" h, 18" deep With sliding doors Advanced \$310.00 Floor \$391.60 Quantity _____</p>	<p>1 Meter Curved Counter</p>  <p>39" L, 39" H, 18" deep Advanced \$264.00 Floor \$335.50 Quantity _____</p>	<p>2 Meter Curved Counter</p>  <p>65"L, 39"H, 18" deep Advanced \$310.00 Floor \$391.60 Quantity _____</p>

SUB-TOTAL ORDER _____
7% SALES TAX _____
TOTAL _____

<p>EXPO Convention Contractors, Inc. 57 N.E. 179th Street Miami, FLA. 33162 Tel: (305) 751-1234 Fax: (305) 751-1298</p>	<p>FIRM NAME _____ BOOTH # _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ TEL # _____ FAX # _____ CONTACT NAME _____ EMAIL _____</p>
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DEADLINE: MARCH 12, 2009

STS Custom Rental Exhibit Order Form

SPACE TECH SYSTEM

PLEASE ENTER YOUR ORDER FOR RENTAL DISPLAY MODULE UNITS AS SPECIFIED BELOW.
 ALL ELECTRICAL AND UTILITY CHARGES WILL BE BILLED TO EXHIBITOR DIRECTLY BY ELECTRICAL CONTRACTOR.
 Your Choice Hardwall Unit or Velcro Unit - STS 1200 - 2020 ONLY

Unit #	Advance Price	Standard Price	Please Circle one of the following:	Carpet Color	Total
STS 1100	\$3,025.00	\$3,782.00	White PVC Panel	Gray	\$
STS 1200	\$3,245.00	\$4,057.00	Grey PVC Panel	Teal	\$
STS 2000	\$5,225.00	\$6,532.00	Black PVC Panel	Blue	\$
STS 2020	\$6,633.00	\$8,292.00	Blue PVC Panel	Burgundy	\$
			Grey Velcro Panel	Black	

**CANCELLATION POLICY: Items cancelled after move-in begins will be charged at 100%.
 Any custom panel or graphics cancelled after start of construction will be charged at 100%.**

 (INSERT HEADER SIGN COPY IN BOX) BLACK HELVETICA LETTERS ARE STANDARD

We require _____ Rental Exhibits ***** @ \$ _____ = _____

We require the following accessories: Advance Standard

QUANTITY

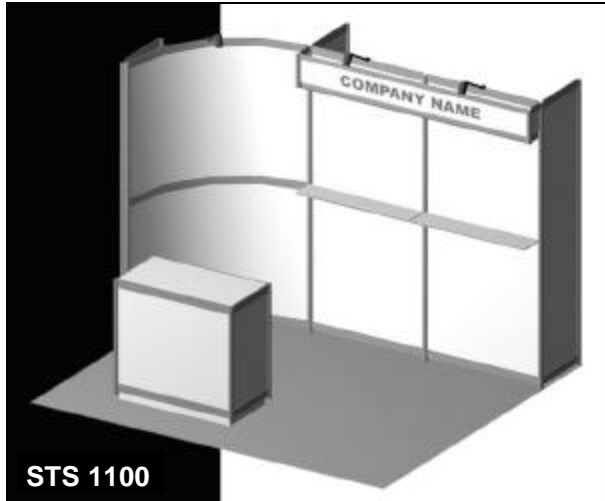
_____ White cabinet (77" L. 30" H, 18" deep with sliding doors	@ \$262.00	\$327.50	= _____
_____ (Without STS Exhibit).....	@ \$310.00	\$391.50	= _____
_____ White cabinet 39" L, 39" H. 18" deep with sliding doors	@ \$216.00	\$270.00	= _____
_____ (without STS Exhibit)	@ \$264.00	\$335.00	= _____
_____ Side rail as shown (set of 2)	@ \$165.00	\$205.00	= _____
_____ Additional white shelves and brackets.....	@ \$ 32.00	\$ 40.00	= _____
_____ Velcro panel for STS Standard	@ \$125.00	\$155.00	= _____
_____ Pegboard Panel	@ \$125.00	\$155.00	= _____
_____ Slat-Wall Panel	@ \$225.00	\$280.00	= _____
_____ Special Color Panels	@ \$147.00	\$190.00	= _____
_____ Lock for Cabinets per cabinet.....	@ \$ 25.00	\$ 35.00	= _____

DUE TO PRE SHOW PREPARATIONS AND REQUIREMENTS Total all Items \$ _____
IT IS NECESSARY THAT ALL ORDERS FOR DISPLAY 7% Sales Tax \$ _____
MODULES BE ACCOMPANIED BY PAYMENT IN FULL Balance Due \$ _____
FOR ITEMS ORDERED 4 DAYS PRIOR TO MOVE-IN.

To qualify for discount prices, full payment must accompany the return of this order form and be received a minimum of four (4) days prior to move-in of event: Orders received without payment, placed at the show site or received after the twenty one (21) day cut off date will be at the standard rate in the event of cancellation, at charge of 50% of established price will be made. Settlement of ALL invoices are due prior to the close of that event. Please arrange to have your representative at the event prepared to settle all invoices of the time of ordering the specific service.

Exhibitor _____ Booth _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____ Contact _____

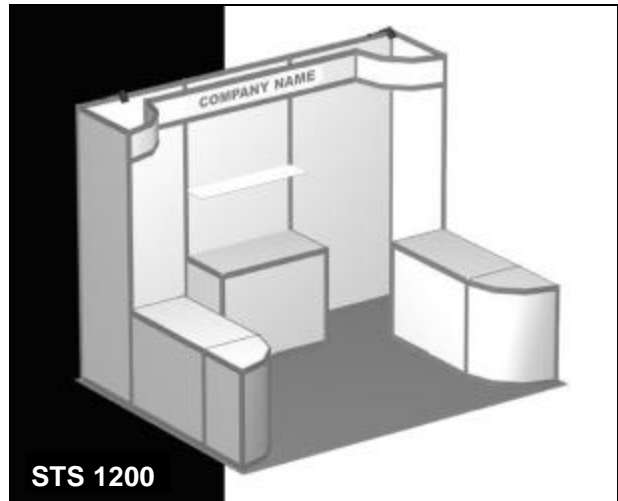
CUSTOM RENTAL EXHIBIT



STS 1100

FEATURES

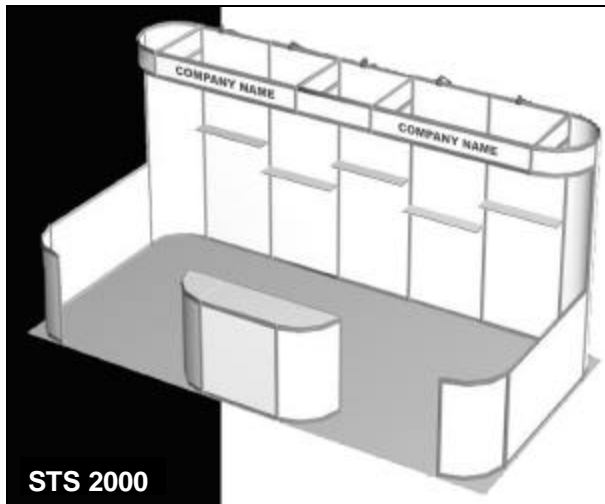
- Header with your company name
- 2 shelves
- 1 white cabinet
- 3 lights



STS 1200

FEATURES

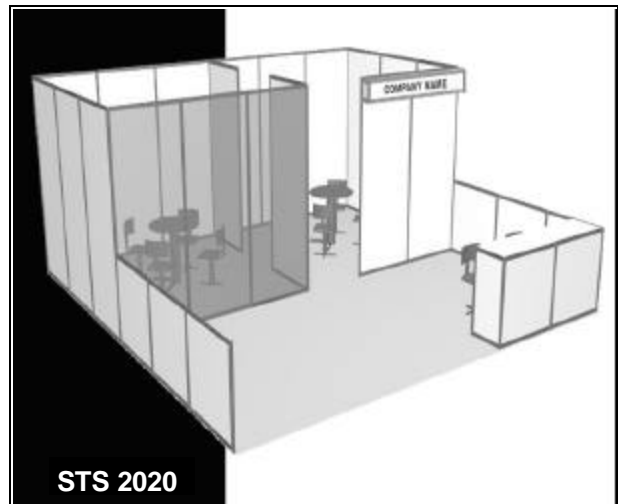
- Header with your company name
- 1 Shelf
- 1 white cabinet on backwall
- 2 side cabinets
- 2 lights



STS 2000

FEATURES

- 2 headers with your company name
- 5 spotlights
- 5 shelves
- 1 white cabinet
- 2 curved side rails



STS 2020

FEATURES

- Clear Plexi front on office
- 1 header with your company name
- 3 shelves
- 1 - 2 meter cabinet
- siderails





CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
 TEL: 305/751-1234 FAX: 305/751-1298

**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

Exhibit Shipping Information & Drayage Rate Schedule

Ship prepaid only. Collect shipments will be refused. Loose and uncrated materials will be received at Show-Site only. All charges are based on in-bound weights ONLY. Credit card must be provided.

ADVANCE SHIPMENT

Rates Include:

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

SHOW-SITE SHIPMENT

(Will not be accepted prior to MARCH 26, 2009)

Rates Include:

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

Exhibitors should label and consign shipments as follows:

Company _____
 Booth Number _____
 Convention Name: ABMA AC 2009

EXPO Convention Contractors, Inc.
 57 NE 179th Street
 Miami, Florida 33162

Warehouse : \$68.00 per CWT.
 With a 200 lb. minimum per shipment (CWT. = 100 lbs.)

Exhibitors should label and consign shipments as follows:

Company _____
 Booth Number _____
 Convention Name: ABMA AC 2009

c/o EXPO Convention Contractors, Inc.
 EDEN ROC HOTEL
 4525 Collins Ave.
 Miami Beach, Florida 33140

Show-Site: \$68.00 per CWT.
 With a 200 lb. minimum per shipment (CWT. = 100 lbs.)

_____ lbs. x \$68.00 per CWT. = \$_____

_____ lbs. x \$68.00 per CWT. = \$_____

ALL WAREHOUSE SHIPMENTS RECEIVED AFTER **MARCH 19, 2009** WILL BE CHARGED AN ADDITIONAL 25% FOR LATE HANDLING. Charges for these services are based on the inbound weight per shipment. Loose, uncrated, van line or pad wrapped shipments requiring special handling or improperly packaged materials will be assessed a 25% special handling fee. When move-in or move-out times are scheduled during overtime hours due to circumstances beyond EXPO's control, an additional 25% of regular rates is charged. Overtime hours are Monday through Friday before 8:00 am and after 4:30 pm, weekends and Holidays. EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW

Consign to : _____

Street Address : _____

City : _____ State : _____ Zip: _____

Type of Carrier: Motor Freight _____ Air _____ Van Line _____

Name of Carrier: _____

If pre-paid bill to : _____

City, State and Zip : _____

ALL SHIPMENTS MUST ARRIVE PRE-PAID

1. Shipments must be consigned to EXPO Convention Contractors, Inc.. The hotel and convention site do not have the facilities to receive such shipments and they may be refused.
2. All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge, Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
3. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration.
4. Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.
5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
6. Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$25.00 per crate, box or carton is accessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
7. Remove all expired shipping labels before shipping to avoid confusion.
8. Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

INSURANCE

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.

Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.

Please make certain all materials are properly insured against "ALL RISK" while in transit to and from point of origin, to and from booth and for the exhibition's duration.

**AUTHORITY TO HANDLE & BILLING INSTRUCTIONS
ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:**

Company Name: _____

Address: _____

Attention: _____

City: _____ State: _____ Zip: _____

Authorized by (please print): _____ Title: _____

Signature: _____

Convention /Tradeshow: _____

To insure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer and RETURNED PROMPTLY TO:

EXPO CONVENTION CONTRACTORS, INC. 57 NE 179 STREET, MIAMI, FLORIDA 33162, TEL: 305-751-1234



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
57 N.E. 179 Street
Miami, Florida 33162

ABMA AC 2009

ADVANCE SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
57 N.E. 179 Street
Miami, Florida 33162

ABMA AC 2009

ADVANCE SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
57 N.E. 179 Street
Miami, Florida 33162

ABMA AC 2009

ADVANCE SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
57 N.E. 179 Street
Miami, Florida 33162

ABMA AC 2009

ADVANCE SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
c/o Eden Roc Hotel
4525 Collins Ave
Miami Beach, Florida 33140

ABMA AC 2009

DIRECT SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
c/o Eden Roc Hotel
4525 Collins Ave
Miami Beach, Florida 33140

ABMA AC 2009

DIRECT SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
c/o Eden Roc Hotel
4525 Collins Ave
Miami Beach, Florida 33140

ABMA AC 2009

DIRECT SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.
57 NE 179TH STREET, MIAMI, FLORIDA 33162

FROM: Booth #: _____
Company Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____

TO:
EXPO Convention Contractors, Inc.
c/o Eden Roc Hotel
4525 Collins Ave
Miami Beach, Florida 33140

ABMA AC 2009

DIRECT SHIPMENT CONVENTION MATERIAL



CONVENTION CONTRACTORS, INC.

57 NE 179TH STREET, MIAMI, FLORIDA 33162
TEL: 305/751-1234 FAX: 305/751-1298

ABMA AC 2009
EDEN ROC HOTEL
MARCH 27, 2009

AREA WORK RULES

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

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carryable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

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

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at showsite, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

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

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

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

IN GENERAL

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



CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
 TEL: 305/751-1234 FAX: 305/751-1298

ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009

DEADLINE: MARCH 12, 2009

LABOR ORDER

	NO. MEN	DATE	TIME	APPROX. HRS
LABOR TO SET UP DISPLAY				
LABOR TO DISMANTLE DISPLAY				

STRAIGHT TIME LABOR: \$59.00 Hourly; Monday through Friday 8:00am to 4:30pm
OVERTIME LABOR: \$88.50 Hourly; Before 8:00am; after 4:30pm; All day Saturday & Sunday
NOTE: If Labor Order is cancelled within 24 hours of scheduled services, total charges will be assessed.

PLEASE INDICATE SERVICE DESIRED

SERVICE "A"

STARTING TIME CAN BE GUARANTEED ONLY WHEN MEN ARE REQUESTED FOR THE START OF THE WORK DAY.

Exhibitor's representative must check in at the Service Desk to pick up men ordered. Also, Exhibitor's representative must sign men in at the Service Desk upon completion of work to ensure proper billing for services. ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. Please indicate the name of your representative to pick up and supervise men:

Representative's Name _____

SERVICE "B"

All work is done under the supervision of Expo. The charge for this service is 40% of your total labor bill with, a \$50.00 minimum charge. This service saves the expense and loss of productive time of your personnel.

TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, PLEASE SUBMIT THE FOLLOWING INFORMATION:

- | | |
|----------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Self-contained unit | <input type="checkbox"/> Set-up plans attached |
| <input type="checkbox"/> No. of crates _____ | <input type="checkbox"/> Set-up Plans in crate # _____ |
| <input type="checkbox"/> Photo attached | <input type="checkbox"/> Special instructions attached |

Return To: EXPO Convention Contractors, Inc. 57 NE 179th Street Miami, Florida 33162 Tel: 305-751-1234 Fax: 305-751-1298	Exhibitor _____ Booth _____ Address _____ City _____ State _____ Zip _____ Phone _____ Fax _____
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CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
 TEL: 305/751-1234 FAX: 305/751-1298

**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

DEADLINE: MARCH 12, 2009

NON-OFFICIAL CONTRACTOR REQUEST FORM

For Exhibitors intending to use its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering.

NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming EXPO Convention Contractors, Inc. must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction.

NOTE: Complete this form **only** if your company is using a Service Contractor other than the official decorating company to unpack, erect, assemble, dismantle or pack your display. **The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits.**

PLEASE COMPLETE:

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

Exhibitor _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax: _____

Authorized on-site representative _____
 (Please Print) *****

Name of Service Firm _____

Address _____

City _____ State _____ Zip _____

Telephone _____ On-Site Supervisor _____

Return this form, along with Certificate of Insurance, and name and address of the employee/s who are working in your booth by **MARCH 12, 2009** to EXPO, the Official Decorating Contractor:

EXPO CONVENTION CONTRACTORS, INC.
 57 NE 179th Street, Miami, Florida 33162
 ATTN: EXHIBITOR SALES & SERVICES
 Tel: 305-751-1234 Fax: 305-751-1298
 nstewart@expocci.com



CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
 TEL: 305/751-1234 FAX: 305/751-1298

**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

DEADLINE: MARCH 12, 2009

CLEANING SERVICE

Please Complete and Fax to EXPO Immediately

Please indicate the Services Needed

Carpet Cleaning		Rate	Booth Size**	# Days	Total
_____	Vacuuming	\$0.32 per sq. ft. X _____	X _____	_____	= \$ _____
(Check if Needed)			(# Sq. Feet)	(# Days Needed)	Total Due
_____	Shampoo	\$0.40 per sq. ft. X _____	X _____	_____	= \$ _____
(Check if Needed)			(# Sq. Feet)	(# Days Needed)	Total Due

** All Rates Based on Gross Booth/Display Area, 100 square feet Minimum

Porter Service - Trash Removal (2 hour intervals)

_____	1 - 5 Booths:	\$45.00 @ _____	X _____	= \$ _____
(Check if Needed)		(Number Intervals Per Day)	(Total Number Days)	Total Due
_____	6 -15 Booths:	\$55.00 @ _____	X _____	= \$ _____
(Check if Needed)		(Number Intervals Per Day)	(Total Number Days)	Total Due
_____	Exhibit cleaning & dusting of display daily	\$25.00 X _____	# of days = \$ _____	
(Check if Needed)				
_____	Exhibit cleaning & dusting 1 time only	\$35.00 _____	\$ _____	
(Check if Needed)		(Specify Date Needed)		

Please Specify Dates Needed for Services: _____

Total Order _____
 7% Sales Tax _____
 Total Due _____

RETURN VIA FAX: 305-751-1298

Exhibitor _____ Booth _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____ Contact _____



CONVENTION CONTRACTORS, INC.
 57 NE 179TH STREET, MIAMI, FLORIDA 33162
 TEL: 305/751-1234 FAX: 305/751-1298

**ABMA AC 2009
 EDEN ROC HOTEL
 MARCH 27, 2009**

DEADLINE: MARCH 12, 2009

SIGN AND DISPLAY CARD ORDER FORM

Please provide the following information:

- A. Size
- B. Exact copy, as you wish it to appear
- C. Color or colors for copy and show card
- D. Indicate vertical or horizontal
- E. Easel back, if desired
- F. Maximum 3 full lines of copy, additional charge for extra copy

**RETURN VIA FAX:
 305-751-1298**

PRICES ARE FOR BLACK COPY ON WHITE SHOW CARD

Advance Orders	Late Orders	Size	Qty.	Horizontal	Vertical	Color	Easel Back
42.00	66.00	9" x 44"					
43.00	67.00	11" x 14"					
53.00	93.00	14" x 22"					
75.00	119.00	22" x 28"					
97.00	182.00	28" x 44"					
185.00	292.00	40" x 60"					

SIGN COPY AS FOLLOWS:

1. Please add 7% Sales Tax to all orders; Over 10 words, add \$1.10 per word.
2. Additional charges for reproduction of emblem, logo, trademark, etc., are determined upon receipt of order. Colored show card and each change of color in copy will also receive an additional charge. Advance quote provided upon special request.
3. For easel back applied to sign, please add \$5.75
4. Signs ordered less than 72 hours prior to show opening will be billed at double the late order charge.

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____



EDEN ROC
A RENAISSANCE RESORT AND SPA
MIAMI BEACH, FLORIDA

ELECTRICAL SERVICES REQUEST FORM

**4525 Collins Avenue
Miami Beach, FL 33140
Fax: 305-674-5529**

Conference Name: **ABMA AC 2009** Date of Conference: _____
 Set Up Time: _____ Meeting Room: _____
 Tear Down Date: _____ Set Up Date: _____
 Firm Name: _____ Tear Down Time: _____
 Address: _____ Telephone: _____
 State: _____ City: _____
 On Site Contact: _____ Zip Code: _____

Connection charges shown below are pro-rated cost for electrical set up/labor services. These charges include the following:

All requests for electrical service must be received by our Engineering Department at least three days prior to the requested installation date.

POWER DROP(S)	NUMBER NEEDED	INSTALL DATE	LOCATION(S) NEEDED	INSTALL FEE	TOTAL	DAILY
Power strips				\$15.00		
15 amp/single outlet extension				\$25.00		
15 amps/115 volts/single phase				\$40.00		
15 amps/208 volts/single phase				\$75.00		
20 amps/115 volts/single phase				\$100.00		
20 amps/208 volts/single phase				\$125.00		
30 amps/208 volts/single phase				\$135.00		
30 amps/208 volts/three phase				\$150.00		
40 amps/208 volts/three phase				\$175.00		
60 amps/208 volts/three phase				\$200.00		
100 amps/208 volts/three phase				\$250.00		
200 amps/208 volts/three phase				\$450.00		
Genie Lift				\$250		

If you are unsure of your power requirements, please list the type and quantity of equipment you intend to use.

Name of Group: _____ Contact Name: _____

Method of Payment: Master Account# _____ Guest Rm# _____

Credit Card# _____ Exp. _____

Authorized Signature: _____ Date: _____

Director of Event Management: _____ Date Distributed _____



**ABMA AC 2009
March 26-27, 2009**

Eden Roc, A Renaissance Beach Resort & Spa	Quantity	x Daily Cost	x Days	=	Total
Exhibitor Booth Power 20 AMP/115 AC Single Circuit		\$150.00		\$	-
Wireless Power Point Clicker W/ Laser Pointer		\$75.00		\$	-
Presentation Combo (Laptop, Speakers, Wireless Clicker)		\$400.00		\$	-
Laptop		\$350.00		\$	-
XGA LCD Projector w/ Screen Pkg. (2100 Lumens)		\$895.00		\$	-
Flipchart package with markers		\$65.00		\$	-
VHS Video Cassette Player w/ Auto Repeat		\$95.00		\$	-
Multi-Standard NTSC/PAL Recorder/Player		\$195.00		\$	-
20" VGA Flat Panel Data Monitor		\$200.00		\$	-
DVD Player		\$125.00		\$	-
32" LCD Television w/STAND		\$375.00		\$	-
42" Plasma		\$650.00		\$	-
50" Plasma		\$750.00		\$	-
Projection Stand w/Drape		\$50.00		\$	-
* Please call for any additional equipment and labor pricing not listed					

Subtotal	\$	-
30% Service Charge	\$	-
Tax 7%	\$	-
LDW 8%	\$	-
TOTAL	\$	

e-mail address: _____

* Swank Audio Visuals is the Official provider of all on-property AV and Production needs
 * Orders must be submitted one week prior to ensure prompt delivery
 * 48 hours notice required for cancellation. Charge will apply for cancellations within 48 hours.
 * Electrical Power Arrangements are the responsibility of the exhibitor
 * Onsite Orders will be surcharged 20% and will be handled on an availability basis

Exhibitor Information		Payment	
Company Name	Booth Number / Location	Pre-payment must accompany all orders unless prior arrangements have been made.	
Ordered By:	Onsite Contact:	<input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Master Card <input type="checkbox"/> Diners Club	
Address: City, State, Zip:		Master Account # _____	
Phone:	Fax:	Card Holder's Name	
Set-up Date:	Time:	Credit Card Number	Expiration Date
Removal Date	Time:	Signature	Date

Email, Mail or Fax To: Swank Audio Visuals
 4525 Collins Avenue
 Miami Beach, FL 33140
Email: 331ER@swankav.com Fax 954.885.3989 Phone 954.873.3742



EXHIBITOR LINE ORDER FORM

Conference Service Manager: _____ Date Ordered: _____

Installation Date: _____ Time: _____ AM PM

Disconnect Date: _____ Time: _____ AM PM

Name of Group/ Client: _____ Acct # _____

Location of Installation: _____ BEO# _____

Line Class of Service	Phone	Modem	Fax	Rate
A. House Phone - Internal Only	_____	_____	_____	0.00 (Complimentary)
B. Outgoing Phone Line (Unlimited Local and Domestic Long Distance)	_____	_____	_____	\$50.00 each (Daily + \$175 Setup)
C. DID Line/Outgoing Phone Line (Unlimited Local and Domestic Long Distance)	_____	_____	_____	\$75.00 each (Daily + \$175 Setup)
D. PROPERTY WIDE T.V. CHANNEL RENTAL (Video Broadcast)	_____	_____	_____	\$1,000.00 (One Time Charge)
E. WIRELESS HIGH SPEED INTERNET ACCESS _____				\$500.00 (Daily Charge per Meeting Room)
F. WIRED HIGH SPEED INTERNET ACCESS _____				\$600.00 (Daily Charge per Meeting Room)
F. MISC. TECH SUPPORT _____				125.00 (Per Hour)

ROOM LAYOUT - ADDITIONAL COMMENTS \ INFORMATION

THE ABOVE PRICES DO NOT INCLUDE LONG DISTANCES CHARGES OR LOCAL APPLICABLE TAXES.

CREDIT CARD

MASTER CARD VISA VISA DISCOVER EXP. DATE _____

Card Number	_____
-------------	-------

CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE CITY STATE ZIP

X CARDHOLDER'S SIGNATURE CARDHOLDER'S NAME - PLEASE PRINT

THERE WILL BE A CANCELLATION FEE OF 50% ON ALL ORDERS CANCELLED WITHIN 48 HOURS OF INSTALLATION DATE. OTHER SERVICES ARE AVAILABLE UPON REQUEST.

*** NO WORK WILL BE PERFORMED WITHOUT AN AUTHORIZED SIGNATURE ***

Received in Systems by: _____

Buning the Florist & Exotic Gardens

Order Form
Floral & Booth Decorations

Name of Show:	_____
Location:	_____
Show Dates:	_____

Plant Rentals:



5' to 6' Green Plants in Baskets - \$75.00 each for show
\$75.00 ea. X ____ No. Plants = Total \$ _____

3' to 4' Green Plants in Baskets - \$55.00 each for show
\$55.00 ea. X ____ No. Plants = Total \$ _____

Seasonal Blooming Plants:



FOR PURCHASE ONLY - \$35.00 each
\$35.00 ea. X ____ No. Plants = Total \$ _____

Beautiful Flower Arrangements:



FOR PURCHASE ONLY
\$55.00 Small / \$75.00 Medium / \$95.00 Large
Cost per Arrangement \$ ____ X No. Arrangements = \$ _____

Boston Fern Plants:



FOR PURCHASE ONLY - \$35.00 each
\$35.00 ea. X ____ No. Plants = Total \$ _____

Please complete all information, mail or fax to: **Fax No. 305.597.0079**
Buning/Exotic Gardens, 2226 NW 82nd AVENUE, MIAMI, FLORIDA 33122
For more information call Buning/Exotic Gardens, Tel: 305.597.9414 or 800.940.1778

Company Name: _____ Booth #: _____

Contact: _____ Phone: _____

Address: _____

City/State/Zip: _____

Check is enclosed – check must be drawn on US Bank

Bill to credit card

Type Card _____

Card No. _____ Exp Date _____

Above Total	\$ _____
Set Up & Pick Up	\$ <u>25.00</u>
Add 6% Sales Tax	\$ _____
Overall Total	\$ _____



UPS FreightSM 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.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM 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 t1.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

