



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

GEMS IS THE GENERAL CONTRACTOR FOR THE
2020 FLA ANNUAL CONFERENCE

LISA MAAG IS THE PROJECT MANAGER

Lisa@gemsevents.com

11580 Ryland Court

Orlando, FL 32824

407-438-5002 x 117

You will be receiving an online invite for our
services from orders@gemsevents.com

**2020 FLA
MAY 12-14**

**DOUBLE TREE BY HILTON UNIVERSAL
ORLANDO, FL**

GEMS is proud to be your Exposition Management team for *2020 FLA*. The following are important dates and information to keep at hand:

ADVANCE WAREHOUSE SHIPPING

GEMS - Gilbert Exposition Management Services
2020 FLA - COMPANY AND BOOTH #
11580 Ryland Court, Orlando, FL 3284
Phone: (407) 438-5002 Fax: (407) 852-028

Show Information:

Back-wall Drape: **BLACK**
Tables **BLACK**
Hall Carpeted: **YES—MULTI**
Booth Size: **8 X 10**
Booth Includes: Pipe and drape (1) Skirted table, (2) Chairs,
(1) Wastebasket and (1) ID sign provided

Important Dates

WEDNESDAY	APRIL 1, 2020	Shipments may start arriving at the GEMS warehouse
MONDAY	APRIL 27, 2020	DISCOUNT DEADLINE GEMS ORDERS WITH PAYMENT
FRIDAY	MAY 8, 2020	Last day for shipments to arrive at GEMS warehouse without surcharges

- GEMS Logistics will be available for all your shipping needs prior to and at the event.
- Please inform your drivers to be checked in at the loading area by **5:00 PM THURSDAY MAY 14, 2020**.
- Freight not picked up by **6:00 PM MAY 14, 2020** will be redirected.
- All Exhibit Materials must be off the show floor by **7:00 PM May 14, 2020**.
- 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.

We look forward to serving you in the future!

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** Phone: (407) 438-5002 Fax: (407) 852-0266 EMAIL: Lisa@gemsevents.com

**2020 FLORIDA LIBRARY ASSOCIATION
DOUBLE TREE BY HILTON
UNIVERSAL ORLANDO FLORIDA**

SHOW HOURS

EXHIBITOR MOVE IN

TUESDAY MAY 12, 2020 3:00 PM—5:00 PM
WEDNESDAY MAY 13, 2020 8:00 AM –2:00 PM

SHOW HOURS

WEDNESDAY MAY 13, 2020 2:00 PM-6:00 PM
THURSDAY MAY 14, 2020 8:00 AM—5:00 PM

EXHIBITOR MOVE OUT

THURSDAY MAY 14, 2020 4:30 PM—6:00 PM

ALL EXHIBIT MATERIAL MUST BE OFF THE FLOOR BY 7:00 PM THURSDAY MAY 14, 2020.

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (if other than show carrier). Schedule your carrier to pick up your freight, directly from the exhibit hall, not later than the forced time above.

At the close of the show, each exhibitor must fill out a **bill of lading** and hand in to the onsite GEMS service desk. Outbound shipping forms will be available at the GEMS service desk. Should the exhibitor fail to provide outbound shipping paperwork and it is not turned into the GEMS service desk, a labor charge will be added to the exhibitor's final invoice.

Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refused to take shipment, GEMS reserves the right to re-route shipment using the show carrier or return material to our warehouse at the exhibitor's expense.



"...A Cut Above The Rest!"

Name, Title Lisa Maag
11580 RYLAND COURT
Orlando, Florida 32824

E-mail: lisa@gemsevents.com
Phone: (407) 438-5002
Fax: (407) 852-0286

DISCONT DEADLINE

APRIL 27, 2020

2020 FLA Annual Conference



May 13-15, DoubleTree at Universal, Orlando, FL

PLEASE READ CAREFULLY

Dear 2020 FLA Exhibitors,

Thank you for your support of the FLA 2020 Annual Conference! We are pleased to partner with GEMS as our Show Decorator to ensure that you have a smooth and productive experience. Please note these important show highlights and reminders:

- **BALLROOM LOCATION:** Our tradeshow is located at the entrance to the conference center. All attendee traffic will flow the space.
- **NEW!** Earlier start time on Wednesday. Show opens at 2pm. Please review the full show scheduled below carefully.
- **SCAVENGER HUNT/MOBILE APP:** To encourage engagement, the FLA conference mobile app will feature our sponsors, exhibitors, attendees, schedule of events and a scavenger hunt attendee game. As we are drawing closer to the Florida Library Association Annual Conference, please think about participating in our scavenger hunt. To participate this year, all you need to do is donate a prize and your booth will be added into the hunt. You choose the manner in which you would like to participate. Here are some sample ideas that you could use:
 - Having a sign in front of your booth with a code word
 - Requiring the attendee to speak to a specific representative
 - Using a specific code word found on your website
 - The cost of a specific item found at your booth
 - The name of a book found at your both

We had 201 attendees participate last year and we are hoping that we will be able to gain more this upcoming year. Think about participating. **The last day to sign up is on 03/20/2020.** For more information and prize suggestions, please contact Kayla Kuni kkuni@mail.usf.edu.

- **BOOTH DETAILS:** Booth size: 8' x 10' width; BLACK Pipe/Drape (3' on sides); ballroom is carpeted; one 6ft table top draped, 2 chairs and wastebasket and an identification sign. (Double booths are 10' x 16' width)
- **WIFI:** Basic unsecured Wifi is included

- **ORDERING ELECTRICAL AND OTHER A/V EQUIPMENT:** You can order electrical and other equipment for your booth. See order form enclosed.
 - **BOOTH REPRESENTATIVES:** Your booth package includes TWO complimentary booth representative passes. Additional passes may be purchased online at \$75 ea.
 - **REGISTER YOUR BOOTH REPRESENTATIVES:** You should have received an email with your booth order form that contains the link to "edit" your booth account. Please login and use this portal to manage your account including listing who your booth representatives will be and much more.
 - **PRE-POST ATTENDEE LIST:** Approximately 2-weeks out to conference we will release the first attendee list. Additionally, within 30 days post conference we will send you a final list. FLA has a one-time pre and post list usage policy.
 - **OPTIONAL LOAD-IN:** Exhibitors may begin to load-in on Tuesday, May 12th at 3pm – 5pm. Security is tentative for Tuesday night. Official load-in is on Wednesday, May 13th from 8am – 2pm. Show opens at 2pm on Wednesday, May 13.
 - **HOTEL:** Please make your hotel reservations at your earliest convenience in order to secure a room. Call the Hilton Reservations line at 1-800-222-8733 using the special rate code (BRA), or register online: https://doubletree.hilton.com/en/dt/groups/personalized/M/MCOUNDT-FLA-20200511/index.jhtml?WT.mc_id=POG
- BEWARE OF ROOM SCAMS:** Beware of companies calling or emailing you and falsely representing themselves as FLA official suppliers trying to lure your room accommodations. We are NOT affiliated with them. No one should call or email you to make hotel reservations.
- **COMPETITORS:** Please review your placement on the floorplan which was chosen by your company during registration <https://shows.map-dynamics.com/flibrary2020/>. If you have any concerns about your neighboring companies, please feel free to reach out to us via email (flatradeshow@gmail.com) with a request to relocate.
- **SHOW SCHEDULE**

Optional Tuesday, May 12

3pm – 5pm Optional exhibitor start load-in (Security tentative)

Wednesday, May 13

8:00 a.m. – 2 p.m.: Exhibitor Load-in

2 p.m. – 6 p.m.: Show Open, Poster Sessions

5 p.m. – 6 p.m. Welcome Reception

7 p.m. – 7 a.m.: Overnight security provided

Thursday, May 14

8:00 a.m. – 4:30 p.m.: Exhibit Hall Open, Posters Sessions

8:00 a.m. -- 8:30 a.m.: Refreshment Break in Exhibit Hall

12 p.m. -- 1:30 p.m.: **Tentative** Cash Concession Lunch in Exhibit Hall or refreshments

4:00 p.m. -- 4:30 p.m.: Refreshment Break in Exhibit Hall

4:30 p.m.: Exhibit Tear-Down

We value your support and look forward to seeing all of you in a few months. Please let us know if you have any questions.

Jeanice: flameetingplanner@gmail.com

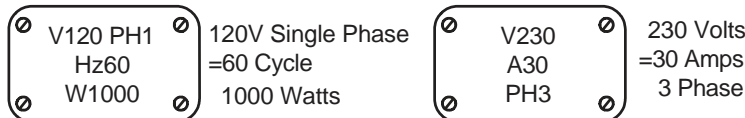
Patti: flatradeshow@gmail.com

Karen at FLA office: karen@flalib.org

Client Terms and Conditions

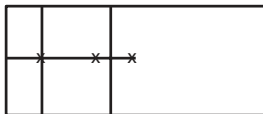
1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the rating's on the Name Plate that is attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate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

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

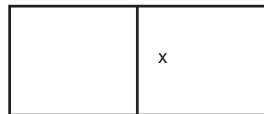


POWER LOCATIONS: X Indicates location of outlet

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: Florida Library Association		Dates: May 12-14 2020	
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 5/02/2020

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"

PLEASE READ:

FLA 2020 ANNUAL CONFERENCE

EXHIBITOR/SPONSOR TERMS AND CONDITIONS

ASSIGNMENT CRITERIA

All opportunities are available on a first-come, first-serve basis. The Exhibitor Registration Form or the Sponsorship Commitment Form must be completed online at www.flalib.org.

SPONSORSHIP POLICY

Sponsorship packages that require logo imprint on items (bags, name badges, etc.) will not qualify for any cancellation once the form is completed and payment is requested immediately upon receipt of invoice.

Sponsorship packages that require food and beverage orders to the Hotel will be billed for the food/beverage portion after the conference. All payments are due immediately upon receipt of invoice. Any unpaid invoices will forfeit opportunities in future conference years until payment is paid in full.

ONLINE EXHIBITOR FORM AND COMPETITORS

In order to avoid placing competitors in close proximity, FLA requires that Exhibitor booths are chosen solely by the exhibit company through the online interactive booth registration process on www.flalib.org on a first-come, first-serve basis. FLA is not responsible for assignment of booth or nearness of competitors. If exhibitor becomes aware of a nearby competitor registration and would like to relocate, they may request in writing via email to flatradeshow@gmail.com their desire to relocate and the new booth number preference. FLA will take each request under consideration individually.

REGISTRATION AND CONFIRMATION

The online Exhibitor Registration Form must be completed by December 31, 2019 to receive the Advanced Discounted Exhibitor rate. The online Exhibitor Registration Form must be completed by April 20, 2020 to guarantee that your company information is included in the conference program. Booths will continue to be sold until the exhibit hall is filled. Two Booth Representatives are included in your exhibit package. Any additional booth representatives must

be approved by FLA and registered at the additional fee of \$75 per person. You will receive confirmation of the receipt of your application and payment.

PAYMENT AND REFUNDS

Payments may be made by credit card or a check payable to Florida Library Association. No exhibits or sponsor package will be permanently reserved until payment is received by the Association. An Invoice will generate within 2 business days upon receipt of an Exhibit Registration. **Payment is requested within 30 days of receipt of Invoice.** If payment is not received when due, FLA reserves the right to reassign the opportunity. Booths confirmed after April 1, 2020 must be paid immediately upon receipt of invoice and no refunds approved.

CANCELLATION AND WITHDRAWAL

Cancellation requests must be submitted in writing by April 1, 2020. No Refunds will be approved after April 1, 2020. An administrative fee of \$100 will be charged for all approved refunds. All refund requests will be processed after the conference. Refunds will not be made for no-shows.

CORDIAL COMPETITOR RELATIONS

Exhibitor/sponsor agrees to maintain cordial business relations with competitive organizations at the event. No demeaning competitor references will be allowed.

NO SELLING

The selling of product is strictly prohibited. Aggressive business solicitation on the exhibit floor is prohibited and grounds for immediate dismissal.

UNACCEPTABLE OR OFFENSIVE CONDUCT AND SEXUAL HARASSMENT

Harassment, intimidation, abuse or discrimination in any form is strictly prohibited at the event and grounds for immediate dismissal from the FLA Annual Conference. Sexual harassment is defined as abusive verbal or nonverbal language related to a person's gender, sexually oriented comments regarding one's body, sexual advances, displaying sexually explicit photographs or language, or unwanted physical contact. FLA also reserves the right to remove or exclude any participant or attendee who appears inebriated and who engages in conduct that interferes with the ability of other attendees to participate in and enjoy the conference. Attendees or other event participants asked to stop any harassing behavior are expected to comply immediately.

RIGGING

No sign, banner, decoration, or production equipment will be allowed to be attached to the wall or ceiling structure or suspended from the ceiling. No exhibitor shall use any flammable decorations or coverings, and all fabrics or other materials used shall be flameproof.

ELECTRICAL

For liability reasons and to insure the highest level of safety, all electrical connections and/or power requirements performed must be contracted through the Show Decorator. No electrical will be provided by FLA.

INSTALLATION AND REMOVAL OF DISPLAYS

FLA reserves the right to fix the time for installation of a booth prior to the conference opening. Installation of all exhibits must be fully completed by Wednesday, May 13, 2020 at 2pm. No Exhibitor will be allowed to dismantle or repack any part of their exhibit until after the closing of the Tradeshow. Official dismantling is scheduled for Thursday, May 14, 2020 at 4:30pm.

EXHIBITORS AUTHORIZED REPRESENTATIVE

Each Exhibitor must name one person to be its representative in connection with installation, operation and removal of the firm's exhibit. The Exhibitor shall assume responsibility for representation in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, staffed and orderly at all times.

SOCIAL ACTIVITIES

Exhibitor/sponsor agrees not to sponsor hospitality suites/rooms or other functions during official conference activities including exhibit hours, social functions, educational seminars and any other related activity scheduled by FLA unless given permission by FLA.

LIABILITY AND INSURANCE

All property of the Exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither FLA, its service contractors, the management of the exhibit hall nor any of the officers, employees or directors nor any of the same are responsible for the safety of the property of Exhibitors from theft, damage by fire, accident, vandalism, or other causes. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Hotel, its owners, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of Hotel and its employees and agents. Exhibitor shall obtain and keep in force

during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance. Exhibitor understands that neither the Group nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

SECURITY

Security will be provided in the exhibit hall one night Wednesday, May 15 from 7 p.m. -- 7 a.m. Exhibitors are responsible for safekeeping of their personal property at all times. FLA does not assume responsibility for any missing items.

CARE OF BUILDING AND EQUIPMENT

Exhibitors or their agents shall not injure or deface any part of the Resort, other exhibitor booths, or booth contents or show equipment and décor. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

FLA DECORATOR/SHOW CONTRACTOR

All exhibitors will be notified of the official Exhibit Show Decorator within 60 days of the conference dates. The Exhibit Show Decorator will have control of all inbound and outbound freight to prevent congestion in the loading and unloading area, in the aisles and in any freight traffic area. The official Show Decorator will have complete control of all labor hired and scheduling and coordination of labor for the purpose of the orderly setup, management, and dismantling of the exposition. Information on shipping methods and rates will be posted online within 60 days of the conference dates. The exhibitor will ship at his own risk and expense all articles to be exhibited. The official Show Decorator will provide storage for incoming freight, delivery to the booth, and removal, storage and return of empty crates and removal and shipment of outbound freight. All charges are based on inbound weights. All shipments must be prepaid. The exhibitor expressly agrees that any exhibit material remaining in the exhibit hall after the contracted move-out dismantle time has terminated or any damaged exhibits left behind may be removed and disposed of at the expense of the exhibitor and without liability to the Association or the official Show Decorator. The exhibit space is carpeted.

EXHIBIT SPACE FLOOR PLAN

Every effort will be made to maintain the general configuration of the floor plan for this conference. FLA does not anticipate any major changes to the current floorplan; however, the Association reserves the right to modify the plan, if necessary, as determined solely by the Association.

MISCELLANEOUS

The Association shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and this exhibition. Any and all matters not specifically covered herein are subject to the decision by the Association. These terms and conditions may be amended at any

time by the Association upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Association from time to time.