



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

Manager, Lisa Maag at (407)438-5002 ext. 117 or at
lisa@gemsevents.com.

Please note you will be receiving an online invite to order our services.

If you are shipping freight please fill out material handling recap.

As always, if you have any questions feel free to contact GEMS.

GEMS - Gilbert Exposition Management Services

9468 American Eagle Way Suite 100

Orlando, FL 32837

Phone: 407-438-5002 | Fax: 407-852-0286



2019 FLA ANNUAL CONFERENCE

May 15 - 17 DoubleTree at Universal, Orlando, FL

GEMS is proud to be your Exposition Management team for **2019 FLA**

The following are important dates and information to keep at hand:

Official General Contractor

GEMS - Gilbert Exposition Management Services
 895 Central Florida Parkway, Orlando, Florida 32824
 Phone: (407) 438-5002 Fax: (407) 852-0286

Show Information:

Back-wall Drape: **BLACK**
 Side-wall Drape: **BLACK**
 Hall Carpeted: **YES/MULTI-COLOR**
 Booth Size: **8 X 10, 10 X16**
 Booth Includes: (1) 6' SKIRTED TABLE, TWO CHAIRS
 WASTEBASKET & ID SIGN, PIPE AND
 DRAPE

Important Dates

Monday	April 15, 2019	Shipments may start arriving at the GEMS warehouse
TUESDAY	APRIL 20, 2019	Discount Deadline GEMS orders received with payment
FRIDAY	May 10, 2019	Last day for shipments to arrive at GEMS warehouse without surcharges

- Show carrier on site for pickup if you would like to ship outbound freight.
- Please inform your drivers to be checked in at the loading area by **5:30 PM THURSDAY MAY 16, 2019**
- Freight not picked up by **6:30 PM** will be redirected.
- All Exhibit Materials must be off the show floor by **7:00 PM**.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

During the Show:

- GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.

SHIPPING ADDRESSES:
ADVANCE TO WAREHOUSE:

GEMS WAREHOUSE

Company Name
 & Booth #
2019 FLA
9468 AMERICAN
EAGLE WAY,
SUITE 100
Orlando, FL
32837

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **Lisa Maag** Phone: (407) 438-5002 Fax: (407) 852-0266 Email: Lisa@gemsevents.com

FLORIDA LIBRARY ASSOCIATION

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

SHOW HOURS

Wednesday May 15, 2019

Exhibitor Move-In 10:00 AM—4:00 PM

Wednesday May 15, 2019

Exhibit Hall Open 4:00 PM—6:00 PM

Thursday May 16, 2019

Exhibit Hall Open 8:00 AM—4:30 PM

Thursday May 16, 2019

Exhibitor Move-Out 4:30 PM—7:00 PM

**ALL EXHIBIT MATERIALS
MUST BE OFF THE FLOOR BY 7:00 PM**



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**DEADLINE DISCOUNT
APRIL 30, 2019**

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard VISA American Express Corporate Personal

EXPIRATION

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Calculation of Orders	Total
Material Handling	\$
Installation & Dismantle Labor	\$
	\$
Standard Furnishings & Accessories	\$
Custom Furniture Rental	\$
GEMS Rental Exhibits	\$
Floral Service	\$
Booth Cleaning	\$
6 % Processing Fee	\$
Total	\$
To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.	
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	
Please list all authorized persons for	

Card Holders Name		
Billing Address		
City	State	CVV
Zip Code	Phone Number	
Email Address		
Card Holders Signature		
Company Name	Booth #	

<p>Payment Policy</p> <p>Payment for Services</p> <p>GEMS requires payment in full at the time services are ordered. GEMS requires that you provide a credit card authorization with your initial order.</p> <p>For your convenience, GEMS and GEMS Logistics LLC will use this authorization to charge your account for services which may include labor & material handling/shipping costs not covered by your first payment. ordered by your representative for products and services rendered to your company for this event.</p> <p>Method of Payment</p> <p>GEMS accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p>Third Party Billing</p> <p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p>Tax Exempt</p> <p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.</p>
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If you have any questions regarding our payment policy, please call exhibitor services at 407-438-5002 or visit our Service Desk during setup and move-out. Please complete the information 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 credit card charge authorization to be on file with GEMS. You agree



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THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the Show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. **Please do not forget to fill out the credit card authorization form.**

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:	FAX NUMBER:	
ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER:		EXPIRATION DATE:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		BOOTH #:
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:		FAX NUMBER:



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**DEADLINE DISCOUNT
APRIL 30, 2019**

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DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before **May 10, 2019** between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-438-5002.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE: Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.**
- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

FRIDAY MAY 10, 2019

GEMS WAREHOUSE

Company Name BOOTH #

2019 FLA

9468 AMERICAN EAGLE WAY SUITE 100

ORLANDO, FL 32837

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS. Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.



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DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

**FOR ADVANCE SHIPMENTS
TO ARRIVE BY MAY 10, 2019**



RUSH

EXHIBITION MATERIALS

**To: _____
EXHIBITOR NAME**

BOOTH # _____

GEMS WAREHOUSE

2019 FLA

9468 AMERICAN EAGLE WAY

SUITE 100

ORLANDO, FL 32837

Name of Event: _____

Booth #: _____

#of Pieces: _____

Carrier: _____



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RETURN PAGE TO: gemslogistics.info@gmail.com t:407-438-5002 x:112 f:407-852-0286

COMPLETE THIS FORM FOR WHEEL/AIR TRANSIT FOR YOUR EXHIBIT MATERIALS VIA GEMS IN-HOUSE SHIPPING SERVICE

INBOUND SHIPPING INSTRUCTIONS	SHIPPING INFORMATION																												
<p><i>Below payment authorization must be on file prior to pick up.</i></p> <p>Pick-up from: Company: _____ - Address: _____ City: _____ State/Zip: _____ Show: _____ Booth Name/# _____ Requested Pick Up Date _____ Time: _____ Contact _____ Tel: _____</p>	<p><i>Items to be shipped:</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 40%;">Crates</td> <td style="width: 20%;">[h]x[w]x</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>Cartons (cardboard)</td> <td>[h]x[w]x</td> <td></td> </tr> <tr> <td></td> <td>Cases/Trunks</td> <td>[h]x[w]x</td> <td></td> </tr> <tr> <td></td> <td>Skids/Pallets</td> <td>[h]x[w]x</td> <td></td> </tr> <tr> <td></td> <td>Carpet</td> <td>[h]x[w]x</td> <td></td> </tr> <tr> <td></td> <td>Other</td> <td>[h]x[w]x</td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td></td> <td style="text-align: center;">- TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT -</td> <td></td> </tr> </table>		Crates	[h]x[w]x			Cartons (cardboard)	[h]x[w]x			Cases/Trunks	[h]x[w]x			Skids/Pallets	[h]x[w]x			Carpet	[h]x[w]x			Other	[h]x[w]x			- TOTAL PIECES	TOTAL WEIGHT -	
	Crates	[h]x[w]x																											
	Cartons (cardboard)	[h]x[w]x																											
	Cases/Trunks	[h]x[w]x																											
	Skids/Pallets	[h]x[w]x																											
	Carpet	[h]x[w]x																											
	Other	[h]x[w]x																											
	- TOTAL PIECES	TOTAL WEIGHT -																											
SHIPPING SERVICES																													
<p>Email _____</p> <p><input type="checkbox"/> Please arrange my shipping into ADVANCE WAREHOUSE <i>or</i></p> <p><input type="checkbox"/> Please arrange my shipping direct to SHOW SITE</p> <p><input type="checkbox"/> Please arrange my OUTBOUND SHIPPING</p>																													
TRANSPORTATION CHARGES PAYMENT AUTHORIZATION																													
<p><input type="checkbox"/> Please contact me about EXPRESS DEPARTURE SERVICE</p> <p><input type="checkbox"/> Please contact me about BETWEEN SHOWS STORAGE</p> <p><small>This authorization will be used by GEMS Inc/GEMS Logistics LLC to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</small></p> <p>Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express</p> <p>Card # _____/_____/_____/_____</p> <p>Expiration Date: _____ Security Code: _____</p>																													
OUTBOUND SHIPPING INSTRUCTIONS																													
<p><i>Pieces:</i> _____ <i>Dimensions:</i> _____</p> <p><i>Weight:</i> _____</p> <p>Declared value \$ _____ Loading Dock <input type="checkbox"/> Lift Gate needed <input type="checkbox"/></p> <p>Residential address <input type="checkbox"/> Inside Pickup <input type="checkbox"/> Inside Delivery <input type="checkbox"/></p> <p><i>Special Instructions:</i> _____</p> <p>_____</p> <p>SHIP TO ADDRESS: _____</p> <p>_____</p> <p>_____</p>																													
FREIGHT SERVICE TYPE																													
<p>Contact Name: _____</p> <p><small>Services are charged based on Dimensional or Actual weight—whichever is greater when weighed. Exhibitor to submit completed outbound Bill of Lading to GEMS service desk—as transfer of responsibility for freight left at booth.</small></p>																													



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DEADLINE DISCOUNT
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DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

MATERIAL HANDLING RECAP

Please indicate where your shipment will arrive: **GEMS Warehouse** **Show Site**

We will ship _____ pieces @ _____ lbs.	@ \$95.00 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge	@ \$55.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped	@ \$105.00 per 100 lbs. (200 lb. minimum)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: 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, and must be paid at Show site. If you have any questions about material handling, please call 407-438-5002.

Material Handling Subtotal	\$
Overtime Subtotal	\$
Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 407 852-0286.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site and by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One:	PREPAID COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:	Total Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM:

BOOTH#:



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MATERIAL HANDLING RATES

- \$95.00 per hundred weight (or fraction thereof). pounds.
- Minimum of \$190.00 per shipment delivered - 200 lb. minimum. - **Rates are calculated on a round trip basis.**
- When recording weight, round up to the next one hundred (100) - If the inbound and / or outbound receiving hours occur during over-

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Uncrated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Uncrated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracking, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.



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MATERIAL HANDLING RATES*-CONTINUED-***AGREEMENT OF TERMS**

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$95.00 per CWT for straight time and \$190.00 per CWT for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, wind-storm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for the loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the Show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, GEMS shall have the authority to change designated carriers if such carri-



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INSTALLATION AND DISMANTLING LABOR ORDER

Straight Time: \$100.00 per personnel hour Overtime: \$140.00 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.

A minimum charge is one hour per labor personnel,

PLAN A: Installation and dismantling of display under the supervision of I&D GEMS.	PLAN B: Installation and dismantling of display under the supervision of Exhibitor.
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Please note the following: <ul style="list-style-type: none"> In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge. Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary. Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge. 	Please note the following: <ul style="list-style-type: none"> Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision. A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered. Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested
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Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

FORKLIFT ORDER Straight Time: \$100.00 per personnel hour Overtime: \$140.00 per personnel hour Forklift: \$50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate line:		__ GEMS Supervision	__ Exhibitor Supervision	__ Forklift Crew	
Install	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
Dismantle	Date:	Time:	Total Laborers:	Hours per Laborer:	\$
GEMS Supervision Install 35%:		GEMS Supervision Dismantle 35%:		Forklift Fee: \$50.00	\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:					\$

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. Gilbert Exposition Management, Inc., GEMS & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
3. Gilbert Exposition Management, Inc., GEMS and its subcontractors 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, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
5. Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

EXHIBITING FIRM:

BOOTH#:



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

Lisa Maag, Project Manager

E-mail: lisa@gemsevents.com

9468 AMERICAN EAGLE WAY SUITE 100

Phone: (407) 438-5002

Orlando, Florida 32837

Fax: (407) 852-0286

**DEADLINE DISCOUNT
APRIL 30, 2019**

FLORIDA LIBRARY ASSOCIATION

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

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

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who has verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and Show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the move-in date and shall not solicit business on the Show floor.
4. The representative of a Non-Official Contractor will share with

the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

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

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 Show facility and does not represent on 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 Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the **GEMS Exhibitor Service Center.**

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to GEMS by APRIL 30, 2019, then any representative of the Exhibiting Firm or Non-Official Contractor will be re-

INTENT TO USE NON-OFFICIAL CONTRACTORS

NOTIFICATION DEADLINE: *APRIL 30, 2019*

EXHIBITING FIRM:	BOOTH #:	
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):		
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:	



GILBERT EXPOSITION MANAGEMENT SERVICES

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**DEADLINE DISCOUNT
APRIL 30, 2019**

FLORIDA LIBRARY ASSOCIATION

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Basic Black Stool with Back	\$120.00	\$135.00	\$
	Literature Stand	\$110.00	\$137.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Tack Board	\$150.00	\$175.00	\$
	42" High Round Café Table	\$175.00	\$210.00	\$
	Bag Rack	\$60.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Indicate Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Indicate Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$89.75	\$115.50	\$
	6' Draped	\$99.25	\$138.50	\$
	8' Draped	\$107.25	\$154.50	\$
	4th Side Draped	\$22.00	\$29.75	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Indicate Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$95.75	\$129.25	\$
	6' Draped	\$108.75	\$147.00	\$
	8' Draped	\$120.50	\$162.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

TABLE RISERS AND DRAPING

Indicate Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT
YOUR PROJECT MANAGER AT GEMS FOR ORDERING AND PRICING DETAILS.

Subtotal \$
Tax @ 7% \$

EXHIBITING FIRM: _____ BOOTH #: _____ **Total** \$ _____

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Indicate Color: · Black Blue · Grey · Burgundy · Red

Quantity	Description	Discount Price	Standard Price	Total
	8' x 10'	\$137.50	\$175.50	\$
	8' x 16'	\$250.00	\$326.75	\$
				\$
				\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further Shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zeftron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

Gunmetal Misty Grey · Bay Water Cherry Red
 Burgundy · Silver Mist · Baby Blue Ebony
 Navy · Sky Blue · Dusty Rose · Light Teal

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$ _____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.75/Sq. Ft. \$ _____

EXHIBITING FIRM:

BOOTH #

Subtotal \$

Tax @ 7% \$

Total \$



GILBERT EXPOSITION MANAGEMENT SERVICES

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**DEADLINE DISCOUNT
APRIL 30, 2019**

FLORIDA LIBRARY ASSOCIATION

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

FLORAL SERVICE ORDER FORM

(Call for Additional Information)

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$96.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$61.50	\$
	Large Fern	\$59.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$87.00	\$
	6' Green Plant	\$98.00	\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed during move-in will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before exhibits open)	\$0.40/sq. ft. X ____ sq. ft. = ____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before exhibits open, and each morning before exhibits open)	\$0.30/sq. ft. X ____ sq. ft. X ____ days = ____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
--	---	----

Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled.

We suggest that you order cleaning service at least once prior to the exhibit opening.

Please include any specific instructions:

Please retain one copy for your files



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**DEADLINE DISCOUNT
APRIL 30, 2019**

MAY 14-16, 2019

DOUBLETREE BY UNIVERSAL—ORLANDO, FLORIDA

SIGN ORDER FORM

SHOWCARDS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$27.75	\$48.75	
	7" x 44"	\$36.86	\$57.56	
	14" x 22"	\$37.36	\$58.40	
	14" x 44"	\$62.66	\$100.07	
	22" x 28"	\$63.68	\$101.40	
	28" x 44"	\$81.94	\$157.48	
	40" x 60"	\$179.63	\$315.50	

BANNERS:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DIGITAL BANNER	\$15.00 psf	\$24.00 psf	
FORMULA: _____ X _____ = \$ _____				

ADDITIONAL SERVICES:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CARDBOARD EASEL	\$7.25 per sign	\$14.50 per sign	
	LOGO SCAN	\$49.00 per logo	\$63.50 per logo	
*PLEASE CALL FOR GRAPHICS PRICING				

SIGN SPECIFICATIONS (PLEASE INDICATE YOUR PREFERENCES):

TEXT STYLE:	BLOCK	ROMAN	SCRIPT	CASUAL	SCHOOL
PANEL STYLE:	VERTICAL	HORIZONTAL			
LETTER COLOR:					
BACKGROUND COLOR:					

INDICATE SIGN COPY HERE (PLEASE PRINT):

IMPORTANT NOTE: Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at \$65.00 per hour with a one-half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____



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**DEADLINE DISCOUNT
APRIL 30, 2019**

Exhibit Request Form

Contact Information

Client/Exhibitor Information

Company/Organization: _____ Event: _____

Requested By _____ Email Address _____

Address _____ City _____ State _____ Zip _____ Phone# _____

_____ Fax # _____

On-Site Contact _____ On-Site Mobile# _____

Service Request

BOOTH NAME/NUMBER:

DATES:					
Start Time:					
End Time:					

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

Payment Information

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

Credit Card #: _____

CCID: _____ Type: _____ Exp: _____

Print Name (as it appears on credit card) _____

Credit Card Holder Signature _____

Terms and Conditions

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

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. Cancellation charges will be incurred at 100% for equipment and labor canceled within 24 hours of your event 75% within 48 hours and 50% within 72 hours.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

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

Authorized Signature: _____

Print Name: _____ Date: _____

Exhibit Request Form

	DAILY RATE	QUANTITY	DAYS	TOTAL
VIDEO EQUIPMENT				
PC Laptop	\$250.00			
24" LCD Montior	\$150.00			
50" LED Monitor	\$500.00			
60" LED Monitor	\$600.00			
70" LED Monitor	\$700.00			
Height Adjustable Monitor Stand (for 50", 60" or 70" monitors)	\$75.00			
6-10' HDMI Cable	\$25.00			

AUDIO EQUIPMENT				
10" Portable Speaker	\$100.00			
4-Channel Mixer	\$50.00			
Wireless Lavalier Microphone	\$150.00			
Wireless Handheld Mircrophone	\$150.00			
Wired Handheld Mircrophone	\$50.00			

NETWORKING EQUIPMENT				
Wired Internet Access (up to 5Mbps)*	\$200.00			
Basic Wireless Internet Access (up to 5Mbps)*	\$40.00			
Premium Wireless Internet Access (up to 10Mbps)*	\$80.00			

TELECOM EQUIPMENT				
DID Phone Line**	\$100.00			
Standard Office Phone	\$25.00			
Conference Speaker Phone with Extension Microphones	\$150.00			

SUBTOTAL: _____
 Service Charge=22% of Subtotal: _____
 Sales tax=6.5% of Subtotal & Service Charge: _____
GRAND TOTAL: _____

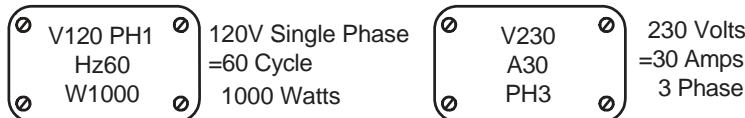
Signed Encore contract must be received prior to installation of service.



Client Terms and Conditions

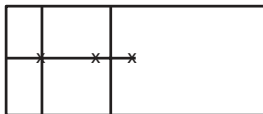
1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the rating's on the Name Plate that is attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

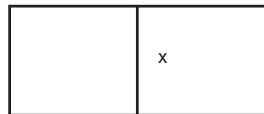


POWER LOCATIONS: X Indicates location of outlet

WHERE WILL MY OUTLET BE LOCATED?
Your outlet will be located as depicted below unless
A Completed Floor Plan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Production Elektrik's discretion when power source is on the floor. Please see Regulation #4 below.

ISLAND BOOTHS

1. Orders must be received a minimum of ten (10) days prior to the scheduled event for Discount Rates to apply. Orders received less than ten (10) days prior to scheduled event set up will be charged at the Standard Rates.
2. Production Elektriks is not responsible for voltage fluctuation due to temporary conditions. For your protection you should install a surge protector on your computer(s) All electrical installations and connections to all electrical service must be made by a Production Elektriks Electrician. Production Elektriks will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by any person other than a Production Elektriks Electrician.
3. Separate Companies - Separate Power Orders, No Power Sharing, A Separate Outlet must be ordered for each location where Power is required.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for Production Elektriks and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and materials basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one (1) hour labor for installation and 1/2 hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested. Unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and Local Codes. Production Elektriks reserves the right to inspect all Electrical Devices and Connections to insure compliance with all codes. Production Elektriks is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code and / or NEC.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and should not be used by exhibitors. All Power outlets utilized in Any Booth space are subject to the control of Production Elektriks and will be billed for regardless of permanent or temporary installation.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitors' cords must be a minimum of 14/3 with ground. All exposed non-current carrying metal parts or fixed equipment, which are liable to be energized SHALL be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by Production Elektriks for this service order is furnished on a rental basis and remains the property of Production Elektriks and shall be removed ONLY by Production Elektriks Employees. Price is also includes all necessary disposable supplies.
13. Production Elektriks Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event and this claim must be verified by a Production Elektriks Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection or to file a lien, foreclosure or otherwise. The Exhibitor or I&D Company will pay Production Elektriks its attorney fees and/or applicable agency fees and we reserve the right to choose venue.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of the invoice.
18. Exhibitor Agrees to hold Production Elektriks Harmless for Any Losses; including but not limited to Any Business, Equipment and/or Advertising Expenses, due to us or any Utility Company, permanent or temporary power distribution failure, power failure caused by vandalism, faulty exhibitor equipment and / or connections or overloads caused by any exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
 - a. All under carpet distribution of electrical wiring.
 - b. All motor and equipment hook-ups requiring hardware connections.
 - c. The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected; electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, A Qualified Electrician should be consulted. Serious risks are involved which can be eliminated by understanding the basic requirements of safely wiring your booth.
For the safety of you and the public, remember these points:
 - a. All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - b. The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of a 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - c. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.



Electrical/Rental Order Form,
Return with Remittance to;

Please Note; That by Signing and Returning this Form to Production Elektriks the Client Has Agreed to All Terms and Conditions.			
Show Name:		Dates:	
Company Name:		Booth #	
Full Address:			
Phone #	Fax #	Date Ordered	
Credit Card MC <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Disc. <input type="checkbox"/>			CVV/CVS #
Account #	Exp. Date		
Printed Name:		Signature:	
Check #	Personal <input type="checkbox"/> Business <input type="checkbox"/> Drivers License #		
E-Mail			

Client Terms & Conditions on Reverse Please Review and Retain For Discount Rate to apply Full Payment Must Accompany All Orders Ten (10) days Prior to Show Setup. Discount Rate Deadline _____

Labor Charges

There will be a Minimum Labor Charge of One Hour for All Island Booths, Special Events, and/or 208-Volt Installations. There is a One Half Hour Minimum Labor Charge for Dismantling. For Installation's Taking Longer then the Minimum, Charges Will be based on Time and Equipment.

Island Booths

A Scaled Floor Plan, Showing the Locations of all Electrical Connections Must Accompany All Electrical Orders. Island booths will be charged for Equipment used and Labor.

Rental Rates

Are for any Portion Of a Seven Day Uninterrupted Period.

Please Identify Any Special Requirements

	Quantity	Discount Rate	Standard Rate	Amount
120 Volt Utility Service				
0 to 500 watts	_____	<u>\$ 56.00</u>	<u>\$ 84.00</u>	_____
501 to 1000 watts	_____	<u>\$ 66.50</u>	<u>\$ 99.75</u>	_____
1001 to 1500 watts	_____	<u>\$ 77.00</u>	<u>\$115.50</u>	_____
1501 to 2000 watts	_____	<u>\$ 84.00</u>	<u>\$126.00</u>	_____
208 Volt Single-Phase Service (Labor Charge Required for orders in this area)				
20 Amps	_____	<u>\$163.00</u>	<u>\$228.00</u>	_____
30 Amps	_____	<u>\$194.00</u>	<u>\$271.00</u>	_____
60 Amps	_____	<u>\$335.00</u>	<u>\$470.00</u>	_____
100 Amps	_____	<u>\$422.00</u>	<u>\$590.00</u>	_____
208 Volt Three-Phase Service (Labor Charge Required for orders in this area)				
20 Amps	_____	<u>\$214.00</u>	<u>\$295.00</u>	_____
30 Amps	_____	<u>\$260.00</u>	<u>\$364.00</u>	_____
60 Amps	_____	<u>\$382.00</u>	<u>\$535.00</u>	_____
100 Amps	_____	<u>\$517.00</u>	<u>\$723.00</u>	_____
200 Amps	_____	<u>\$918.00</u>	<u>\$1285.00</u>	_____
400 Amps	_____	<u>\$1377.00</u>	<u>\$1928.00</u>	_____
Lighting Equipment "Power Included"				
100 Watt Floodlight	_____	<u>\$30.00</u>	<u>\$45.00</u>	_____
150 Watt Floodlight	_____	<u>\$40.00</u>	<u>\$55.00</u>	_____
300 Watt Floodlight	_____	<u>\$50.00</u>	<u>\$65.00</u>	_____
Extension Cords "Power Not Included"				
Single Outlet Cord	_____	<u>\$15.00</u>		_____
Cube Tap 3 Outlets	_____	<u>\$ 5.00</u>		_____
Power Strip 6 Outlets	_____	<u>\$18.00</u>		_____
Labor Rates				
ST- Mon.-Friday 8AM-4:30PM		<u>\$50.00</u>		_____
OT- All Other Times & Holidays		<u>\$80.00</u>		_____

Sub-Total _____
FL. Sales Tax @ 6.5% _____
Total Due _____

Full Payment Due From U.S. Banks Prior to Show Opening

Return White Copy to Production Elektriks Canary Copy to Client

"Our Goal Is Your Success"