AUTO SHOW

Ft. Lauderdale International

JANUARY 9-12, 2020

GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER

EXHIBITOR MANUAL

AUTO SHOW

Ft. Lauderdale International 2020

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Ft. Lauderdale International

Dear Exhibitor:

We are happy to announce that serious car enthusiasts will have the opportunity to check out the auto industry's newest models a little earlier in 2020 as the 29th edition of the Ft. Lauderdale International Auto Show rolls into the Greater Fort Lauderdale/Broward County Convention Center January 9-12.

Once again, proceeds from the show will provide much needed funds to the Boys and Girls Clubs of Broward County in their on-going mission to help offer a positive influence for an estimated 13,000 children each year.

I am so proud to say that since its inception in 1991, the Fort Lauderdale International Auto Show has raised more than $5 million to support the charity's on-going effort and to help fund many of the organization's worthwhile activities.

We expect an estimated 500 cars, trucks, SUVs and motorcycles to be displayed in the 200,000 square feet of exhibit space. South Floridians will be treated to a first look at some of the newly introduced 2020 and 2021 models. Visitors will again have the opportunity to speak with product specialists and gather information on a variety of vehicles.

We request that your exhibits be completed no later than Wednesday, January 8th since the show will open at 2 p.m. on Thursday.

If you should have any questions, please call me at (305) 981-1448 or send an email to cray@sfada.net.

Once again, we thank you for participating in the Fort Lauderdale show and supporting the worthwhile efforts of the Boys & Girls Clubs of Broward County.

Sincerely,

Clifford S. Ray
Auto Show Coordinator

REGAL SHOW SERVICES

AUTO SHOW
Ft. Lauderdale International

Dear Exhibitor:

Regal Show Services would like to welcome your participation in this **2020 Ft. Lauderdale International Auto Show**, January 9-12, 2020.

We will be working hand in hand with the entire staff, as well as the various official show contractors and suppliers, who have been designated by them, to schedule the move-in and move-out of your exhibit properties for the upcoming auto show.

Precise scheduling is necessary throughout the move-in and move-out. Please contact us as soon as your display kits have been decided upon, and forward your floor plan layout to us before **December 8th, 2019**.

Your floor plan only needs to be emailed to us at this address for approval
ewachman@regalshowservices.com.

Please refer to the move-in and move-out schedules in this exhibitor service manual so that you may arrange for the services you will require for your display area.

Should you have any questions or need additional information relating to your display or display area, all of these inquiries should be directed to our office.

Regal Show Services is here to assist you with all aspects of your participation in the Ft. Lauderdale International Auto Show. Please feel free to call upon us at any time.

4051 SW 47th Avenue - Suite 105 - Davie, Florida 33314 - Phone 954-581-0581

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DIRECTORY OF SUPPLIERS

The following are suppliers that are recommended for services that may be required by each manufacturer. Please refer to each vendor's specific policies regarding services and payment policies.

ADVERTISING PROGRAM BOOK

South Florida Auto Dealers Association
Contact: Marissa Osborn
Telephone: 305-981-1448
Email: mosborn@sfada.net

AUTO SHOW LIAISON

Regal Show Services, Inc.
Contact: Elliot Wachman or Mary Ann Kaminski
Telephone: 954-581-0581
Email: ewachman@regalshowservices.com or mkaminski@regalshowservices.com

AUTO SHOW DECORATOR

Brede Exposition Services / Allied Convention Services Division
Contact: Customer Service Rep. or Email: info@bredeallied.com
Telephone: 407-851-0261

AUDIO VISUAL SERVICES

Everlast Productions
Contact: Jesus Fernandez or Email: jfernandez@everlastproductions.com
Telephone: 954-765-5952 or 305-778-2733
Contact: Jimmy Sierra
Telephone: 954-812-1336

DATA / INTERNET SERVICES

CCLD Networks
Contact: Carlos Lind - Event Tech. Mgr.
Telephone: 954-448-5847
Email: CLind@ccldnetworks.com or www.ccld.net

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DISPLAY LABOR / FURNITURE / FORK LIFT / RIGGING / MATERIAL HANDLING
Brede Exposition Services / Allied Convention Services Division
Contact: Customer Service Rep. or Email: info@bredeallied.com
Telephone: 407-851-0261

ELECTRICAL SERVICES
Edlen Electrical Exhibition Services
Telephone: 305-623-5335
Email: miami@edlen.com or www.edlen.com

MEDIA / PUBLIC RELATIONS
Kiskinis Communications
Contact: John Kiskinis / jgk@kiskinis.com

PORTER SERVICE / BOOTH CLEANING
All Convention Cleaners
Contact: Sherry Thompson or Luanne Kittridge
Telephone: 770-949-3441
Email: accinc@bellsouth.net or rick@allconventioncleaners.com

SECURITY / GUARD SERVICE
Staff Pro
Contact: Robert “Bear” Marshall
Telephone: 954-495-0252

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Floor Plan Instructions

A detailed Auto Show Floor plan with Manufacturer locations will be forwarded to you shortly. Please provide exhibit / display placement layouts to us for review by Show Management.

Your floor plan layout will need to be received by Regal Show Services, prior to **December 8, 2019**. We request that in addition to your plan view that elevation and isometric views be provided as well. Your plans may be forwarded via email to:

ewachman@regalshowservices.com

Should you have any questions or need additional information relating to your display or display area, please contact Regal Show Services.

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Show Services

As part of your space lease agreement, the Fort Lauderdale International Auto Show will provide the following services:

1. Furnish and install show supplied carpeting. It is the responsibility of the exhibitor to remove all visqueen from your display area prior to 6:00 PM, on January 8th in order to guarantee pre-show vacuuming. Pre-show exhibitor vacuuming will begin at 6 PM. Visqueen may be placed at the edge of your booth line along the main aisle for pick-up.

2. Exhibitor carpeting to be vacuumed once daily during the hours immediately prior to show opening.

3. Move-in and move-out of fully crated exhibit materials shipped directly to the Fort Lauderdale / Broward County Convention Center on designated days.

Material handling will be on a straight time basis during the hours of 8:00 am - 4:30 pm, Monday through Friday.

Should it be necessary for freight to unloaded or reloaded during over-time hours, there will be an additional charge for this service, which will be invoiced directly to the exhibitor.

Uncrated exhibits, printed matter and brochures either cartoned or on pallets, are not included in the space lease agreement.

Brede Exposition Services / Allied Convention Services Division was designated as the official contractor for all material handling, installation, show labor and dismantle labor. Brede / Allied will have the total responsibility for receiving all dock shipments for the Fort Lauderdale International Auto Show.

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Insurance Requirements

Comprehensive General Liability Insurance - Exhibitor shall provide and keep in force during the period of this contract General Liability Insurance to include the scheduled move-in, show and move-out days January 6th, 2020 through January 13th, 2020 in an amount of $1,000,000 per occurrence and $2,000,000 in the aggregate, and the exhibitor shall deliver to the Fort Lauderdale International Auto Show a valid certificate of insurance pursuant to this paragraph no later than December 31st, 2019 and such Certificate of Insurance and the coverage reflected therein must be acceptable to the Fort Lauderdale International Auto Show, within its sole discretion. Fort Lauderdale International Auto Show shall be listed as an additional insured and the general liability insurance policy must provide for a 10 day notice of cancellation or material change. All insurance carriers reflected on the certificate of insurance must be rated A1 or better by A.M. Best. No exhibitor will be allowed to set-up until a valid certificate of insurance is provided pursuant to this paragraph.

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Move-In Schedule Revised 11/6/19

Monday, January 6

Electrical Installation	
Halls A,C,D	Begins at 8:00 AM
Carpet Installation	
Halls A,C,D	Begins at 10:00 AM

Tuesday, January 7

Electrical Installation	Begins at 6:00 AM
Hall B	
Carpet Installation	Begins at 8:00 AM
Hall B	
Exhibitor freight unloading	
Halls A,C,D	Begins at 8am
Hall B	Begins at 1230pm

All trucks / deliveries must check in with the Dock Foreman prior to being unloaded.

Wednesday, January 8

Exhibitor freight unloading	Continues at 8:00 AM
Exhibitor installation	Continues at 8:00 AM
All vehicles enter hall	Begins at 12:30 PM

It is the responsibility of each exhibitor to remove the Visqueen / Poly that is protecting the carpeting. In order to guarantee pre-show vacuuming, all Visqueen / Poly must be removed by no later than January 8 at 6 P.M.

Final exhibit hall cleaning - Carpet Vacuuming	Begins at 6:00 PM

Thursday, January 9

Fire Marshal inspections	Begins at 8:00 AM
Exhibit area final clean-up	Completed by 1:00 PM
Open to general public	2:00 PM

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Show Hours

THURSDAY	**JANUARY 9**	**2:00 PM**	**10:00 PM**
FRIDAY	**JANUARY 10**	**2:00 PM**	**11:00 PM**
SATURDAY	**JANUARY 11**	**10:00 AM**	**11:00 PM**
SUNDAY	**JANUARY 12**	**10:00 AM**	**8:00 PM**

Display electricity will be turned on one hour prior to show opening times.

Please contact Edlen Electrical directly for all other times.

Credential Pick Up will be located in the Show Office Room #113 & 114

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Move-Out Schedule

Sunday January 12

Vehicle removal **Begins at 8:00 PM**
All production vehicles must be removed from all halls.

Hall A must be clean & cleared by 11:59 pm Begin at 8:00 PM

Display vehicle parking is available in the five story exhibitor parking garage, located adjacent to the convention center. Please note that there will be a charge for parking in this location. Please refer to the link below for Parking rates and information.

http://ftlauderdalecc.com/directions-parking.html

Exhibitor dismantle **Begins at 8:00 PM**

Monday January 13

Exhibitor freight re-loading **Begins at 8:00 AM**
Halls B,C,D

Hall B,C,D exhibits must be totally packed and crated prior to 12:00pm on Monday, January 13, 2020.

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Show Office Hours

MONDAY	**JANUARY 6**	**2:00 PM**	**5:00 PM**
TUESDAY	**JANUARY 7**	**10:00 AM**	**5:00 PM**
WEDNESDAY	**JANUARY 8**	**10:00 AM**	**9:00 PM**
THURSDAY	**JANUARY 9**	**10:00 AM**	**9:00 PM**
FRIDAY	**JANUARY 10**	**1:00 PM**	**10:00 PM**
SATURDAY	**JANUARY 11**	**9:00 AM**	**10:00 PM**
SUNDAY	**JANUARY 12**	**9:00 AM**	**7:00 PM**

Credential Pick Up will be located in the Show Office Room #113 & 114

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Auto Show Rules & Regulations

(1 of 3)

Exhibitors must comply with all rules and regulations prescribed by the management of the building, of the sub lessor meet the requirements of state and municipal authorities, police and fire departments of the City of Fort Lauderdale and Broward County; and obtain at their own expense and necessary licenses or equipment, should any be required for particular individual displays.

For the convenience and protection of all exhibitors, the management further reserves the right to designate certain official suppliers in order to assure uniformity of decor for the exhibition, preserve time, insure security, and to avoid disputes in the setting up, erecting, and dismantling of exhibits. A contract for exhibit space shall constitute acceptance thereof.

Exhibitors will not be permitted to dismantle their exhibits, nor do any packing prior to the official closing time of the show and then and only after all visitors have left the exhibit floor. It is further agreed that displays will remain intact and properly attended by representatives until the official closing time and that no exhibitor's merchandise, including displays and cars, shall be removed. Management had pledged to visitors that all exhibits will remain intact and attended until the close of the show.

An official "all clear" will be issued by a representative of show management when show management has been advised that the show floor has been cleared of all attendants. Then and only then can hoods be raised, batteries be connected, or vehicles be moved.
Exhibitor labor will not be permitted on the show floor prior to the "all clear".

Production vehicles must be removed Sunday, January 12, 2020 at 8:00 PM

Hall A merchandise and display materials must be removed from the Convention Center no later than Sunday, January 12, 2020 at 11:59pm.

Hall B, C, D merchandise and display materials must be removed from the Convention Center no later than Monday, January 13, 2020.

To insure easy passage of spectators through exhibits, and provide an air of spaciousness in the exhibit halls, the following restrictions have been placed on the height and arrangement of displays.

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Auto Show Rules & Regulations

(2 of 3)

1. Exhibitors must adhere to the 3' rule specified in their floor space agreement. All exhibit properties, vehicles, and floral displays must be within 3' of your display space. All exceptions must be approved by show management.

2. The maximum height of passenger car and truck exhibits is 25 feet, and exhibits that are in access of 5' high must be placed at least 10 feet from the outer edges of each exhibitor's space. ID signs and any other display properties that are approved by show management are not subject to the 10' setback.

3. Displays that are deemed an obstruction by show management must be placed 10 feet from the display area borders.

4. All exhibits must be capable of standing by themselves, and no supporting wires from the ceiling will be permitted unless show management gives approval.

5. Partitions between exhibitors, or displays used as such, may not exceed 4 feet height.

PLEASE NOTE: Show management must approve any exceptions to the above restrictions.

ENTERTAINMENT: Exhibitors will be permitted to stage live musical shows and narrators within their exhibit area, subject to sub-lessor's approval of the sound level.

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Auto Show Rules & Regulations

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BARRICADES: Exhibitors will not be permitted to prevent the flow of spectators through their exhibits by the use of barricades or ropes. Individual cars may be roped off, but not entire exhibit areas.

It is the exhibitor's responsibility to adhere to the policies set forth by ASCAP, BMI and / or any other licensing organizations that may have the rights to copyright music.

Turntable and platform cars will be accepted into the Fort Lauderdale / Broward Convention Center when the exhibitor set-up supervisor states that the exhibit is ready to place them.

No vehicles may be brought into the halls and "parked" in the aisles.

Production or floor vehicles will be allowed into the hall beginning at 12:30 PM
Wednesday January 8th, 2020. Show management reserves the right to change this time without advance notice.

Certificates of insurance must be forwarded to show management by every contractor,
sub-contractor, and supplier. There are no exceptions to this rule.

All matters not covered by these rules are subject to the sole discretion of the sub lessor.

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Show Security Information

The Fort Lauderdale International Auto Show provides 24 hr. security guard service on the show floor according to the following schedule:

Tuesday, January 7, 2020 beginning at 8 AM

24-hour security will continue through:

Monday January 13, 2020

Since this service is for the overall safety and security of the show we ask that you cooperate with all security personnel working at the Fort Lauderdale International Auto Show, particularly those at the entrances and exits.

All exhibitors and their personnel must gain entry through the designated employee pass gate, which is located at the main entrance.

The Fort Lauderdale International Auto Show, by employment of watchmen, and other measures, exercise due diligence in protecting the property of exhibitors from theft, damage by fire, etc., but cannot assume responsibility for loss to any exhibitor by reason of theft, transportation perils, breakage, etc. Therefore, the Fort Lauderdale International Auto Show cannot be held responsible for the disappearance or theft of items missing from exhibitor areas.

When unattended, it is recommended that your display area and vehicles are secured as well as at the close of the show each day.

We ask that keys not be left in the Auto Show Office.

Dedicated security personnel may be obtained for the exclusive security of your exhibit area. Please refer to the security from provided within this manual.

Staff Pro Inc. Service Order Form

STAFF PRO provides professional, well trained and friendly event security & staffing for all types of events Please contact us if you have any questions or concerns, we look forward to working with you.

STAFF PRO INC.
1950 Eisenhower Blvd
Fort Lauderdale, Florida 33316
Contact: Robert BEAR Marshall,Branch Manager office.954-495-0252
Email: rmarshall@staffpro.com

Complete/update your company information below. Please type or print clearly

EVENT NAME **COMPANY CONTACT FOR BILLING PURPOSES** **COMPANY NAME**

STREET ADDRESS **CITY** **STATE** **ZIP**

PHONE **FAX** **WEB SITE** **EMAIL**

ORDER PLACED BY **TITLE** **BOOTH #** **SIGNATURE** **DATE**

Date	Style of Personnel	# of Personnel	Start Time	End Time	Hours	Total Hours
					Total Hours:	

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Material Handling Information

Brede Exposition Services / Allied Convention Services Division, has been designated as the exclusive material handling contractor.

ALL CORRESPONDENCE SHOULD BE ADDRESSED TO:

Brede Exposition Services / Allied Convention Services Division
2502 Lake Orange Dr., Orlando, Florida 32837
Telephone: 407-851-0261
Fax: 407-859-3904

Please forward copies of all bills of lading and receipts with weigh bill numbers to Brede Exposition Services / Allied Convention Services Division at the above address. This will assist Brede / Allied in tracing your shipments.

All trailer shipments arriving at the Fort Lauderdale / Broward County Convention Center must check in at the marshaling area. The location of this area will be posted.

Advance information as to your particular needs would be helpful in arranging this schedule. If your particular exhibit requires additional time during the set please advise Regal Show Services.

Please remove all previous storage labels from creates prior to their arrival at the Fort Lauderdale / Broward County Convention Center.

Empty cases, crates, and cartons will be taken to storage and returned to your booth at the conclusion of the Auto Show. Every case, crate, carton, part, or exhibit must have a storage label listing your company's name and booth number. These labels are available at the Brede / Allied service desk and are vital. Arrangements must be made in advance with the Brede / Allied service desk to retrieve any item placed into storage during the show dates.

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Vehicle Move-In & Move-Out

Protoype, turntable and platform vehicles will be allowed entry as soon as the exhibit supervisor states that their display area is ready to place these vehicles and that they can be placed directly within the exhibitor's carpeted area. Production vehicles may gain entry into the building starting Wednesday January 8th, 2020 at 12:30 PM. However, show management reserves the right to change this time without advance notice. Floor or production vehicles cannot be brought in earlier as forklifts and crates will still be on the exhibit floor.

All vehicles must be in place by 8:00 A.M., Thursday, January 9th, 2020, with no exceptions.
The Fire Marshal will begin inspecting vehicles on January 9th, 2020 at 8:00 A.M. Fuel tanks are permitted to have no more than 1/4 capacity.

All production vehicles must be removed from the Convention Center on Sunday Jan. 12th immediately following the close of the show. All vehicles remaining on the site overnight must be parked in the ive story exhibitor parking garage, located adjacent to the Fort Lauderdale / Broward County Convention Center. Please note that there **will be** a charge for parking at this location.

PORT EVERGLADES - NORTHPORT PARKING GARAGE RATES

Rates are per entry, based on each 24-hour period.
Northport Parking Garage accepts cash, MasterCard, Visa, Discover, Amex, and Travelers Checks, Rates are subject to change.

http://ftlauderdalecc.com/directions-parking.html

GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
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GENERAL RULES AND REGULATIONS

1. The location of entrance units, provided by the decorator, must be approved by the Center.
2. Use of Center equipment, supplies and other materials is limited to Center personnel unless approved in writing by Operator.
3. Center personnel must perform the movement of Center's furniture, fixtures and equipment only.
4. House lighting, ventilation, and air conditioning will be provided as required during show hours. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during show move in/out.
5. Passenger elevators and all escalators are to be used by the general public and should not be used for any freight or equipment movement.
6. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other moveable equipment (i.e. dollies, pallet jacks, etc.) are not permitted on any lobby, pre-function, meeting room or ballroom space without prior approval of Operator.
7. Use of glitter and confetti is not permitted in the Center without the prior written approval of Operator. Costs associated with the clean-up of glitter, confetti and related materials are the Licensee's responsibility.
8. All floor load capacities should be strictly observed. Any variations should be approved in writing by Operator.
9. The sale or distribution of novelty merchandise is prohibited without prior written approval of Operator. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by Operator.
10. Holes may not be drilled, cored or punched into any part of the Center or exterior premises.
11. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention number.
12. Animals and pets are not permitted in the Center except in conjunction with an approved exhibit, display, show, etc. Service animals for the physically challenged are permitted and the owner will be fully responsible for his/her animals.
13. All facility utilities are property of the Center and it is prohibited to access, tamper or otherwise utilize said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Licensee's responsibility.
14. No soliciting is permitted in the Center or on Center premises.
15. Any and all unsafe conditions or activities will be terminated immediately upon request. The Center will remove disruptive parties as necessary.
16. The Center provides on an exclusive in-house basis all electrical, utility, event staff security, Technical Services personnel, telecommunications and food and beverage services.
17. Alcoholic beverages may not be brought into the Center without prior written permission. Center may prohibit the consumption of alcoholic beverages at any time.
18. Unless prior approval is granted, no one under the age of sixteen (16) is allowed on the exhibit floor/loading dock during move-in and move-out.
19. Adhesive backed decals & stickers may not be distributed in the Center. Costs associated with the cleanup & related materials are the Licensee's responsibility.
20. Helium balloons are **PROHIBITTED** inside the Center.
21. Exterior banners are **PROHIBITTED** outside the facility.
22. All electrical cords should be taped down immediately after placement

GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
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GENERAL FIRE CODE REGULATIONS

The Fort Lauderdale Fire Department mandates a strict adherence to the NFPA Safety Code. ***The decision of the Fire Marshall of the City of Fort Lauderdale is final.***

1. Licensees, show management, exhibitors and all other parties comply with all Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities.
2. The following materials are prohibited without written consent of Center: electrical cooking equipment; open flame devices; welding, cutting or brazing equipment; ammunition; radioactive devices; pressure vessels; exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents /explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment.
3. The Center may request in writing: specifications, descriptions, etc. of any and all equipment, processes, operations, etc. from Licensee, service contractor, exhibitors, etc. and reserves the right to submit such information to the Fire Department for approval.
4. Exterior exhibit hall doors and loading dock doors are not to be propped open. Automatic closing devices are not to be tampered with.
5. A Fire watch is mandatory when smoke and/or hazardous machines are used inside the Center.

STORAGE:

1. Crate storage is prohibited in the Center without the prior written approval of Center Management. Crate storage is the responsibility of the Licensee.
2. Crates stored in interior storage rooms may not be stacked higher than within three (3) feet of sprinkler heads and a ten (10) foot radius must be maintained around all access/egress doors. Crates may not be stored in any occupied hall/room.
3. Exit signage, fire extinguisher, fire alarms, pull stations and related fire fighting equipment may not be hidden, obstructed or blocked.
4. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.

FLAME TEST:

1. All bunting, table coverings, drapes, signs, banners and like materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall. **Materials that cannot be treated for flame retardancy shall not be used.**
2. Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.
3. Compressed flammable gas, flammable or combustible liquids, hazardous chemicals or materials; and Class II or greater laser, blasting agents, and explosives shall be prohibited within exhibit halls.
4. Liquid Propane is not permitted inside the facility except when used as fuel to propel a vehicle into the facility. In this case, the tanks must be removed immediately after placement.
5. Oil cloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
6. All electrical equipment must conform to the National Electrical Code and be UL approved.

VEHICLES:

1. Any vehicle displayed in a show must have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel.
2. At no time during show hours are vehicles to be moved.
3. Any vehicles, material, equipment, etc. in fire lanes or blocking exits, etc. will be removed at Licensee's expense.

OPEN FLAME DEVICES:

1. Cooking and /or warming devices shall be isolated from the public. Place the device a minimum of four (4) feet back from the booth, or provide a barrier between the cooking /warming device and public.
2. Individual cooking/warming devices shall not exceed 228" surface area.
3. A minimum of two (2) feet shall be kept between cooking devices.
4. The surface which holds the cooking device shall be of non-combustible material.
5. Combustible materials shall be kept two (2) feet away from cooking device.
6. An extinguisher and lid or an approved automatic extinguishing system shall be required of any booth utilizing cooking or warming devices.

Revised 7/2004

GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER

Structural Permit Application
Covered or Enclosed Multilevel Exhibit Booth

Covered/Enclosed exhibit areas shall meet the Broward County Fire Department regulations. Please complete this portion and return at least 60 days prior to your event. Please submit two (2) copies of the plans to:

Broward County Convention Center
Event Services Department
1950 Eisenhower Blvd
Ft. Lauderdale, FL 33316

Phone: 954 765-5900
Fax: 954 763-9551
Website: ftlauderdalecc.com

Show/Event Name _____ **Booth #:** _____

Exhibitor/Company Name _____

Exhibitor Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

On-site Contact _____

An engineered drawing bearing the stamp of a certified structural engineer needs to be included with application.

THIS PORTION TO BE COMPLETED BY THE FORT LAUDERDALE FIRE DEPARTMENT

Comments _____

_____

_____

_____

_____

_____

_____

Approved by _____ ***Date*** _____

Fort Lauderdale Fire Marshall

GREATER FORT LAUDERDALE • BROWARD COUNTY
CONVENTION CENTER

COVERED OR MULTILEVEL EXHIBITS GUIDELINES

COVERED EXHIBITS LESS THAN 300 SQ FT

1. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
3. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.

COVERED EXHIBITS LARGER THAN 300 SQ FT OR MULTI-LEVEL EXHIBITS

1. Two (2) copies of the Exhibit Structure plans need to be submitted along with the Structure permit and Application to the Broward County Convention Center for review by the Fort Lauderdale Fire Rescue Department & Fire Prevention Bureau.
2. Plans must be scaled, signed and dated by a certified structural engineer.
3. Exhibit Structures and decorative material within the exhibit should be made of non-combustible or limited combustible (flame-retardant) materials. Materials need to comply with NFPA 701 & 703. Certificates of flame retardancy need to be available on-site if requested by the Ft. Lauderdale Fire Rescue Department & Fire Prevention Bureau.
4. Exhibit Structures should be furnished with a battery-powered smoke detector on the interior of the structure.
5. Each enclosed area shall include Fire extinguishers with a minimum class of 2A10BC, dry chemical fire extinguisher.
6. All covered booths larger than 300 sq ft shall require a sprinkler system as per NFPA 101.
7. Upper level may not have a "COVER" of any kind (e.g., roof, ceiling, tenting, lattice, fabric.)
8. Guardrails should be at least 42" inches (1.07m) in height and have intermediate rails throughout with a four inch (15.24cm) sphere cannot pass.
9. Stairs should be:
   a). Minimum of three feet (36") in width.
   b). Equipped with handrails.
   c). Risers maximum height of seven inches (7") & minimum height of four inches (4").
   d). Treads shall be minimum of eleven inches (11").
   e). Spiral stairs are not permitted.
10. Upper level floor systems should support a live load of one hundred lbs (100lbs.) per square foot.
11. Two (2) exits are required for every 300 square feet of occupied space.
12. All booth construction shall meet local, state, & federal mandated codes and sections.

AUTO SHOW
Ft. Lauderdale International

GREATER FORT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
JANUARY 9-12, 2020

Guest Passes

Members belong to the South Florida Auto / Truck Dealers Association will be receiving their allotment of guest passes. Should you desire any additional guest passes, we are making them available at this time at $4.00 each, for advance orders received prior to January 2, 2020 and $5.00 is sold at the Auto Show Office.

Tickets will be sold in multiples of 50 passes per package. Kindly fill in the form below, include your payment and return to Cliff Ray.

REQUEST FOR GUEST PASSES

NAME: _____ TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

_____50 PASSES @ $5.00 EACH

_____100 PASSES @ $4.00 EACH

PAYMENT ENCLOSED_____

Kindly return form to: cray@sfada.net
Fort Lauderdale International Auto Show / Cliff Ray
625 NE 124th Street, North Miami, FL 33161
Phone: 305-981-1448 Fax: 305-981-1315

AUTO SHOW
Ft. Lauderdale International

GREATER FORT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
JANUARY 9-12, 2020

Show Credentials

Employee passes and all credentials will be available in the Fort Lauderdale International Auto Show Office at the Greater Fort Lauderdale / Broward County Convention Center.

Credentials and passes may be obtained beginning at 10:00 a.m. Tuesday, January 7th, 2020.

For additional information, contact Cliff Ray, with the FLIAS, at the number listed below.

Fort Lauderdale International Auto Show / Cliff Ray
625 NE 124th Street, North Miami, FL 33161
Phone: 305-981-1448 Fax: 305-981-1315
Email address: cray@sfada.net

AUTO SHOW
Ft. Lauderdale International

GREATER FORT LAUDERDALE / BROWARD COUNTY CONVENTION CENTER
JANUARY 9-12, 2020

Parking

The convention center is located within Port Everglades Seaport. This area is subject to security check point inspections. Should you be arriving by automobile, please allow additional time to enter this secure area. Exhibitors parking will be available in the five story parking garage, which is located adjacent to the convention center. Please note that there will be a charge for parking in this location.

http://ftlauderdalecc.com/directions-parking.html

Rates are per entry, based on each 24-hour period.

Northport Parking Garage accepts cash, MasterCard, Visa, Discover, Amex and Travelers Checks.

Rates are subject to change.

The Ft. Lauderdale - Broward County Convention Center is connected via 2 glass enclosed skywalks from the parking garage.

Handicap spaces are available near the elevators on each level. There is no charge to park handicap vehicles if the following apply:

1. Visitor must have a Florida toll decal
2. Or the vehicle must have a mechanical chair lift
3. Or the vehicle must have hand controls

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

AUTO SHOW
Ft. Lauderdale International

2020 FORT LAUDERDALE AUTO SHOW
BROWARD COUNTY CONVENTION CENTER
FT LAUDERDALE, FL
JANUARY 9 - 12, 2020

- Payment Terms
- Furniture
- Column Drape
- Signage
- Union Regulations
- Labor
- Forklift
- Accessible Storage
- Non Official
- Shipping Information
- Material Handling
- Limits of Liability

Official Service Contractor

Brede/Allied Convention Service, Inc.
2502 Lake Orange Drive
Orlando FL 32837

Phone: 407-851-0261
Fax: 407-859-3904

Show Management Contact

Elliot Wachman
Regal Show Services
4051 SW 47th Ave, #105
Davie, FL 33314

Phone: 954-581-0581
Fax: 954-581-0334
Email: ewachman@regalshowservices.com

Show Information

Included in this service kit are order forms for various items you may require for your exhibit. These forms are to be returned to our office with payment. Please analyze and submit your order forms as early as possible to avoid additional charges.

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :	Monday	December 7, 2019				
Brede/Allied Advanced Order Deadline:	Monday	December 23, 2019				
Advance Freight Deadline: (without surcharge)	Monday	December 23, 2019				
Exhibitor Setup:	Tuesday	January 7, 2020	8:00 AM	—	6:00 PM	
Show Hours:	Thursday	January 9, 2020	10:00 AM	—	11:00 PM	
Exhibitor Move-out:	Sunday	January 12, 2020	8:00 PM	—	10:00 PM	
Freight Re-Route Time:	Monday	January 13, 2020	3:00 PM			

Shipping Information

ADVANCE WAREHOUSE:

Company Name, Booth Number
Ft Lauderdale Auto Show 2020
Brede/Allied
@ YRC/PGL
11431 NW 107th Street, Unit 24
Medley, FL 33178

SHOW SITE:

Company Name, Booth Number
Ft Lauderdale Auto Show 2020
Brede/Allied
@ Broward County Convention Center
1950 Eisenhower Blvd
Ft Lauderdale, FL 33316

We are pleased to have been selected as the general contractor for this event. We know your participation in this event is a vital part of your firm's marketing program and want to do everything possible to make it profitable and rewarding for you.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Advance Order
Discount Deadline:
December 23, 2019

Payment Authorization

AUTO SHOW
Ft. Lauderdale International

TERMS:

THIS FORM ALONG WITH YOUR ORDER, CHECK AND/OR CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check credit card authorization or wire transfer**. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. *ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.*
- *All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER JANUARY 13, 2020.*
- The exhibiting firm is primarily responsible for payment of all charges.
- NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards.

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED**:**

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a $35.00 service charge will be added.

Charge to: (check one) ___ MasterCard ___Visa ___American Express ___Discover

Account Number _____Expiration Date _____CVS#_____

Card Holder Name:_____Signature: _____

Card Holder Billing Address: _____City/State/Zip: _____

Card Holder Phone:_____Fax: _____

Card Holder Email:_____

CHECK PAYMENT OPTION : Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check #_____Date_____ Amount $_____

****Wire Transfers are available. Please contact Customer Service for details.**

ORDER SUMMARY

Furniture (Brede/Allied Only)	$	
Column Drape	$	
Graphics	$	
Labor (estimate)	$	
Material Handling (estimate)	$	
Other Brede/Allied Services	$	
Total Due	$	

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

flas

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Advance Order
Discount Deadline:
December 23, 2019

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Furniture and Accessories

AUTO SHOW
Ft. Lauderdale International

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped	$ 128.50	$ 167.25	$
	6' x 2' draped	$ 150.50	$ 195.75	$
	8' x 2' draped	$ 178.25	$ 231.75	$
	4th side drape	$ 29.75	$ 38.75	$
	4' x 2' undraped	$ 47.00	$ 61.25	$
	6' x 2' undraped	$ 59.75	$ 77.75	$
	8' x 2' undraped	$ 72.75	$ 94.75	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped	$ 168.75	$ 219.50	$
	6' x 2' draped	$ 190.75	$ 248.00	$
	8' x 2' draped	$ 218.50	$ 284.25	$
	4th side drape	$ 29.75	$ 38.75	$
	4' x 2' undraped	$ 87.25	$ 113.50	$
	6' x 2' undraped	$ 100.25	$ 130.50	$
	8' x 2' undraped	$ 113.00	$ 147.00	$
	12" Tabletop Risers (includes white vinyl top)			
	4' one step riser	$ 52.25	$ 68.00	$
	6' one step riser	$ 72.75	$ 94.75	$
	8' one step riser	$ 95.50	$ 124.25	$
	4' two step riser	$ 68.75	$ 89.50	$
	6' two step riser	$ 107.25	$ 139.50	$
	8' two step riser	$ 139.75	$ 181.75	$

Select Table Drape Color

___ Black ___ Blue ___ Burgundy ___ Gold
___ Green ___ Gray ___ Red ___ Teal ___ White

Accessories

Qty	Item	Advance	Standard	Subtotal
	Upholstered Arm Chair	$ 78.75	$ 102.50	$
	Upholstered Side Chair	$ 71.50	$ 93.00	$
	Counter Stool with Back	$ 91.25	$ 118.75	$
	Coffee Table 20"X36"X17"	$ 75.00	$ 97.50	$
	30"x30" Pedestal Table	$ 145.00	$ 188.50	$
	30"x42" Pedestal Table	$ 197.00	$ 256.25	$
	Wastebasket	$ 21.75	$ 28.50	$
	Easel	$ 43.50	$ 56.75	$
	Clothing Rack	$ 61.25	$ 79.75	$
	Literature Rack	$ 139.25	$ 181.25	$
	Chrome Stanchions	$ 70.00	$ 91.00	$
	8' Velour Rope	$ 71.25	$ 91.50	$
	Tensa Stanchions	$ 79.75	$ 103.75	$
	Crossbars	$ 14.00	$ 18.25	$
	Hardware/Bases	$ 14.00	$ 18.25	$
	Hardware/Poles 8' high	$ 14.00	$ 18.25	$
	Posterboard 8'x4' (horizontal only)	$ 165.25	$ 215.00	$
	Special Draping			
	3' h Drapery per lin. ft.	$ 12.50	$ 16.25	$
	8' h Drapery per lin. ft.	$ 15.00	$ 19.50	$

Select Special Drape Color

___ Black ___ Blue ___ Burgundy ___ Gold ___ Green
___ Gray ___ Peach ___ Red ___ Teal ___ White

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal $ _____
7% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
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Advance Order
Discount Deadline:
December 23, 2019

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Column Drape

AUTO SHOW
Ft. Lauderdale International

- Column drape is charged at the rate of **$19.00 per linear foot, plus labor.**
- **LABOR RATES: Straight Time: $86.75 per hr. Overtime: $173.50 per hr.** Straight time rates apply 8:00am – 4:30pm, Monday – Friday. All other hours, weekdays, Saturday, Sunday & Holidays will be charged at overtime rates. Half hour increments will be charged following the first one (1) hour.
- Minimum labor charge of 3 men/1 hour per man, per column.
- To obtain the **Advance Price,** this form and a completed Payment Authorization must be received no later than **December 23, 2019**. Orders received without payment authorization, after December 23, 2019 and orders placed at show site will be charged an additional 30%.
- All column drape colors are provided on a first-come, first-serve basis and have limited availability.

Columns

# Columns	***Height/Color***
	11’ White
	11’ Off White
	11’ Blue
	12’ Black
	12’ White
	16’ Black
	16’ Blue
	16’ Gray
	16’ White

Important Notes

- Orders cancelled after move-in begins will be charged 100% of the original price.
- All charges must be paid prior to close of show.

Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal $ _____

7% Sales Tax $ _____

Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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Graphics

AUTO SHOW
Ft. Lauderdale International

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

Standard Signs

Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
____	8 1/2"x11" Easel Back	$ 15.75	$ 23.75	____	____	22"x28"	$ 108.25	$ 162.50	____
____	14"x22"	$ 73.50	$ 110.25	____	____	28"x44"	$ 161.75	$ 242.75	____

___ Horizontal ___ Vertical Sign Copy _____

Custom Size Graphics
(10 sq ft minimum order)

Length (feet) x *Width* = *Square* x $ *21.00 per sq ft* $ *31.50 per sq ft*

_____ x _____ = _____ x $ 21.00 per sq ft $ 31.50 per sq ft _____

___ Banner ___ Foamcore ___ Ultraboard ___ Plexi ___ Showcard ___ Sintra ___ Other _____

Art Specifications

ARTWORK AND OTHER FILES

- We use Adobe Creative Cloud. Please do not send Corel Draw files.
- Acceptable graphic file formats: Illustrator (*.ai or *.eps), InDesign (*.indd), PDF, and Photoshop (*.psd, *.tif, *.jpg)
  Note: The acceptable print resolution for PSD, TIF or JPG is no less than 150ppi and no greater than 300ppi.
- Acceptable color mode: CMYK (files sent in RGB will be converted to CMYK, and colors may shift slightly as a result)
- Provide all fonts used in your artwork or convert all text to outlines.
- InDesign files must be packaged with linked files and fonts used in the document.
- Acceptable font types: TrueType (.tt) and OpenType (.ot).
  Mac users: *we cannot install *.dfont or PostScript*, please do not send unless you have TrueType or OpenType.
- If you require color matching, *please provide Pantone Solid Color values or send a hardcopy of the item to match to.*
- Please do not send artwork that was downloaded from the internet.
- Please provide any relevant Word, Excel, or PowerPoint documents that you need to have made into signs.

HOW TO SEND FILES

Flash Drive Email (10mb or under only) Upload to ftp: transfer.bredeallied.com Send a download link to your files

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of $150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com.
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $ _____
7% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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S. Florida Labor Guidelines

AUTO SHOW
Ft. Lauderdale International

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

SIGN, DISPLAY AND ALLIED CRAFTS UNION
Members of this union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise [items produced by you for sales, scheduled for display in your booth, or literature describing same]. Any installation of exhibits or displays which requires the use of hand tools, shall be installed by employees covered by this Agreement. This local also claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

FREIGHT HANDLING JURISDICTION
Brede/Allied has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede/Allied will not be responsible, however, for any material they do not handle.

GRATUITIES
Brede/Allied requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede/Allied supervisor. Employees of Brede/Allied are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede/Allied employees.

IN GENERAL
Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to Brede/Allied management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a management representative of Brede/Allied.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
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Add 30% to all Orders placed at Show Site

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Fax: 407.859.3904
info@bredeallied.com

Labor

AUTO SHOW
Ft. Lauderdale International

Labor Rates

	Labor Hours		Per Laborer, Per Hour
STRAIGHT TIME	8am-4:30pm, Monday-Friday	$	86.75
OVERTIME	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays	$	173.50

Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours		Total Cost
Installation						=	$
Dismantle						=	$

Option A: Brede/Allied Supervised

- All work performed & supervised by Brede/Allied Personnel.
- Charge for supervisory service is 30% of total daily of labor bill, with a $86.75 minimum.
- Work performed under Brede/Allied supervision is straight time when possible.

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk.

Installation

Shipped to ___Warehouse ___Show site Special Equipment Required:
Scheduled Delivery Date ___/___/___ _____
Shipment : ___Crates ___Boxes ___Carpet/Pad
Carpet (if not shipped): ___ from Brede/Allied ___None
Blueprints/Instructions: ___ Attached ___with Display (Crate #____)
Electrical Under Carpet? ___ Yes ____ No

Dismantle

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official Show Carrier: __Ground __Air Telephone Number:
Other Carrier: _____ _____

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Show Site contact: _____
Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- 4 hour minimums may apply on dedicated labor calls.
- Labor & services ordered by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- All labor is billed on a 1 laborer, 1 hour minimum. No shows will be billed at the minimum per laborer rate.

Form Total

Subtotal $ _____
7% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

flas

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
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Add 30% to all Orders placed at Show Site

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Forklift

AUTO SHOW
Ft. Lauderdale International

This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

This order must be confirmed with a signed work order from Brede/Allied Service Desk.

Labor Hours - One Hour Minimum

Straight Time	8am-4:30pm, Monday-Friday
Overtime	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays

LIFT W/DRIVER (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)		**Straight Time/Per Hour**		**Overtime/Per Hour**
_____ Forklift - 5,000 lb. Capacity	$	171.75	$	258.50
_____ Forklift - 10,000 lb. Capacity	$	187.75	$	274.50
RIGGING–LIFT W/DRIVER & 1 RIGGER				
_____ Scissor Lift	$	441.75	$	615.25
BOOMLIFT W/DRIVER & 2 RIGGERS				
_____ Boomlift	$	415.25	$	675.50
Additional Crew Labor				
_____ Supervisor	$	113.00	$	225.75
_____ Rigger	$	86.75	$	173.50

Calculate Costs

	Dates Required	*Time*	*# of Laborers*	*Heaviest Piece (lbs)*	*Est. Hours (per Forklift)*		*Rate/Hour (see above)*		*Estimated Subtotal*
Install						X		=	
Dismantle						X		=	

Order Details

Please indicate work to be performed: __ Uncrating __ Un-skidding __ Re-skidding of Machinery
__ Installation/Dismantling of Header __ Other _____

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am.
- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.
- 4 hour minimum may apply on dedicated labor calls.

Form Total

Subtotal $ _____

7% Sales Tax $ _____

Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

flas

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Accessible Storage

AUTO SHOW
Ft. Lauderdale International

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/ Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. *PLEASE NOTE:* This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge:	$138.00
STORAGE:	Size of Storage Space (sq. ft.)	Rate (per day)
	0-25	$138.00
	26-50	$207.00
	51-100	$276.00
	101-150	$345.00
	151-200	$416.50
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
ACCESS CHARGES:		
Straight Time:	8am-4:30pm, Monday-Friday	$86.75
Overtime:	All other hours, Monday-Friday & All day Saturday, Sunday & Holidays	$173.50

**Please add 7% sales tax.

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
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Advance Order
Discount Deadline:
December 7, 2019

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Request For Set-Up By Non-Official Exhibitor Appointed Contractor

AUTO SHOW
Ft. Lauderdale International

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **December 7, 2019.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Broward County Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Regal Show Services, South Florida Auto Dealers Association, Ft Lauderdale Auto Show and the Broward County Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by December 7, 2019, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.

EVENT	FT LAUDERDALE AUTO SHOW		
COMPANY NAME		BOOTH #	
NON-OFFICIAL CONTRACTOR			
CONTRACTOR ADDRESS			
EMAIL			
PHONE#		FAX#	
ESTIMATED ARRIVAL AT SHOW		# OF WORKERS	
AUTHORIZED BY		TITLE	

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Shipping Information

AUTO SHOW
Ft. Lauderdale International

Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
Advance Warehouse: **Must arrive no later than, Monday, December 23, 2019 to obtain advance pricing.**	**FLAS 2020** Company Name & Booth # Brede/Allied @ YRC/PGL 11431 NW 107th Street, Unit 24 Medley, FL 33178
Direct - Show Site: **Must not arrive prior to, your targeted move-in time.**	**FLAS 2020** Company Name & Booth # Brede/Allied @ Broward County Convention Center 1950 Eisenhower Blvd Ft Lauderdale, FL 33316

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only**:**
Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier.

DIRECT SHIPMENTS TO EXHIBIT SITE:
Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Find more on Bredeallied.com

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Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/ Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only.**

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

Find more on Bredeallied.com

AUTO SHOW
Ft. Lauderdale International

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN DECEMBER 23, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth #_____

FLAS 2020
BREDE/ALLIED
@ YRC/PGL
11431 NW 107TH STREET, UNIT 24
MEDLEY, FL 33178

NUMBER OF PIECES: _____ NO. _____OF _____

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AUTO SHOW
Ft. Lauderdale International

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN DECEMBER 23, 2019, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth #_____

FLAS 2020
BREDE/ALLIED
@ YRC/PGL
11431 NW 107TH STREET, UNIT 24
MEDLEY, FL 33178

NUMBER OF PIECES: _____ NO. _____OF _____

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Important note: Hazardous materials will not be accepted at the warehouse.

AUTO SHOW
Ft. Lauderdale International

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO YOUR TARGETED MOVE-IN DATE

COMPANY NAME: _____ Booth #_____

FLAS 2020
BREDE/ALLIED
@ BROWARD COUNTY CONVENTION CENTER
1950 EISENHOWER BLVD
FT LAUDERDALE, FL 33316

NUMBER OF PIECES: _____ NO. _____OF _____

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www.bredeallied.com

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AUTO SHOW
Ft. Lauderdale International

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY

MUST NOT ARRIVE PRIOR TO YOUR TARGETED MOVE-IN DATE

COMPANY NAME: _____ Booth #_____

FLAS 2020
BREDE/ALLIED
@ BROWARD COUNTY CONVENTION CENTER
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Important note: Hazardous materials will not be accepted at the show site.

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Material Handling

AUTO SHOW
Ft. Lauderdale International

Material Handling Rate Schedule

Brede/Allied will receive all of your crated exhibit material, deliver same to designated exhibit area, handle the empty containers to and from the exhibit area, and at the conclusion of the Auto Show, load same onto outgoing common carriers or exhibitor's own trucks at the Broward County Convention Center docks. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

200 lb. minimum charge

FLOOR LEASE MATERIAL HANDLING
YOUR FLOOR LEASE AGREEMENT WITH THE SOUTH FLORIDA AUTO/TRUCK DEALERS ASSOCIATION INCLUDES MOVE-IN AND MOVE-OUT OF CRATED EXHIBITS SHIPPED DIRECT TO THE BROWARD COUNTY CONVENTION CENTER ON THE DESIGNATED DAYS DURING THE STRAIGHT TIME HOURS OF 8:00AM TO 4:30PM, MONDAY THROUGH FRIDAY. **Brede/Allied will receive all of your crated exhibit material, deliver same to designated exhibit area, handle the empty containers to and from the exhibit area, and at the conclusion of the Auto Show, load same onto outgoing common carriers or exhibitor's own trucks at the Broward County Convention Center docks.**

A 35% OVERTIME SURCHARGE WILL BE ADDED TO SHIPMENTS RECEIVED BEFORE OR AFTER THE POSTED TIMES.

To insure proper handling and receiving, shipments are not to be addressed to the Broward County Convention Center at any time prior to the designated days, as they have no provisions to accept shipments.

SHIPMENTS NOT INCLUDED IN FLOOR LEASE	Rate per cwt.	Minimum
LOOSE, UNCRATED, CARTONED PRINTED MATTER, PLASTIC BAGS, BROCHURES, PROMOTIONAL (SKIDDED OR OTHERWISE) GIVE-A-WAY ITEMS AND PROTOTYPES ARE NOT INCLUDED IN THE FLOOR LEASE AGREEMENT. These items must be shipped directly to the Broward County Convention Center on the designated days during the straight time hours of 8:00am and 4:30pm, Monday through Friday.	$68.00	$136.00

TOTAL ESTIMATED LBS _____ **TOTAL ESTIMATED COST $** _____

**Please add 7% sales tax.

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Brede/Allied freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede/Allied will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede/Allied a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede/Allied will be authorized to reconsign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede/Allied as a result of such rerouting or handling.

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

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Material Handling Definition, Policies & Guidelines

* Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
* Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
* Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
* Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.
* Remove all outdated shipping labels prior to shipment.
* Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
* Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied .
* All outbound shipments must be tendered with a Brede/Allied bill of lading.
* Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
* Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of $85.00 per crate, case, box, or carton will be assessed.
* The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.
* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to:_____

Street Address_____City/State/Zip Code_____

Type of Carrier ____Air ____Motor Freight ____Van Lines

EVENT OR SHOW FT LAUDERDALE AUTO SHOW HALL OR HOTEL BROWARD COUNTY CONVENTION CENTER

COMPANY NAME_____ BOOTH #_____

TELEPHONE_____EMAIL_____

AUTHORIZED BY (please print or type)_____

SIGNATURE_____

Find more on Bredeallied.com

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Request for Preprinted Bill of Lading & Shipping Labels

AUTO SHOW
Ft. Lauderdale International

If your order is received by January 8, 2020 your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After January 8, 2020 this service will not be available.

Ship to:

Consigned to (Ship to) _____

Attention _____

Street Address _____

City, State, Zip _____

Method	Air (select) ____Next Day ____2nd Day ____Deferred	____Motor Freight	____Van Lines	____POV

Carrier _____

Freight charges guaranteed by:

Company/Exhibitor Name _____

Attention _____

Billing Address _____

City, State, Zip _____

Telephone No. _____

Email Address _____

Number of Shipping Labels: _____

COMPANY NAME:_____BOOTH#_____

flas

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Limits of Liability

AUTO SHOW
Ft. Lauderdale International

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The Terms and Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms and Conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.

- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.

- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.

- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $ .30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied , its subcontractors or their employees.

- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.

- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.

- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for ***empty storage only,*** and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.

Find more on Bredeallied.com

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www.bredeallied.com

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info@bredeallied.com

Helpful Hints

AUTO SHOW
Ft. Lauderdale International

Shipping to the Show

* When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
* Clearly mark your company name, booth number and Ft Lauderdale Auto Show 2020 on your labels.
* Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
* Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

* Pick up "Empty Labels" at the Exhibitor Service Desk.
* Place a label on each container with your company name & booth number on each label.
* Labeled containers will be picked up periodically and stored during the show.
* Once containers are placed in empty storage there will be no access to those containers.
* At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Shipping Out Procedures at the Close of the Show

* Pick up your Bill of Lading at the Exhibitor Service Desk.
* You must complete a Bill of Lading for each individual shipment.
* All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
* Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
* When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.

Find more on Bredeallied.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 12/19/19

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**Ft Laud Intl Auto Show 2020**		
FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

A. Electrical Order
B. Plumbing Order
C. Lighting Order

Step 3 Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.

A. What electrical work in your booth space needs to be performed by Edlen Electricians.
B. How power is delivered to your booth in the facility (from the floor or ceiling).
C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required
Forms include the following:

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. **Electrical Booth Work**
This form is used to estimate electrical labor required in the construction of your booth.

C. **Plumbing Distribution**
This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 12/19/19

GREATER FORT LAUDERDALE • BROWARD COUNTY CONVENTION CENTER

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**Ft Laud Intl Auto Show 2020**		
FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** $50 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ **COMPANY CHECK**

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:			
CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL:	THIRD PARTY PAYMENT? YES or NO		

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
SUBTOTAL	
SALES TAX due unless 3rd party providing FL DR-13 or charitable org. providing FL DR-14 must accompany order — **7% SALES TAX**	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, the terms and conditions outlined on all completed service order forms, and the Edlen General Data Protection Regulation Privacy Policy

ELECTRICAL ORDER E ☐ M ☐ Advance Payment Deadline Date: 12/19/19

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**Ft Laud Intl Auto Show 2020**		
FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION
Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS
Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS
Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS
Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			87.00	132.00	
1000 WATTS (10 AMPS)			120.00	180.00	
2000 WATTS (20 AMPS)			182.00	272.00	
208 VOLT SINGLE PHASE					
20 AMPS			292.00	417.00	
30 AMPS			348.00	497.00	
60 AMPS			517.00	738.00	
208 VOLT THREE PHASE					
20 AMPS			388.00	582.00	
30 AMPS			462.00	693.00	
60 AMPS			688.00	1032.00	
100 AMPS			987.00	1481.00	
200 AMPS			2086.00	3129.00	
400 AMPS			3233.00	4850.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = ☐

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS			778.00	1164.00	
30 AMPS			924.00	1386.00	
60 AMPS			1376.00	2064.00	
100 AMPS			1974.00	2962.00	

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		26.00	
POWER STRIP		26.00	

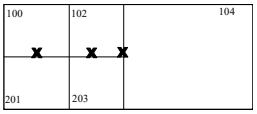
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

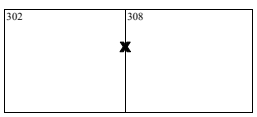
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. 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, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy, which can be reviewed by visiting https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

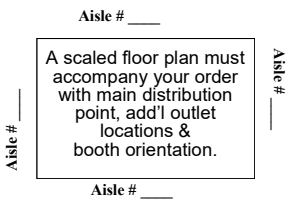
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



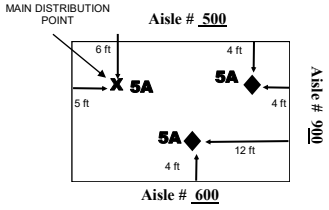
(IN-LINE BTHS) (PENINSULA)



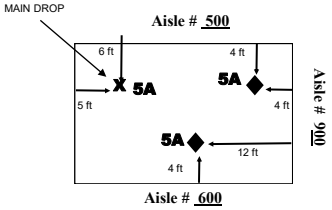
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 12/19/19

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**Ft Laud Intl Auto Show 2020**		
FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form
There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. **Electrical Booth Work**
This form is used to estimate electrical labor required in the construction of your booth.

Step 3 Return the following forms to Edlen
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 12/19/19

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DATES:	**January 9-12, 2020**	EVENT # 010010MI	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   - A. The electrical layout must indicate each power outlet and its location with exact measurements.
   - B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
2. What date will you begin building your booth?
   - A. Date:_____ Time: _____
3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   - A. Describe flooring:_____
   - B. Estimated date and time flooring installation will begin. Date:_____ Time:_____
4. Show site supervisor:

   Name _____ Cell # _____

   Email _____ Company _____
5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

DISTRIBUTION LABOR ESTIMATE

MAN HRS		RATE	TOTAL
	ST	$87.00	
	OT	$174.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$260.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 12/19/19

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ELECTRICAL EXHIBITION SERVICES
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EXHIBITOR:		**BTH #**	
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FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

General Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

Installation, Removal & Wiring of Overhead Signs (Complete Hanging Sign & Overhead Sign Placement Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS		RATE	TOTAL
	ST	$87.00	
	OT	$174.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	$260.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL _____

AUTHORIZATION

PRINT NAME:	DATE:

ELECTRICAL LAYOUT

Advance Payment Deadline Date: 12/19/19

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EXHIBITOR:		**BTH #**	
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FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

Go to the exhibitors tab at https://www.edlen.com/exhibitor-resources/ **for an exact grid to match your booth**

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

Total Square Footage = _____

OUTLET LEGEND

X = Main Distribution Point ▲ = 5amp/500 watt

◆ = 10amp/1000 watt ★ = 15amp/1500 watt

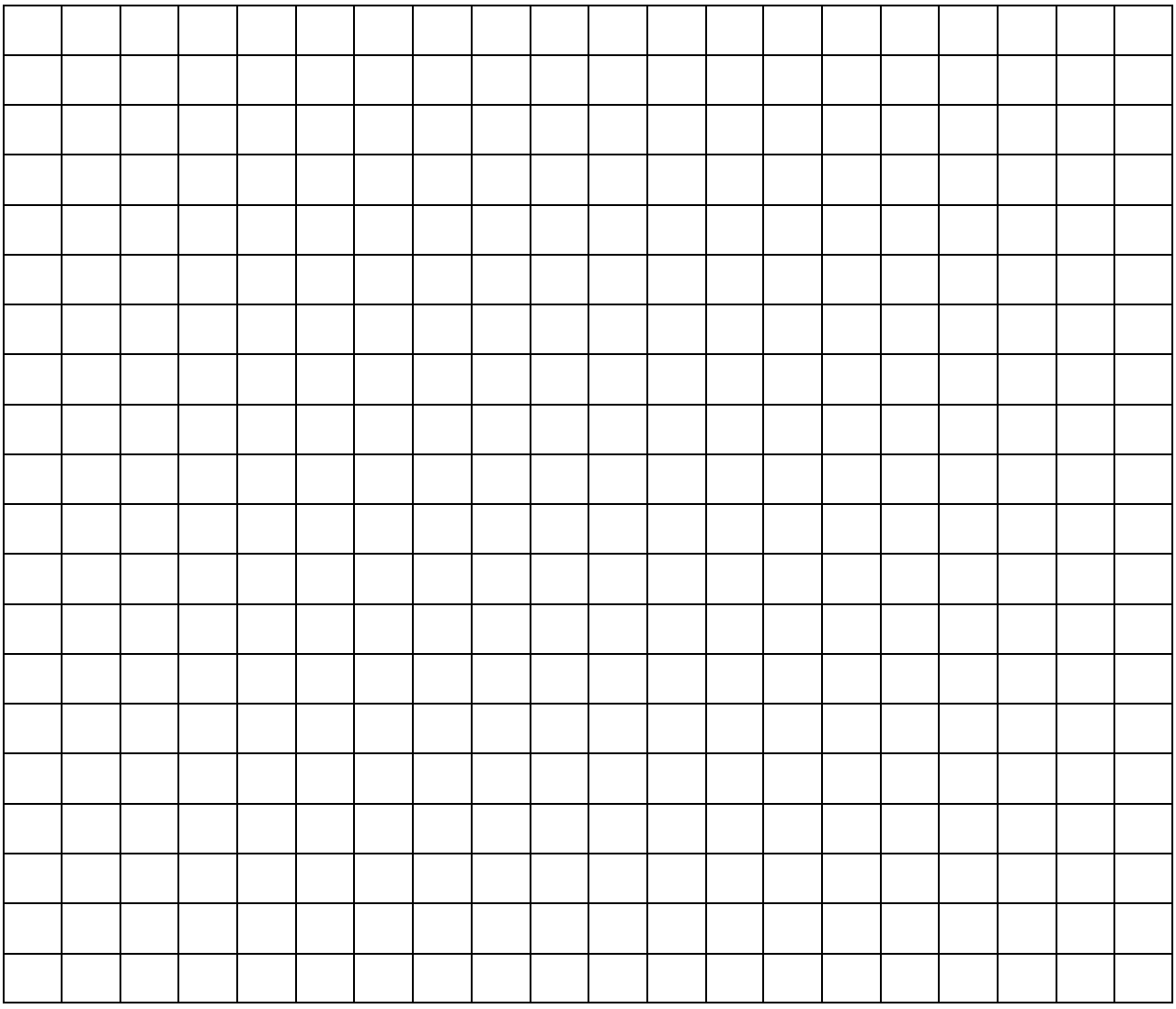
● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



LIGHTING ORDER

Advance Payment Deadline Date: 12/19/19

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

OVERHEAD LIGHTING (Does not include labor or lift time to install or remove)

- Ceiling mounted fixture
- Light up booth signage
- Focus on booth product
- Narrow or wide beam
- Color Gels available

Call for a quote for labor & lift cost	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL COST
1000 WATT OVERHEAD LIGHT		247.00	372.00	
ST LABOR (Install and/or remove fixture)		87.00	87.00	
OT LABOR (Install and/or remove fixture)		174.00	174.00	
LIFT (Install and remove fixture)		260.00	260.00	

TRACK LIGHTING (Track & fixture includes power and 1 hour labor for install and removal)

- LED Par 38 3000K
- Adjustable fixtures
- Low heat
- Beam spread 23-26°
- High intensity, output lights
- Color consistency for jewelry & art

	QTY	ADVANCE	REGULAR	TOTAL
6' TRACK WITH 2 FIXTURES		143.00	229.00	
6' TRACK WITH 3 FIXTURES		173.00	259.00	
6' TRACK WITH 4 FIXTURES		203.00	289.00	
ADDITIONAL LIGHT FIXTURES		42.00	42.00	

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator.

ARM & POLE LIGHTS (Lights include power and 1 hour labor for install and removal)

- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths

	QTY	ADVANCE	REGULAR	TOTAL
ARM LIGHT		101.00	152.00	
8 FOOT POLE LIGHT WITH 1 FIXTURE		82.00	123.00	
8 FOOT POLE LIGHT WITH 2 FIXTURES		164.00	246.00	

FLOOR PLAN	**TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM**	**TOTAL**	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

PLUMBING ORDER

E ☐ M ☐ **Advance Payment Deadline Date: 12/19/19**

GREATER FORT LAUDERDALE • BROWARD COUNTY CONVENTION CENTER

EDLEN
The Power People

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

		ADVANCE	REGULAR	TOTAL
COMPRESSED AIR: 90-100 LBS. PSI				
____	Air Outlet (call for a quote for 24-hour Air)	225.00	338.00	
____	Additional Connections within 20' of Outlet	115.00	174.00	
CFM REQUIREMENTS				
	Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.			
	CFM (**There is a 5 CFM minimum charge per outlet/connection**)		Total CFM =	
	Total CFM _____ x ADVANCE Rate	8.00	=	
	Total CFM _____ x REGULAR Rate		11.00 =	
WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)				
____	Water Outlet	203.00	305.00	
____	Additional Connections within 20' of Outlet	116.00	174.00	
	# of connections required: _____ Size of connection: _____			
	PSI required: _____ GPM Required: _____			
DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)				
____	Drain Outlet	145.00	218.00	
____	Additional Connections within 20' of Outlet	116.00	174.00	
	Number of connections required: _____ Size of connection required: _____			
FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)				
____	1 – 50 Gallons	80.00	120.00	
____	51 – 200 Gallons	120.00	180.00	
____	201 – 500 Gallons	240.00	360.00	
____	**Each additional** 100 Gallons up to 1,000 Gallons	25.00	38.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	**TOTAL**	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 12/19/19

GREATER FORT LAUDERDALE • BROWARD COUNTY CONVENTION CENTER

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**Ft Laud Intl Auto Show 2020**		
FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Distribution of Air, Water & Drain lines under carpet
- Installation of lines delivered from overhead

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____Company:_____
Cell #: _____ Email:_____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE

MAN HOURS		RATE	TOTAL
	ST	$73.00	
	OT	$138.00	

ESTIMATED TOTAL	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE

ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING LAYOUT

Advance Payment Deadline Date: 12/19/19

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
16110 NW 13th Avenue, Miami, FL 33169
Phone: (305) 623-5335 Fax: (305) 623-5337
miami@edlen.com

EXHIBITOR:		**BTH #**	
EVENT:	**Ft Laud Intl Auto Show 2020**		
FACILITY:	**Greater Ft. Lauderdale Broward County Conv. Ctr.**		
DATES:	**January 9-12, 2020**	EVENT # 010010MI	

Go to the exhibitors tab at https://www.edlen.com/exhibitor-resources/ **for an exact grid to match your booth**

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	
Island	_____
Inline	_____
Peninsula	_____

INDICATE SCALE & TOTAL SQ FT

Example: 1 Square = 1 Foot

_____ Square = _____ Ft

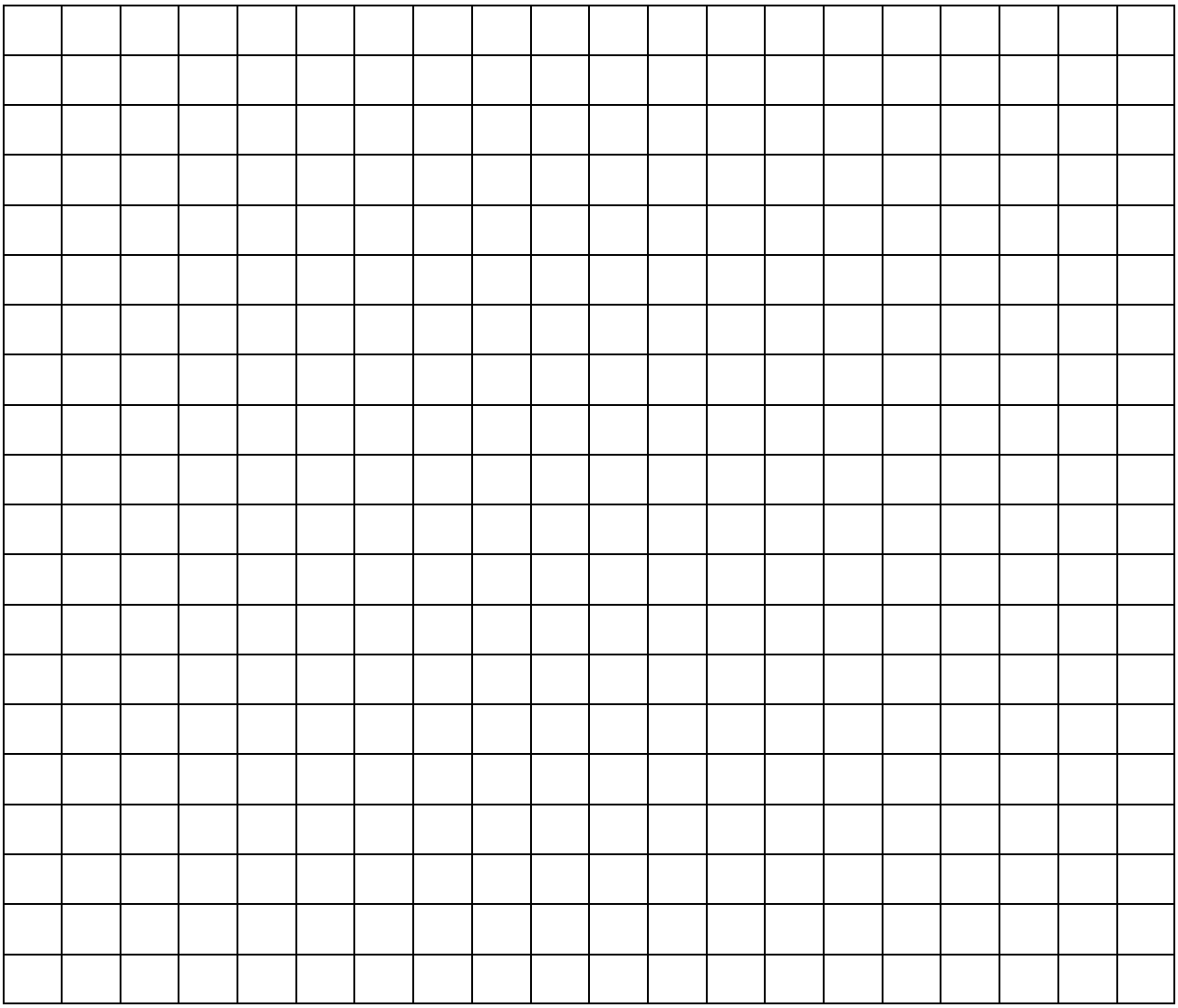
Total Square Footage = _____

OUTLET LEGEND

X	= Main Distribution Point		
W	= Water	**A**	= Air
D	= Drain	**AC**	= Addt'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. 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, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

SPECIAL RATES FOR AUTO SHOW EXHIBITORS

COSMETICCARCARE
DETAILSMATTER.

LET US MAKE YOUR VEHICLES SHINE!!

VISIT US AT: www.cosmeticcarcare.com

A SHOW PREP AND DETAILING - $95. PER VEHICLE PRIOR TO THE SHOW

Includes:

1. Wash and Dry Exterior
2. Clean Tires, Wheels and Wheel Wells
3. Quick Glaze Paint and Chrome Surfaces
4. Clean and Dress Engine Components
5. Clean Hood, Door, and Trunk jams
6. Dust/Spot Clean Interior Surfaces as Needed
7. Clean All Glass Inside and Out
8. Remove Unwanted Labels
9. Remove Glaze Wax
10. Inspect Paint and Machine Polish as Needed
11. Provide Final Wipe Down Inspection
12. Install Monronies as Needed

B PORTERING MAINTENANCE - $25 . PER VEHICLE EACH SHOW DAY

FOLLOW UP DAILY MAINTENANCE OF VEHICLES: **(Requires Detailing Package "A")**

Includes:

1. Restore Vehicle Detailing Prior To The Show Opening Each Day
2. Provide Continuous Vehicle Wipe Down Service During Show Hours
3. Provide Trash Service As Needed
4. Wipe Down Wheel Stands
5. Dust Display as Needed
6. Supervisor Check Hourly
7. 24-Hour Emergency Stand by Support

C DEALER PACKAGE - $30. PER VEHICLE EACH SHOW DAY

Includes:

1. Provide Final Wipe Down on Move-in Day
2. Clean all Glass
3. Clean Wheels and Dress Tires
4. Restore Vehicle Detailing Prior To The Show Opening Each Day
5. Provide Continuous Vehicle Wipe Down Service During Show Hours
6. Supervisor Check Hourly
7. 24-Hour Emergency Standby Support

OTHER SERVICES – NOT A PROBLEM CALL FOR AN ESTIMATE

Includes:

1. Supervise Loading/Unloading
2. Adjust Fuel Levels To Meet Regulations
3. Drive Vehicles into Position
4. Restock / Reorder Literature
5. Remove Exterior Plastic
6. Disconnect Batteries
7. Install Accessories
8. Provide Key and Inventory Control
9. Provide Security Supervision
10. Straighten Wheel Emblems
11. Black Out Unfinished Areas
12. Vandal Proof Vehicle (Remove knobs, Etc.)
13. Install Display Lighting
14. Remove or Lower Tops
15. Seal Gas Filler Caps
16. Install License Plates and Frames
17. Apply Labels and Signs
18. Paint less Dent Repair
19. Paint Touch Up
20. Dealership Prep Service

PLEASE PRINT

AUTO SHOW:_____

Print Your Name: _____ Title: _____

Exhibitor: _____ Space #: _____ # of Vehicles: _____

Billing Company: _____ Phone: ( ) _____

Billing Address: _____ Authorized Signature:_____

City/State/Zip: _____

Service Selected

MasterCard VISA DISCOVER NETWORK AMERICAN EXPRESS

A AB C

COSMETIC CAR CARE

12 MAUCHLY, BUILDING F * IRVINE, CALIFORNIA 92618 * (800) 241-0531

Please email the completed form to smarcus@cosmeticcarcare.com

CLEANING SERVICE

ALL CONVENTION CLEANERS, INC.
2335 Mountain Top Rd.
Winston, GA 30187
(770) 949-3441
FAX (770) 949-3358
accinc@bellsouth.net

ORDER DEADLINE DATE

January 3, 2020

Any orders received after the deadline date will have a 10% increase.

Ft. Lauderdale International Autoshow 2020
January 9-12 2020
Broward County Convention Center

BOOTH VACUUMING

- Our basic price includes vacuuming (Minimum of 100 sq. ft.) and emptying of wastebaskets in your exhibit area
- Choose the basic cleaning service you prefer

VACUUM BOOTH DAILY (INCLUDED IN PACKAGES)
Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **N/C** =$_____
Total Sq. Ft. | Price per Sq. Ft. | Total Cost

ADDITIONAL BOOTH VACUUMING OTHER THAN PACKAGES
Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **$0.20** =$_____
Total Sq. Ft. | Price per Sq. Ft. | Total Cost

SHAMPOOING

- Shampooing to be performed before initial opening of show.

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **$0.40** =$_____
Total Sq. Ft. | Price per Sq. Ft. | Total Cost

TILE MOPPING

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **$0.40** =$_____ x _____ =$ _____
Total Sq. Ft. | Daily Price Per Sq. Ft. | Daily Rate | Number of Show Days | Total Cost

EXHIBIT CLEANING

- Special booth cleaning other than during show hours, @ $25.00 per hour. (1 hour minimum, per day)
  Please Provide Instructions. *(Auto Detailing Excluded)*

_____ x **$25.00** = _____
No. of Hrs. | Per Hr. | Total Cost

PORTER SERVICE *(Does not include Carpet Vacuuming)*

*NOTE: Rates are determined by the total square footage of your booth regardless of area to be cleaned. Prices are based on single level booths. If vacuuming or porter service is required on the upper level of the booth, the square footage must be added.

PORTER SERVICE RATES

Booth Size	One Day	Duration of Show
0-500 sq. ft.	$50.00_____	$150.00_____
501-1500 sq. ft.	$60.00_____	$180.00_____
1501-2500 sq. ft.	$70.00_____	$210.00_____
2501-3500 sq. ft.	$80.00_____	$240.00_____
3501 and larger	Detemine by adding 3500 sq. ft. plus the difference between 3500 sq. ft. and the total size of the booth.	

- Periodic Porter Service (empty wastebaskets and check floor area at two hour intervals during show hours)

FULL TIME PORTER

*** A full time Porter can be ordered for your booth at the service desk. The price will be $22.50 per hour per person. If you have already determined the hours you will need a full time porter, please fill out the special cleaning section below.**

SPECIAL CLEANING REQUESTS

*Please indicate on the lines below any special cleaning requests or instructions that you may have. We would be happy to call and provide pricing.

_____

_____

_____

QUICK TIPS FOR EASY EXHIBITING

*To eliminate any misunderstanding regarding your invoice please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night the service was to have been performed.

*General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental.

TOTAL COST ENTER AMOUNT

_____
Total Cost For All Services

COMPANY NAME _____ *BOOTH #* _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY (Please Print) _____ *SIGNATURE* _____

PHONE # ( ) _____ *EXT.* _____ *EMAIL* _____

Make checks payable to All Convention Cleaners.

We also accept **VISA AMERICAN EXPRESS MASTERCARD**

☐ VISA ☐ AMERICAN EXPRESS ☐ MasterCard

Please mark the appropriate box of the card being used.

Credit Card Account No. _____

Cardholder's Name _____ *Expiration Date* _____

GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER

Audio Visual Provided By:

EVERLAST PRODUCTIONS

AUDIO-VISUAL ORDER FORM

Event Name_____

Event Dates_____

SECTION A

COMPUTER DISPLAY	QTY/DAY QTY. X DAYS	RATES X RATES	=
17" FLAT PANEL DISPLAY	x	$100.00	=
21" FLAT PANEL DISPLAY	x	$185.00	=
31" FLAT PANEL DISPLAY	x	$360.00	=
42" FLAT PANEL DISPLAY**	x	$600.00	=
50" FLAT PANEL DISPLAY**	x	$650.00	=
42"/50" CHROME POST STAND**	x	$125.00	=
LCD PROJECTOR (3000L)	x	$650.00	=

***Please select Chrome Stands if needed.*

Larger Monitors available upon request. Additional Labor May Be Required For Multiple Or Larger Items.

AUDIO	QTY/DAY QTY. X DAYS	RATES X RATES	=
JBL EON SPEAKER W/STAND	x	$75.00	
SMALL SOUND SYSTEM *	x	$250.00	=
** 2 POWERED SPEAKERS W/STANDS,MIXER.MIC*			
AUDIO DI BOX	x	$15.00	=
4 CHANNEL MIXER	x	$40.00	=
WIRELESS LAVALIER/HANDHELD/HEADSET	x	$150.00	
WIRED MIC ON STAND/PODIUM	x	$30.00	=
CD PLAYER	x	$50.00	

VIDEO	QTY/DAY QTY. X DAYS	RATES X RATES	=
1/2" VHS PLAYER W/AUTO REPEAT	x	$50.00	=
DVD PLAYER (NTSC)	x	$60.00	=
DVD PLAYER (PAL-SECAM)	x	$150.00	=
BETACAM SP PLAYER	x	$450.00	=
20" TV/VCR COMBO	x	$70.00	=
20" VIDEO BOX MONITOR	x	$70.00	=
27" VIDEO BOX MONITOR	x	$100.00	=
36" VIDEO BOX MONITOR	x	$180.00	=

Larger Monitors Available Upon Request

Specialty Equipment Available Upon Request.

PROJECTION	QTY/DAY QTY. X DAYS	RATES X RATES	=
OVERHEAD PROJECTOR	x	$40.00	=
35MM SLIDE PROJECTOR	x	$50.00	=
35MM VIEWER W/ BUILT-IN 12" SCREEN	x	$55.00	=
TRIPOD SCREENS (6' - 7' - 8')	x	$40.00	=
48" PROJ./ MONITOR CART W/SKIRT	x	$20.00	=
WIRELESS PRESENTATION CONTROL	x	$30.00	

ORDERING INSTRUCTIONS

1. After choosing quantity of equipment and days needed
2. Enter dollar amounts from section A in section B
3. Calculate your order in section B
4. Fill in billing information in section C
5. Fax to Everlast Productions @ (954) 765-5957

SECTION B

CALCULATE YOUR ORDER

Equipment Total.....		
Add Basic Delivery/ Setup/ Pick up.....	+	$100.00
Sub-Total.....	=	
Add Tax @ 6%.....	+	
Total Charge.....	**$**	
If Using Credit Card add 2.75% Admin.Fee to Total.....	=	

Delivery Information

Delivery Date_____Time_____

Location_____

Pickup Information

Pickup Date_____***Time***_____

Location_____

SECTION C

Billing Information ***Please Print Clearly***

Company Name: On Site Contact:

Address:

STREET *CITY* *STATE* *ZIP*

Phone Number Fax Number

Print Name Signature Date

Payment Information ***Circle One***

CREDIT CARD

AMX MC VISA

CARD NUMBER *EXPIRATION DATE* *CARDHOLDER'S NAME*

C.O.D.

COMPANY CHECK CHECK # CASH

NOTES: FAX BACK FORM TO 954-765-5957. You can also email your order avbccc@everlastproductions.com

If you didn't find what you need, call us at 954-765-5952

All payments, or arrangements must be made in advance.

You will be faxed a comfirmation!

Electrical services are not included. ****No wall mounting services***

2013

GREATER FORT LAUDERDALE ♦ BROWARD COUNTY
CONVENTION CENTER
1950 Eisenhower Boulevard
Fort Lauderdale, Florida 33316
954.765.5952
Fax 954.765.5957

Audio Visual Provided By:

EVERLAST PRODUCTIONS

Video Equipment

DVD Player (Blue Ray)	$35.00
42" Flat Screen	$250.00
50" Flat Screen	$300.00
52" Flat Screen	$350.00
LCD Projector 3000 Lumens	$300.00
LCD Projector 6000 Lumens	$450.00
LCD Projector 6500 Lumens	$550.00
LCD Projector 12000 Lumens	$1,000.00
Folsom Screen Pro Switcher	$700.00
Folsom Screen Pro II Switcher	$800.00
Folsom Image Pro	$350.00
RGBHV Dist Amplifier	$60.00
RGBHV Switcher	$80.00
RGBHV Humbucker	$60.00
VGA 1 x 4 Dist. Amplifier	$60.00
VGA 1 x 4 Switcher	$80.00
Composite Dist. Amplifier	$60.00
Panasonic HD Camera	$400.00
Sony D50 Camera Kit	$650.00
Video Record (DV Cam)	$300.00

For Custom Video Packages or Additional Equipment Contact Everlast Productions

LIGHTING EQUIPMENT

ETC S4 Leko	$30.00
ETC S4 Par	$30.00
Wireless LED Pars	$55.00
Dimmer (6 Lights)	$70.00
1 Podium Light Kit	$200.00
Follow Spot	$200.00

For Custom Lighting Packages, Intelligent Lighting, or Additional Equipment Contact Everlast Productions

FAST FOLD SCREENS

	Front	Rear
7 1/2' x 10'	$125	$150.00
9' x 12'	$130.00	$160.00
9' x 16'	$150.00	$175.00
10 1/2 ' x 14'	$175.00	$200.00
12' x 16'	$225.00	$250.00
15' x 20'	$260.00	$275.00

Black Dress Kits available, price is same rear surface. Black Pipe and Drape 16' Height $15.00 per running foot.

TRIPOD SCREENS

5' x 5' Carpeted	$30.00
6' x 6' Carpeted	$30.00
7' x 7' Carpeted	$40.00
8' x 8' Carpeted	$40.00

MEETING ACCESSORIES

Apple Ipad	$70.00
PC Laptop	$175.00
Laser Pointer	$35.00
Flip Chart w/pad and markers	$45.00
Flip Chart Pad (Purchase)	$20.00
Markers (Purchase)	$2.50
Display Easels	$15.00
34"-48" Cart w/ BlackDrape	$15.00
Projection Stand	$20.00
4' x 6' White Board w/ markers	$50.00
Electronic Speaker Timer	$55.00
4" LED Speaker Timer	$125.00
Teleconference Phone-Polycom	$150.00
Clearcom 2-Channel Base Station .	$70.00
Clearcom Beltpack w/Headset	$35.00
Getner Phone Interface	$200.00
Two Way Radio (Price upon Request)	

MICROPHONES

Lavalier Microphone.....	$40.00
Wireless Microphone System.....	$160.00
PZM Microphone	$55.00
Mic Stands (table-top or floor).....	$5.00
SM58	$30.00

SOUND SYSTEMS

Shure 4 Channel Mixer	$45.00
12 Channel Mixing Console	$160.00
Table Top Lectern w/Built-In PA ...	$40.00
Floor Lectern w/Built-In PA	$65.00
Powered Speaker w/Stand	$90.00
Basic Sound Package (50 people)	$250.00

For Custom Audio Packages or Additional Equipment Contact Everlast Productions

AUDIO PLAYERS/RECORDERS

24 Channel Press Box.....	$110.00
Multi-disc CD Player.....	$75.00
Audio Record (CD)	$100.00

Rigging Equipment

12"x12"x10' Box Truss	$45.00
12"x12"x8' Box Truss	$32.00
12"x12"x5' Box Truss	$25.00
12"x12"x12" Corner Block	$25.00
24"x24" Truss Base Plate	$25.00
1 Ton Chain Hoist Motor	$100.00
1/2 Ton Chain Hoist Motor	$75.00
Motor Distro	$100.00
6 Count Rigging Kit	$35.00
12 Count Rigging Kit	$65.00
24 Count Rigging Kit	$130.00

Aerial Lifts Are pricing upon Request

For Custom Rigging Packages or Additional Equipment Contact Everlast Productions

Everlast Productions, Inc.
Javier Fernandez
Office: 954-765-5952
Mobile: 305-778-2733
Email: jfernandez@everlastproductions.com
www.everlastproductions.com

All pricing is based on a 24 hour period.

Jan. 2013

BROWARD COUNTY CONVENTION CENTER
BUSINESS CENTER SERVICES

1950 EISENHOWER BOULEVARD
Fort Lauderdale, Florida 33316
Phone 954-765-5952 Fax 954-765-5957
Hours of Operation: Monday thru Friday, 9:00AM-5:00PM

FACSIMILE SERVICES

Transmission-Domestic	
First Page	$ 2.00
Each Additional	$ 2.00
Transmission-International	
First Page	$ 10.00
Each Additional	$ 2.00
Incoming Transmissions	$ 2.00

PHOTOCOPY SERVICES

	Quantity	Per Copy
8.5 x 11 Reg. White	1-100	$ 0.25
8.5 x 11 Reg. White	101-500	$ 0.20
8.5 x 11, 3-hole White	1-50	$ 0.26
8.5 x 11, 3-hole White	51-500	$ 0.16
8.5 x 11 Color Paper	1-50	$ 0.27
8.5 x 11 Color Paper	51-500	$ 0.17
8.5 x 14 White	1-50	$ 0.27
8.5 x 14 White	51-500	$ 0.17
11 x 17 White	1-50	$ 0.28
11 x 17 White	51-500	$ 0.18

Transparencies Black & White $ 2.00
Volume Discounts Available On Larger Orders

PACKING & SHIPPING

Handling Fees

Letter or Pak	$ 3.50
Sm. Box (1-35 lbs.)	$ 5.00
Med. Box (36-70 lbs.)	$ 7.50
Lg. Box (71 lbs. & Over)	$ 10.00
International Box	$ 10.00

SECRETARIAL SERVICES

	Per 1/4 Hr.
Word Processing/Graphics	$ 10.00
Hand Collating, Stapling Folding, & Cutting	$ 5.00

LASER PRINTING

Per Page from Diskette	$ 1.00
Per Page from Laptop	$ 1.50
Business Cards (10ea.)	$ 2.00
Tent Cards	$ 2.50

WORK STATION RENTAL

	Per 1/2 Hr.
Use of Computer/Printer	$ 10.00

Business Center Operated By:

Everlast Productions
1950 Eisenhower Blvd.
Ft. Lauderdale, Florida 33316

Everlast Productions

Telecommunications & Network Services Order

Greater Fort Lauderdale/Broward County Convention Center

1950 Eisenhower Blvd
Fort Lauderdale, FL 33316
T.954-448-5847 F.866-935-8819
http://www.ccld.net
info@ccld.net

Event Name: _____ Booth #/Location: _____

Company Name: _____ Event Date(s): _____

Street Address: _____ City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____ Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO ADDITIONAL INSTALLATION CHARGES.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	$ 235	$ 270		
Polycom Conference Phone	$ 180	$ 230		

A credit card must be supplied with this order for long distance service to be provided.

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
High-Speed Internet Lite Private IP Address, up to 128kbps per computer	$ 420	$ 510		
High-Speed Internet Standard Private IP Address, up to 256kbps per computer	$ 750	$ 870		
High-Speed Internet Premium (Recommended for VPN Users) Up to 5 mbps, additional devices may be added; each computer utilizing connection must have a CCLD-approved IP address.	$ 1,100	$ 1,250		
Additional Network Devices (Utilizing Premium Service)	$ 145	$ 190		
16-Port Hub Rental	$ 145	$ 190		
50-Foot CAT-5 Patch Cable	$ 50	$ 75		
100-Foot CAT-5 Patch Cable	$ 75	$ 100		

Customer may utilize their own router (wired or wireless) and cables when using the premium wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Premium Wired Internet service.

DEDICATED BANDWIDTH WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Dedicated 3Mbps Bandwidth Connection	$ 3,995	$ 4,595		
Dedicated 5Mbps Bandwidth Connection	$ 5,995	$ 6,595		
Dedicated 10Mbps Bandwidth Connection	$ 9,995	$ 10,595		

Dedicated services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.

Subtotal :	
10% Sales Tax / Surcharge :	
Total :	

To ensure proper placement in your booth, please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a $150.00 Relocation Charge.

Rate Date: January 1, 2019

TERMS AND CONDITIONS

1. **Lease of Equipment**. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A $0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service;** Payment.
   (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
   (b) Personal checks will be accepted with Advance Rate requests only.
   (c) There will be $50.00 service charge for all returned checks.
7. **Equipment Management**. CCLD will collect telephone sets, hubs and other equipment after the event. Please leave equipment at the location it was installed or please call our office when you are ready to return it.
8. **Cancellations**. The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties**.
   (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
   (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment**. Standard Telephone Sets, $75.00 each; Multi-line Sets, $300.00 each; Speaker Phone Sets, $75.00 each; Fax Machines, $500.00 each; Polycom Sets, $300.00 each; Hubs, $300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental.
   (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
10. **Events of Customer Default**. Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A $55.00 process charge per service will be applied to any orders cancelled prior to move in date**.
11. **Remedies of CCLD**. At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability**.
   (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
   (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
   (c) In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.
   (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
   (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification**. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment**. CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment**. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law**. This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity**. CCLD is the exclusive voice/data communications provider for the BCCC. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

SAVOR...Fort Lauderdale

at Broward County Convention Center

Catering Menu

Food and Beverage Director
Jim Bennett
jbennett@ftlauderdalecc.com

Senior Catering Sales Manager
Melissa Ayre
mayre@ftlauderdalecc.com

Catering Sales Manager
Christina Mulholland
cmulholland@ftlauderdalecc.com

Catering Operations Coordinator
Sherry Maloni
smaloni@ftlauderdalecc.com

Executive Chef
Marcel Martinez
mmartinez@ftlauderdalecc.com

Catering Policies...2
Breakfast....3
Beverages & Breaks...4-7
Boxed Lunch...8
Reception...9-10
Cocktails & Wine...11

SAVOR...Fort Lauderdale

at Broward County Convention Center

Savor...Fort Lauderdale is the exclusive food and beverage provider at the Broward County Convention Center. No food or beverage of any kind will be permitted to be brought into the facilities by the patron or any of the patron's guests or invitees. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Menus - Menu selections and other details pertinent to your functions are required to be submitted to the catering department a minimum of four weeks prior to the first function date. Events over 2,000 guests may require specialized menus, our culinary team is happy to customize the perfect menu for your event. To make sure every guest has a pleasant experience we do offer spilt menus (maximum of two options) but require each guest to have a place card indicating entrée choice to give to their server, along with final counts by table three days in advance.

Pricing - Prices quoted do not include 21% service charge or 6% sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

Guarantees- A guaranteed number of attendees/ quantities of food is required. This guarantee must be submitted by noon three business days before your event. If the guarantee is not received, SAVOR...Fort Lauderdale reserves the right to charge for the number of persons/ quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges within 3 business days prior to event.

Overset Policy -SAVOR...Fort Lauderdale will be prepared to provide service staff and have seats available for 5% over-set up to 1,000 guests (maximum overset of 20 guests) for plated meals and buffet meals with complete table setups only. There will be an additional $150.00 charge for each over-set of 20 guests.

Service Staff -Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 40 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Holiday labor rates will apply for events scheduled on building holidays.

Event Timeline - All service times are based on two-hour breakfast or lunch service and three-hour dinner service. Additional service time will be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted will have additional labor fees per hour, per server scheduled. Additional security and ancillary fees will also apply.

Beverage Services -We offer a complete selection of beverages to compliment your function. Please note alcoholic beverages and service are regulated by the Liquor Control Board, SMG/SAVOR, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

Contracts - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and SAVOR...Fort Lauderdale. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations – Any event cancelled less than 3 business days prior to the event will incur 90% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis.

Payment/Deposit - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 14 business days prior to the event. Payment can be made in cash, check, wire transfer or credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.