

**Encinosa Expositions, Inc.**  
*Full Service Tradeshow Contractor*

Dear Exhibitor:

It is indeed a pleasure to provide the enclosed information for your exhibit participation in the SERC Summer Conference scheduled to be held June 6-9, 2010 at the Marco Island Marriott Beach Resort.

We have been selected by the program sponsor to function in the capacity of Official Decorator and Service Contractor for the exhibits. The service order forms that follow are provided to assist in your preparation for the 2010 program.

Please review each form, ORDERING IN ADVANCE those items and services you require. As the Official Decorator, it is strongly urged that all orders for equipment and services be handled through Encinosa Expositions, Inc. This will assist us in assuring you a smooth, well coordinated installation, show-run and dismantle. UPS FREIGHT for ground and Airways for air are the official carriers for the show. Although you may use any carrier you choose, we encourage you to use them to expedite your shipping needs. For UPS FREIGHT please call Katherine Damerel at 800-988-9889. For Airways, please call Jim Dahlberg at 1-800-352-8054.

**Discount prices apply to orders paid in advance of show.**

**Please Note:**

(1) You may not pin, staple, or attach anything directly to the booth drape. Should you do so, you will be charged \$40.00 per panel of drape.

(2) Advance shipments arriving at any address other than the address listed under "SHIPPING INFORMATION" will be refused.

(3) **All shipments must be shipped out at close of show, if using a carrier other than the official show carrier you must make arrangements for your carrier to pick up from show location at close of show.**

We look forward to assisting you with the 2010 program. If you find that you need additional information on any point, please do not hesitate to contact us.

Sincerely,  
ENCINOSA EXPOSITIONS  
Enclosures

PLEASE READ FIRE DEPARTMENT RULES  
AND REGULATIONS ON NEXT PAGE

5450 SHIRLEY STREET. NAPLES, FL 34109. (239) 566-7506 fax (239) 596-1869

Email info@encinosaexpo.com

# SHOW INFORMATION

SERC

Marco Island Marriott

June 6-9 2010

## BOOTH EQUIPMENT

Each booth will be set with 8' high panels of Black back drape and a 3' high Black side divider. The exhibit hall is carpeted. All items provided are on a rental basis. Any damage to EEI materials will be the responsibility of the exhibitor.

## Booth Packages

Each 8' x 10' booth will consist of :  
1 - 7" x 44" ID Sign  
1 - 6' skirted table  
1 - trashcan  
2 - chairs

## INSTALLATION:

Exhibitors may begin set-up:  
Sunday, June 6 at 10:00 am till 2:00pm.

## SHOW HOURS:

Please see SERC web site  
[www.serc-nahro.org/](http://www.serc-nahro.org/)

## DISMANTLE

Dismantle of exhibits may begin:  
Tuesday, June 8 at 1:00pm.

All exhibitors must be cleared from the facility by:  
Tuesday, June 8 at 4:00pm.

## FORCE FREIGHT TIME

Drivers must be checked in by:  
Tuesday, June 8 at 3:30pm.

**SHIPPING INFORMATION**

Encinosa Expo will accept crated, boxed, or skidded materials beginning May 6th to the warehouse address below. **All shipments need to arrive no later than June 3rd** If your shipment can not arrive by June 3rd please call (239) 566-7506 to schedule a delivery time.

**ALL SHIPMENTS ARE  
REQUIRED TO HAVE  
CERTIFIED WEIGHT TICKETS**

Warehouse shipping address:  
(All information below must be on your shipping labels)

SERC  
Exhibiting Companies Name \_\_\_\_\_  
Booth # \_\_\_\_\_  
c/o Encinosa/ UPS Freight Systems  
1660 Benchmark Ave  
Ft. Myers, FL 33905

The warehouse will receive shipments Monday through Friday from 9:00 am till 4:00pm.

**IMPORTANT:**

If you are shipping out bound freight by any other carrier other than the official show carrier UPS FREIGHT. You must make arrangements for your carrier to come to show site to pick up.

All freight must go out at close.

The address for pick-ups is  
Marco Marriott  
Islands Ballroom  
400 South Collier Blvd  
Marco Island, FI 34145

If you have any questions or concerns don't hesitate to call (239) 566-7506

# Fire Department Regulations

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies & exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of isles.

## Listed below are additional requirements to follow for safety:

Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.

Use flame retardant materials for all displays, tablecloths, streamers, booths and decorations.

We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.

Prior approval should be obtained before using an open flame lighting device.

The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to one-quarter tank or less, and tape or lock fuel caps; LP tanks should be removed from all vehicles. **WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO THE SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.**

When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstrations purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside the building. All LP tanks must be removed from the exhibit floor each night.

## ***PAYMENT POLICY AGREEMENT***

Dear Exhibitor:

Encinosa Expositions recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Encinosa Expositions requires settlement of ALL invoices prior to the close of the show by payment in full via cash, company check, and/or credit card (Visa, MasterCard & American Express).

### ***PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT***

Your show site representative must be aware of this policy and must be able to settle the account in full. Encinosa Expositions reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the close of the show.

It is the responsibility of the exhibitor to advise the Encinosa Expositions Service Desk immediately of any discrepancies or problems with their invoices. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW. NO EXCEPTIONS WILL BE MADE.** Please inform your representative that it is his responsibility to review all invoices at show site.

**ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL NOT BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED.**

**IF YOUR EXHIBIT IS BEING HANDLED BY AN AGENT, DISPLAY HOUSE OR ANY OTHER PERSON AUTHORIZED BY THE EXHIBITOR, HE OR SHE WILL BE REQUIRED TO ADHERE TO THIS POLICY AS WE WILL NOT BILL A THIRD PARTY. IF THIS POLICY IS NOT ADHERED TO, THE EXHIBITOR SHALL THEN BE LIABLE FOR PAYMENT.**

Name Of Show \_\_\_\_\_ Booth # \_\_\_\_\_

Name of Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

(This form must be signed and accompany your order)

Please complete this form and mail or fax to:

Encinosa Expositions, Inc.  
5450 SHIRLEY STREET # 6  
NAPLES, FL 34109  
(239) 566-7506 Fax (239) 596-1869

Encinosa Expositions, Inc.  
5450 SHIRLEY STREET unit# 6  
NAPLES, FL 34109  
Phone (239) 566-7506 Fax (239) 596-1869  
**CALCULATIONS OF ORDERS**

NAME OF SHOW \_\_\_\_\_

FURNITURE & ACCESSORIES \_\_\_\_\_ \$ \_\_\_\_\_

FLORAL \_\_\_\_\_ \$ \_\_\_\_\_

SIGNS \_\_\_\_\_ \$ \_\_\_\_\_

CLEANING \_\_\_\_\_ \$ \_\_\_\_\_

LABOR IN \_\_\_\_\_ \$ \_\_\_\_\_

LABOR OUT \_\_\_\_\_ \$ \_\_\_\_\_

FREIGHT HANDLING (drayage) \_\_\_\_\_ \$ \_\_\_\_\_

OTHER EEI SERVICES \_\_\_\_\_ \$ \_\_\_\_\_  
SPECIFY

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_

**FULL PAYMENT IN US FUNDS ON A US BANK**

**If you would like a receipt please send a self addressed, stamped envelope**

(1) Check # \_\_\_\_\_ Dated \_\_\_\_\_ In the amount of \_\_\_\_\_ \$ \_\_\_\_\_

(2) Charge my credit card in the amount of \_\_\_\_\_ \$ \_\_\_\_\_

Encinosa Expositions, Inc.  
5450 SHIRLEY STREET unit # 6  
NAPLES, FL 34109  
PHONE (239) 566-7506 FAX (239) 596-1869

## CHARGE AUTHORIZATION FORM

PLEASE PRINT OR TYPE. Complete and return this form with your orders.

Name of Show \_\_\_\_\_

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

**NOTE: THE ADDRESS BELOW MUST BE THE SAME ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO:**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

- Any charge back fee resulting from invalid charge disputes will incur a \$ 25.00 fee, per occurrence

CHARGE AUTHORIZATION – Please fill in the appropriate line

AMERICAN EXPRESS \_\_\_\_\_ Vcode \_\_\_\_\_ EXP \_\_\_\_\_

MASTER CARD \_\_\_\_\_ Vcode \_\_\_\_\_ EXP \_\_\_\_\_

VISA \_\_\_\_\_ Vcode \_\_\_\_\_ EXP \_\_\_\_\_

SIGNATURE OF CARDHOLDER (as it appears on card) \_\_\_\_\_

PRINT NAME (as it appears on card) \_\_\_\_\_

**IMPORANT:** Any show site balances or charges for outbound freight, labor or miscellaneous Items not paid will be charged to your credit card account where applicable.

# FURNITURE ORDER FORM

**CANCELLATION POLICY:** Items cancelled after delivery to the booth will be charged 100%.

**USE OF EQUIPMENT:** Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Encinosa Expositions, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Encinosa Expositions, Inc.

Qty	24" wide table, white plastic top, draped on three sides	Discount Price	Standard Price	Sub-Total
	4' long 30" high	\$81.00	\$106.00	
	4' long 42" high	\$98.00	\$128.00	
	6' long 30" high	\$98.00	\$128.00	
	6' long 42" high	\$120.00	\$156.00	
	Fourth side draping	\$33.00	\$42.00	

Qty	Accessories	Discount Price	Standard Price	Sub-Total
	Padded Arm Chair	\$54.00	\$71.00	
	Padded Side Chair	\$44.00	\$58.00	
	Counter Stool	\$58.00	\$76.00	
	Wastebasket	\$20.00	\$27.00	
	Easel	\$35.00	\$46.00	
	Tack-Board	\$110.00	\$144.00	
	Clothing Rack	\$44.00	\$58.00	
	4' Draped Risers	\$44.00	\$58.00	
	6' Draped Risers	\$58.00	\$76.00	
	42" tall 30" round tall cocktail table	\$53.00	\$67.00	

**SHOW COLORS WILL BE USED IF NO COLOR IS CHOSEN**

Please Indicate Color	Red	Burgundy	Teal
	Blue	Rose	Black
	Silver	White	Yellow

Qty	24" wide undraped table, white plastic top.	Discount price	Standard price	Sub-total
	4' long 30" high	\$46.00	\$60.00	
	4' long 42" high	\$61.00	\$78.00	
	6' long 30" high	\$58.00	\$76.00	
	6' long 42" high	\$75.00	\$93.00	

Total of items ordered \$ \_\_\_\_\_ + 6% \_\_\_\_\_ = Amount Due \_\_\_\_\_

**SHOW NAME** \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**AUTHORIZED by** \_\_\_\_\_

Qty	Special Masking	Discount price per-ft	Standard Price per-ft	Sub-Total
	8' Drape			
	8' Masking	\$16.00	\$21.00	
	3' Masking	\$12.00	\$16.00	
	8' Uprights	\$9.00	\$12.00	
	3' Uprights	\$9.00	\$12.00	
	Cross Beams	\$9.00	\$12.00	

## **ATTENTION SHIPPERS**

**ALL SHIPMENTS MUST ARRIVE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**

1. It is understood that Encinosa Expositions Inc (EEI) and its subcontractors do not automatically insure materials. That insurance if any shall be arranged by the Exhibitor and the amounts payable to EEI for drayage services are based on the value of the material handling services and the scope of EEI's liability as herein set forth. The amounts payable to EEI are unrelated to the value of the Exhibitor's property being handled by EEI or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by EEI or its subcontractors. It is agreed therefore that if EEI, or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitor's exclusive remedy. Exhibits left on the exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. EEI will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

2. Make certain all your material is properly insured against fire, theft, and all hazards while in transit to and from your booth, and for the duration of the exhibition.

3. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Encinosa Expositions, Inc. **Specified (freight force) time can be obtained at the EEI Service Desk, or by calling customer service.**

4. All shipments requiring special handling for any reason due to length, width or height, will be handled on a time and material basis.

5. Encinosa Expositions, Inc. as the Drayage Contractor shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by EEI, but for which EEI is required to handle the storage of the empty shipping containers, will be assessed a charge.

**ENCINOSA EXPOSITIONS, INC WILL REROUTE ALL SHIPMENTS UNLESS ADVANCE ARRANGEMENTS ARE MADE**

**INSURANCE**

Encinosa Expositions, Inc. will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Encinosa Expositions, Inc., for responsibility for concealed and/or apparent damage to uncrated and/or unskidded exhibit material

**TERMS:** Charges due upon presentation of invoice, payment must be received by the close of the show

Signature \_\_\_\_\_ Print name \_\_\_\_\_  
Company \_\_\_\_\_ Show name \_\_\_\_\_

EEI phone 239-566-7506 fax 239-596-1869

# EXHIBIT SHIPPING INFORMATION AND DRAYAGE SCHEDULE

ENCINOSA EXPOSITIONS, INC  
5450 SHIRLEY STREET #6  
NAPLES FL, 34109  
(239) 566-7506  
FAX (239) 596-1869

For the convenience and benefit of all exhibitors,  
ENCINOSA EXPOSITIONS has been appointed the  
Official storage and drayage for the show.

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## SHIPPING INFORMATION

**1. Advance shipments should be prepaid addressed as follows**

**TO: Your company name**

**FOR: SERC**

**UPS Freight Systems / Encinosa Expositions, Inc.**

**1660 Benchmark Ave**

**FT Myers, FL 33905**

**2. To insure timely delivery to the show all shipments must be at the warehouse by 4:00 pm 6/3/10**

**3. To avoid confusion, Remove all expired shipping labels before shipment.**

**4. To insure proper handling and receiving shipments should not be addressed to the exhibit hall. The exhibit hall management generally has no provision for acceptance of shipments prior to setup date. Your exhibit should be shipped to arrive no later than one week prior to initial installation date.**

**Advanced Warehouse Shipments Will Be Refused After 4:00 pm 6/3/10**

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## DRAYAGE RATE SCHEDULE - PER SHIPMENT

This rate includes receiving at ENCINOSA EXPOSITIONS WAREHOUSE, 30 days of free storage prior to show, warehouse labor, delivery To booth, removal of empty containers to storage area, return to booth for repacking at close of show, shipments picked up at exhibitor's booth at the close of the convention, moved to the loading area, reloaded on exhibitor's vehicles. Van lines or common carrier at the convention facility, furnishing of labels and clerical assistance for preparing of bills of lading or any of the above mentioned services.

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In and out straight time (Per Cwt)	in and out ST/OT Comb	In and out overtime	Minimum
\$75.00	plus 25 %	plus 50 %	\$ 150.00

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Shipments received at show site is the same charge as advanced warehouse price, YOU MUST CALL FOR APPT. (239) 566-7506

STRAIGHT TIME AND / OR OVERTIME RATES APPLY TO THE TIME ANY FREIGHT IS DELIVERED TO AND / OR REMOVED FROM THE CONVENTION FACILITY

STRAIGHT TIME is Monday through Friday 8:00 am - 4:30 pm. Overtime is any time before 8:00 am and after 4:30 pm. On weekdays and all day Saturday, Sundays and Holidays.

NOTE : In and Out rates are based on incoming weights only. All weights are rounded off to the next cwt.

### SPECIAL SERVICES

All material arriving via van line or specialized commodity carrier will be charged an additional 25 % of the cwt. charge listed in the rate tables.

All uncrated material arriving via van line or specialized commodity carrier will be charged an additional 50 % of the cwt. listed in the rate table.

Uncrated materials accepted at show site only.

### SPECIAL HANDLING

Local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value, ect. A cost quotation will be provided on request.

**All Shipments Must Arrive No Later Than 6/3/10**

# FREIGHT ROUTING FORM

ALL INCOMING SHIPPING SHOULD  
BE SHIPPED DIRECTLY TO :  
**UPS Freight Systems / ENCINOSA EXPOSITIONS**  
**1660 Benchmark Ave**  
**Ft Myers, Fl 33905**

## INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Name of Show \_\_\_\_\_ Booth# \_\_\_\_\_

Origin of Shipment: \_\_\_\_\_ Carrier: \_\_\_\_\_

Shipping Date: \_\_\_\_\_ Approx. Arrival Date \_\_\_\_\_

Delivering To: Advanced Warehouse \_\_\_\_\_

Total Number of Containers \_\_\_\_\_ Total Weight of Shipment \_\_\_\_\_

Size Of Largest Container : \_\_\_\_\_ Weight Of Largest Container: \_\_\_\_\_

Local Representative's Name \_\_\_\_\_ Telephone: \_\_\_\_\_

### Please Read

**(COD) Collect on delivery shipments will not be received**

**ALL SHIPMENTS MUST BE SHIPPED FROM SHOW SITE. IF USING A CARRIER OTHER THAN THE OFFICAL SHOW CARRIER YOU MUST MAKE ARRANGEMENTS FOR PICK-UP AT CLOSE OF SHOW**

### INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign To: \_\_\_\_\_

COMPANY NAME

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Carrier: \_\_\_\_\_

Total Number Of Containers \_\_\_\_\_ Total Weight Of Shipment \_\_\_\_\_

Description (For Proper Freight Rating ) \_\_\_\_\_

### FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign To: \_\_\_\_\_

COMPANY NAME

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Carrier: \_\_\_\_\_ Prepaid: \_\_\_\_\_ Collect: \_\_\_\_\_

Total Number of Containers: \_\_\_\_\_ Total Weight Of Shipment: \_\_\_\_\_

Description (For Proper Freight Rating ): \_\_\_\_\_

### BILLING INSTRUCTIONS AND AUTHORITY TO HANDLE PROPERTY

Your Company Name: \_\_\_\_\_ Division: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attention Of: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Your Purchase Order Number: \_\_\_\_\_ Number Of Invoices: \_\_\_\_\_

With respect to the property referred to above, you are hereby authorized to pick up, deliver, store and ship and / or act as shippers agent in the handling of said property by any other authorized carrier, and to make all contracts in connection therewith and / or perform any additional services shown hereon or otherwise necessary for reforwarding.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:**

**Please complete This Form And fax To: 239-596-1869**

# EXHIBITOR MATERIALS

Advance warehouse only

From (Shipper) : \_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(exhibitors Name)

**SERC**

C/O Encinosa Expo / UPS Freight

1660 Benchmark Ave  
FT. Myers, FL 33905

Booth # \_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_ Pieces

Shipments Must Arrive by 4:00pm 6/3/10

# EXHIBITOR MATERIALS

Advance Warehouse Only

From (Shipper) : \_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(exhibitors Name)

**SERC**

C/O Encinosa Expo / UPS Freight

1660 Benchmark Ave  
FT. Myers, FL 33905

Booth # \_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_ Pieces

Shipments Must Arrive by 4:00pm 6/3/10

# ORDER FORM FOR BOOTH CLEANING

AS STATED IN OUR PAYMENT POLICY,  
ALL INVOICES MUST BE PAID IN ADVANCE  
OR AT THE SHOW- CASH, COMPANY CHECK,  
AND / OR CREDIT CARD.

ENCINOSA EXPOSITIONS, INC.  
5450 SHIRLEY STREET #6  
NAPLES, FL 34109  
(239) 566-7506 fax (239) 596-1869

If you desire custom cleaning, complete this form.

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## GENERAL CLEANING

ALL DAILY CLEANING SERVICES INCLUDING TRASH REMOVAL MUST BE ORDERD USING THIS FORM.

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## CUSTOM CLEANING SERVICES

PLEASE INDICATE THE CLEANING SERVICE REQUIRED FOR YOUR BOOTH

Vacuuming booth prior to show opening only \_\_\_\_\_ \$ .25 per sq. ft.

The square footage is based on the overall size of the space occupied.

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NAME OF SHOW \_\_\_\_\_ BOOTH # \_\_\_\_\_

NAME OF YOUR COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Please complete this form and fax or mail to:  
ENCINOSA EXPOSITIONS  
5450 SHIRLEY STREET #6 NAPLES, FL 34109  
(239)566-7506 fax (239) 596-1869

# ORDER FORM FOR INSTALLATION & DISMANTLING LABOR

ENCINOSA EXPOSITONS

In the interest of efficient processing of exhibitor's labor  
Requirements for installation and dismantling of displays, it is  
Suggested that advanced notice be provided on this form.

## GENERAL INFORMATION:

As stated in our Payment Policy. All invoices must be paid in advance or at the show via cash, company check, and or credit card.

All installation and dismantling labor is performed by skilled personnel.

Straight time rate of \$45.00 per hour prevails from 8:00 a.m. - 4:30 p.m. Monday - Friday.

Overtime rate of \$75.00 per hour prevails before 8:00 a.m. and after 4:30 p.m. daily, and all day on Saturdays, Sundays and Holidays

A minimum charge of one person, one hour, per call shall apply.

Starting time can be guaranteed only when personnel are requested for the start of the working day, which is 8:00 a.m.

Every attempt will be made to provide personnel at time requested subsequent to 8:00 a.m. Such starting time must be approximate personnel are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of first assignments.

**NOTE: IF EXHIBITOR FAILS TO PICK UP WORKER AT TIME ORDERED, A ONE HOUR PER WORKER NO-SHOW CHARGE WILL BE APPLIED**

A supervisor's charge of 30% of the total labor bill in and total labor bill out will be applied to exhibits installed without exhibitor supervision.

A minimum of \$25.00 will be charged in and out.

**INSTALLATION OF DISPLAY:** Please provide drawing, blue prints and/or photos. Please indicate your labor requirements:

We will require \_\_\_\_\_ laborers for installation of our display.

Requested starting time \_\_\_\_\_ A.M. \_\_\_\_\_ P.M; \_\_\_\_\_ Date \_\_\_\_\_

Installation will take approximately \_\_\_\_\_ hours

### Please Check One

\_\_\_\_\_ Request you to proceed, at earliest hour, to install our display without our supervision.

\_\_\_\_\_ Request you to await our representative before installing our display. Time will commence upon assignment of labor in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain, and return laborers ordered.

Name of our representative \_\_\_\_\_ Tel \_\_\_\_\_

### DISMANTLING OF DISPLAY:

Please indicate your labor requirements:

We will require \_\_\_\_\_ laborers dismantling our display.

Requested starting time \_\_\_\_\_ A.M. \_\_\_\_\_ P.M \_\_\_\_\_ Date \_\_\_\_\_

Dismantling will take approximately \_\_\_\_\_ Hours \_\_\_\_\_

### Please check one \_\_\_\_\_

\_\_\_\_\_ Request you to proceed, at earliest hour, to dismantle our display without our supervision.

\_\_\_\_\_ Request you to await our representative before dismantling our display. Time will commence upon assignment of labor in accordance with exhibitor's instructions. Representative should check with labor dispatcher's desk to obtain and refund laborers ordered.

Name of our representative \_\_\_\_\_ Tel \_\_\_\_\_

Name of show \_\_\_\_\_ Booth # \_\_\_\_\_

Name of Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

ENCINOSA EXPOSITIONS

5450 SHIRLEY STREET #6 NAPLES, FL 34109 (239) 566-7506 fax (239) 596-1869

NOTIFICATION OF INTENT TO USE "NON-OFFICAL" SERVICE CONTRACTOR

RETURN TO: ENCINOSA EXPOSITIONS, INC.  
5450 SHIRLEY STREET #6  
NAPLES, FL 34109  
(239) 566-7506 FAX (239) 596-1869

**DEADLINE: 5/25/10**

If the exhibitor plans to use a firm other than the Official Service Contractor, the EXHIBITOR ONLY must Complete and mail this form to Encinosa Expositions, to be received no later than the above listed deadline date.

In addition, a Certificate of Insurance showing General Liability coverage and Workman's Compensation valid In Florida must be submitted to Encinosa Expositions by your "NON-OFFICAL" contractor no later than the deadline date or they will not be permitted to service your exhibit.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The "Non-Official" Contractor must coordinate all his activities with Encinosa Expositions.

The "Non~Official" Contractor will share with the Official Contractor all reasonable cost related to his operation, Including overtime pay for stewards, restorations of exhibit space to its initial condition, etc. It will be the Responsibility of the "Non-Official" Contractor to remove all tape he installs from the floor and any bulk trash From the exhibit hall (such as skids or crates) or be billed accordingly by the general contractor for the labor

**THESE REQUIREMENTS WILL BE STRICTLY ENFORCED**

Name of Show \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Booth # \_\_\_\_\_ Telephone # \_\_\_\_\_

Exhibitor Contact (PLEASE PRINT) \_\_\_\_\_

Exhibiting Firm Officer's  
Signature \_\_\_\_\_

Type of Work to Be Preformed \_\_\_\_\_

"Non-Official" Contractor/Display House \_\_\_\_\_

Contractor Contact Name \_\_\_\_\_

Telephone # \_\_\_\_\_

SHOW OPERATIONS WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN OFFICER OF THE EXHIBITING COMPANY.

In the event these rules are not adhered to, labor must be hired through the official contractor with the "Non-Official" being permitted to supervise only.

The Following Order Forms  
Are For Services / Materials  
Provided By Sources Other  
Than Encinosa Expositions.

Please Follow The Return  
Instructions On The Various  
Forms Attached.



Marco Island Marriott Resort Golf Club & Spa  
 400 South Collier Boulevard  
 Marco Island, FL 34145  
 Phone: (239) 642-2683  
 Fax: (239) 642-2690

**2008 EXHIBITOR EQUIPMENT ORDER FORM**

COMPUTER		QTY	TOTAL	INFORMATION		
Desktop PC w/Windows/Office	\$ 175.00			EVENT NAME		
Laptop PC w/Windows/Office	\$ 175.00					
Laser Printer	\$ 125.00			COMPANY		
MONITORS		QTY	TOTAL			
21" Flat Panel Monitor	\$ 200.00			ADDRESS		
30" Flat Panel Data Monitor	\$ 350.00					
42" Plasma Monitor w/Stand	\$ 650.00					
A/V		QTY	TOTAL	CITY	STATE	ZIP
30" TV/VCR Package	\$ 300.00					
30" TV/DVD Package	\$ 300.00			PHONE #	FAX #	
LCD Projector (2500 Lumen)	\$ 450.00					
DVD Player	\$ 95.00			MOBILE #	EMAIL	
VHS Player	\$ 80.00					
Tripod Screen	\$ 75.00			REPRESENTATIVE'S NAME	TITLE	
Wired Microphone	\$ 50.00			REPRESENTATIVE'S SIGNATURE		
Flipchart w/Markers	\$ 50.00					
4 Channel Mixer	\$ 65.00			ON SITE CONTACT		
Powered Speaker	\$ 75.00					
Whiteboard w/Markers	\$ 50.00					
Wireless Microphone (Hand or Lav)	\$ 175.00			ROOM	BOOTH	
Other:						
BANNER HANGING		QTY	TOTAL	SETUP DATE		
Banner Hanging Fee (per banner)	\$ 50.00			TIME		
INTERNET		QTY	TOTAL	REMOVAL DATE		
High Speed Internet (1 PC)	\$ 350.00			TIME		
Additional Computers (each)	\$ 125.00					
TELEPHONE		QTY	TOTAL	ACTUAL SHOW DATES		
House Phone Line (Internal use only)	\$ 25.00			TIME		
Direct-In-Dial (own phone #)	\$ 125.00			ADDITIONAL INSTRUCTIONS		
<b>SUB TOTAL</b>	\$					
<b>HOTEL SERVICE CHARGE 22%</b>	x 22%					
<b>SUB TOTAL</b>	\$					
<b>NUMBER OF DAYS NEEDED</b>	x					
<b>SUB TOTAL</b>	\$					
<b>Sales Tax 6%</b>	x 6%					
<b>GRAND TOTAL</b>	\$					
<p align="center"><b>PLEASE NOTE</b></p> <p>All charges are on a per day basis. A 6% State Tax &amp; 22% Service Charge which includes set-up and teardown will be applied to all orders. All cancellations require 48 hour notice or full rental charges will apply. Credit or payment <b>MUST</b> be established before installation.</p> <p>**Local &amp; Long Distance rates may apply to phone line rentals.</p> <p align="center">All fees current as of January 2008</p>				<b>PAYMENT BY CHECK</b>		
				Please mail checks to the address posted below.		
				Payments by check must be received 7 days prior to installation.		
				<b>PAYMENT BY CREDIT CARD</b>		
				CREDIT CARD NUMBER		
				TYPE	EXP DATE	
CARDHOLDERS NAME						
SIGNATURE						
PMS # (Hotel Use Only)						



Searching for Paradise?



# ELECTRICAL INSTALLATION FORM

All requests for electrical service must be received by the Resort at least 14 days prior to need and should be accompanied by check or credit card number to cover Electrical Installation charges. If any questions, please contact your Event Manager at (239) 394-2511 extension 2797. Fax to (239) 642-2717

## 110 VOLTS OVER 30 AMPS, USER MUST BRING RATED MALE AND FEMALE PLUGS

OUTLETS	QUANTITY	PRICE	TOTAL (5 days one time fee)
110 VOLTS			
15 Amps (to 1500 watts)		\$ 75.00	
20 Amps (to 2000 watts)		\$ 100.00	
30 Amps (to 3100 watts)		\$ 125.00	
Additional @\$3.00/Amp		\$ 3.00	
NOTE: Users must supply rated male & female plugs			

## 208 VOLTS SINGLE PHASE

OUTLETS	QUANTITY	PRICE	TOTAL (5 days one time fee)
208 VOLTS SINGLE PHASE			
100 Amps		\$ 850.00	

## 208 VOLTS 3 PHASE

OUTLETS	QUANTITY	PRICE	TOTAL (5 days one time fee)
208 VOLTS SINGLE PHASE			
100 Amps		\$ 950.00	

ADDITIONAL FEES FOR MORE THAN 5 DAYS MAY APPLY. CONTACT YOUR EVENT MANAGER.

ALL OUTLETS MUST BE RATED FOR VOLTAGE AND AMPERAGE AND WILL BE SUPPLIED BY USER.

### STAND-BY ELECTRICAL LABOR CHARGES:

Mon.-Fri. \$ 50.00 per hour, Sat.-Sun. \$ 75.00 per hour. 3 hour minimum. Holidays \$ 150.00 per hour SERVICE CHARGE OF \$ 80.00 ON ALL LATE REQUESTS. Hook-up charges, Electrical Installation & Location for bands will be determined on an individual basis.

SHOW NAME: \_\_\_\_\_  
 BOOTH # \_\_\_\_\_ (IF APPLICABLE)  
 FUNCTION ROOM: \_\_\_\_\_

NAME:	
COMPANY:	
ADDRESS:	
CITY:	
STATE:	ZIP CODE: _____
EMAIL:	
PHONE:	FAX: _____
SETUP DATE AND TIME:	
TEARDOWN DATE AND TIME:	
Credit card #	Cardholder Name:
Expiration Date	

Master Account # \_\_\_\_\_ (authorized signer only)  
 Credit Account # 0230-490001

NOTE: ALL PRICES FOR EQUIPMENT AND LABOR QUOTED ARE SUBJECT TO CHANGE.



# EXHIBIT SERVICE REQUIREMENTS



**SPECIAL NOTICE:** The Collier County Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code.

**WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF COLLIER COUNTY**

All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks.

All metal raceways, metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.

Flexible cords and cables less than # 14 gauge wire shall not be permitted. The use of lamp cord, cube taps or similar devices are not permitted.

**ALL EXTENSIONS CORDS WILL BE SUPPLIED BY USER.**

**-Standard Conditions for Exhibits and Displays-**

**NON-INFLAMMABLE MATERIALS:** All materials used in the Exhibit Hall, Ballroom or any other room or outdoor location of the Resort **MUST** be non-inflammable to conform with the local Fire Regulations. Electrical wiring and equipment installation must conform to appropriate Local Codes. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of Resort Management.

**SPECIAL NOTICES:** No nails, bracing wires or adhesives used in erecting displays or signage may be attached to without consent of the Resort Management. All property destroyed or damaged by exhibitor/group must be replaced in its original condition by the exhibitor/group or at the exhibitor/group's expenses.

**LIABILITY:** The Resort will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the Period covered by the exhibit contract, provided, said injury, loss or damage is not caused by willful negligence or wrongful act an employee of the Resort. Each exhibitor expressly releases the Resort from such liabilities and agrees to indemnify the Resort against any and all claims for such injury loss or damage, this to include any or all damage incurred by connection to building tower distribution. The Resort will not be responsible for any loss or damage related to voltage fluctuations, power outages, surges, or transient voltages on currents or equipment failures.

**INSURANCE:** Exhibitor who desire to carry insurance on their exhibits must place it at their own expense. The Resort is not responsible for security of any items in the exhibit hall.

**FIRE EXIT:** Fire Department enforced regulations: **ALL DOORS AND OPENINGS ON OFFICIAL FLOOR PLAN MUST BE KEPT CLEAR.**