

SHOW INFORMATION



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



Official Service Contractor

Event Design Group

75 S. Broadway, 4th Floor, Unit #1074

White Plains, NY 10601

Phone

914-476-2126

Fax

914-465-5504

For questions and information please contact:

Carmela Catalano (516) 456-4960 or orders@eventdesigngroup.net

SHOW SCHEDULE

Note: Please refer to exhibitor manual for target schedule of move-in & move-out information.

Monday	Nov 24th	Move-in	8:00 AM	12:00 PM
		Floor mark out, Electric, Carpet	8:00 AM	12:00 PM
		Freight	12:30 PM	3:00 PM latest check-in
Tuesday	Nov 25th	Move-in	8:00 AM	10:00 PM
Wednesday	Nov 26th	Move-in	8:00 AM	10:00 PM
		Car move-in	8:00 AM	3:00 PM
		Crates removed from Show Floor by		4:00 PM
		All Clear for Aisle carpet by		6:00 PM
Thursday	Nov 27th	Show Hours	3:00 PM	8:00 PM
Friday	Nov 28th	Show Hours	12:00 AM	8:00 PM
Saturday	Nov 29th	Show Hours	10:00 AM	8:00 PM
Sunday	Nov 30th	Show Hours	10:00 AM	6:00 PM
Sunday	Nov 30th	Move out	6:00 PM	11:00 PM
Monday	Dec1st	Move out	8:00 AM	5:00 PM

- We will begin returning empty containers to each display area once vehicles are off the floor.
- All exhibitors must clear the floor Sunday, November 30th by 8:00pm.

DIRECT SHIPMENT

Exhibiting Company Name / Booth #

C/O Event Design Group

Central Florida International Auto Show

Orange County Convention Center (North Concourse)

9800 International Drive

Orlando, FL 32819

407-685-9824

Shipments will be accepted beginning: November 24th, 2025

No Advance Freight

CONTACTS

EDG Service Center

EDG is here to take care of your on-site needs, including furniture and material handling. If you have any questions, please contact:

Carmela Catalano (516) 456-4960 or Mela@eventdesigngroup.net

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601 T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

PAYMENT AUTHORIZATION



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



COMPANY	BOOTH #	E-MAIL	PHONE #
ADRESSS	CITY/STATE	ZIP	
AUTHORIZED CONTACT SIGNATURE	DATE	PO#	
x			

Payment Policy

Payment for Services - EDG requires payment in **full** at the time services are ordered.

Method of Payment - Event Design Group accepts Checks and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. EDG reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request Form.

Tax Exempt - If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the EDG office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations - No adjustment to invoices will be made after close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50%-100% of the total order, based upon the status of move-in, work performed and/or EDG set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.

* If you wish to purchase coverage for excess declared value, please see Material Handling Form.

Bank wire transfer information:
Event Design Group
c/o Chase Bank
75 S. Broadway, 4th floor, Unit 1074
White Plains, NY 10601
Account #80007390166 ABA/Routing Number: 21000021
Swift code CHASUS33XXX

To properly credit your account, send the following information to the EDG address listed on the order forms:
exhibiting company name, show name, and booth number
date and amount of transfer
If you have any question regarding our payment policy, please call EDG at Carmela at 516-456-4960

Please complete the information and return payment in full with this form and your orders.

In placing this order, I agree that I have accepted EDG Payment Policy and EDG Terms & Conditions of Contract

PLEASE SIGN

x

Authorized Signature (Required)

Authorized Name - Please Print

Date

METHODS OF PAYMENT

☐ BANK ACH/WIRE

Bank wire transfer information:

Event Design Group
c/o Chase Bank
75 S. Broadway, 4th floor, Unit 1074
White Plains, NY 10601
Account #80007390166 ABA/Routing Number: 21000021
Swift code CHASUS33XXX

☐ CHECK

Please make check payable to:

Event Design Group, LTD
1140 Midway Court
Franklin Square, NY 11010

CALCULATION OF ORDERS

Furniture & Accessories	\$
Labor	\$
Material Handling	\$
Scissor Lift With Crew	\$
Forklift Labor	\$
Other EDG Services (Specify)	\$
Other EDG Services (Specify)	\$
Full Payment in U.S. Funds drawn on a U.S Bank Event Design Group	
Enclosed is a check in the amount of:	\$

Check No

Dated

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY. 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net
cert@eventdesigngroup.net

TERMS & CONDITIONS OF CONTRACT



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply.



EDG TERMS AND CONDITIONS ARE SUBJECT TO CHANGE

AT EDG's SOLE DISCRETION WITHOUT NOTICE

TO ANY PARTIES

1. DEFINITIONS. For purposes of this contract, "Event Design Group" ("EDG") means Event Design Group. ("EDG") and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors EDG may appoint. The term "EXHIBITOR" means the EXHIBITOR, its employees, agents, representatives, and any EXHIBITOR Appointed Contractors. Further, the EXHIBITOR is in fact the "shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary. All dollar amounts are in U.S. dollars.

2. PACKAGING AND CRATES. EDG shall not be responsible for damage to loose, uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, canceled damage, carpets in bags or poly, or materials improperly packed. In addition, EDG shall not be responsible for crates and packaging which are unsuitable for handling, or for condition, or have prior damage. Crates and packaging should be of a design to adequately protect for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. EDG assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without EDG Labels; or Improper information on empty labels. EDG WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his representative, and during such time the materials will be left unattended. EDG WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. EDG highly recommends the securing of security services from facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. EDG WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. EDG highly recommends the securing of security services from facility or show management. All Materials Handling Agreements submitted to EDG by EXHIBITOR will be checked at the time of pick up from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pick up.

6. EDG RESPONSIBILITY. EDG shall be responsible only for those services which it directly provides. EDG assumes no responsibility for any person's parties, or other contracting firms not under EDG's direct supervision and control. EDG shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond EDG's reasonable control, nor for ordinary wear & tear in the handling of materials.

7. INSURANCE. It is understood that EDG is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide EDG with a release of subrogation to the extent of any insurance settlement received.

8. DECLARED VALUE. Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

(a) GROUND SHIPMENTS. No declared value is available for ground shipments. If the EXHIBITOR'S declared value for carriage by the actual weight of the shipment.

(b) DOMESTIC & INTERNATIONAL AIR SHIPMENTS. When the EXHIBITOR declares the value that \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is greater, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the value shown on the front of this form.

(c) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD).

1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.

2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.

3. Personal effects, including without limitation papers and documents.

(d) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD). Shipments with a declared value exceeding \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs.

(e) Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.

9. CLAIM(S) FOR LOSS. Claims for loss or damage must be filled within three (3) months after the delivery of the property, except that claims for failure to make delivery must be filled with in three (3) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against EDG more than two(2) years and one day from the day when written notice is given by EDG to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent with out written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and EDG relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to EDG for its services, as an offset against the amount of any alleged loss or damage.

b. MAXIMUM RECOVERY. If found liable for any loss, EDG sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS AS SHOWN ON THE FRONT OF THIS FORM APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS, AND NOT OT ANY OTHER SERVICES PROVIDED EDG INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.

C. BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. EDG's liability shall be limited to any loss or damage which results solely from EDG's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall EDG be liable to the EXHIBITOR 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 the provisions of this agreement regardless of the form of action, where in contract or in tort, including strict liability and negligence, even if EDG has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

10. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUCTED UNDER THE LAWS OF THE STATE OF NEW YORK WITH OUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN MANHATTAN COUNTY, NEW YORK

11. DISPUTE RESOLUTION WAIVER OF A JURY TRIAL. Parties agree to waive the right to a Jury trial and agree to utilize an independent arbitrator in the county of Manhattan, New York.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend EDG, its employees, directors, officers, and agents from and any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:

Exhibitor's negligence, willful misconduct, or deliberate act, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any EXHIBITOR Appointed Contractor (EAC).

EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees, and/or any EXHIBITOR Appointed Contractor (EAC) at the show or exposition to which this contract relates.

EXHIBITOR's violation of federal, state, county, or local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

EXHIBITOR's Inclusion of illegal substances, hazardous materials or waste in any shipments placed with IG and for the violation of the representations and warranties made regarding hazardous material made on the front of this Agreement.

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to EDG for material handling and transportation services, waives and releases all claims against EDG, its employees, agents, officers, and directors, with respect to all matters for which EDG has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to bound by its terms, and further agree that it is the complete and exclusive agreement between the parties. The invalidity or enforcement of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

THIRD PARTY BILLING REQUEST



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



COMPANY

EMAIL ADDRESS

BOOTH NUMBER

PHONE#

PO#

You may arrange for a third party to handle your display and be billed for services. EDG will agree to this arrangement if the third party has a satisfactory payment record with us. Both **Firms** must complete this form, including **Third Party Credit Card Charge Authorization below. Return form by the deadline date. EDG reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.** It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. EDG Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

FAX:

CONTACTS EMAIL:

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

SERVICES TO BE COVERED BY THIRD PARTY

☐ All Services

☐ Booth Furnishings

☐ Booth Cleaning

☐ I&D Labor/Supervision

☐ Electrical

☐ Audio Visual

☐ Material Handling/ In & Out

☐ Carpet

☐ Other (Please Specify)

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

THIRD PARTY COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

FAX:

CONTACTS EMAIL:

EMAIL FOR INVOICE:

THIRD PARTY CREDIT CARD INFORMATION

☐ MASTERCARD

☐ VISA

☐ AMERICAN EXPRESS

***Please note that all credit card transactions will be charged a 4% credit card fee**

ACCOUNT NUMBER:

EXP DATE:

CVV:

CARDHOLDER NAME (PLEASE PRINT):

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

AUTHORIZED SIGNATURE:

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY. 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

OFFICIAL CONTRACTORS INFORMATION



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- * Insure the orderly and efficient installation and removal of the overall exposition.
- * Assure the distribution of labor to all Exhibitors according to need.
- * Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- * See that the proper type and limits of insurance are in force.
- * Avoid any conflict with local union and/or exhibit regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor
- b. Event Design Group is the official exhibit installation contractor or display builder.

In both instances, EDG shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- 1 The exhibitor must notify Show Management in writing and EDG Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- 2 The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more.
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. **EDG and Show Management must be named as additional insured's.**
Any exhibitor who had identified an exhibitor appointed contractor, "EAC" must insure that the EAC has current Certificate of Insurance on file with EDG or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform work.
- 3 The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Event Design Group.
- 4 For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
- 5 The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Must have all business licenses, permits and Worker's Compensation insurance required by State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificate of Insurance shall name both EDG Services and Show Management as additional insured's. See attached examples:
 - c. Will share with EDG Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and EDG Services with the names of all on-site employees who will be working on the exposition floor and see that they wear at all times necessary identification badges as determine by Show Management.
 - e. Shall be prepared to show evidence that it had a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine operations to the exhibit area of its clients. No service desks, storage area, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to EDG Services that it possesses applicable and current labor contracts and allow to be committed must comply with all labor agreements and practices. The Exhibitor Appointed Contractors must not commit or by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all its activities with EDG Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can results in a delay or termination of your right to continue if the conditions cannot be corrected.
- 6 All information must be received in the EDG Service office no later than 14 days prior to the show.

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY. 10601

T: 914-476-2126 F: 914-465-5504

EXHIBITOR APPOINTED CONTRACTOR



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

This form is to be completed by the Exhibitor and returned to Carmela Catalano by the deadline date noted above.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party Method of Payment form and an exhibitor Method of Payment is not completed by an authorized representative and received by EDG by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from EDG on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PO# _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

The EAC hired by the exhibitor must, by the deadline date, provide EDG with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Event Design Group, LTD as the certificate holder for the time period of the event, including move-in and move out days. Listing Event Design Group, LTD as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Event Design Group, LTD for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations. EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EACs agrees to keep all No Freight Aisles clear at all times. If EDG is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be a charged a 1 hour minimum forklift rental and labor.

EXHIBITOR SIGNATURE: _____

Email completed form to: Mela@eventdesigngroup.net

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601
T: 914-476-2126 F: 914-465-5504

INSURANCE REQUIREMENTS



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



Central Florida Int'l Auto Show or its exhibitors must provide a Certificate of Insurance stating coverage while participating in the auto show.

All exhibit houses must include all clients on the certificate of insurance to insure proper coverage during the show.

The exhibitor shall procure, at its sole cost and expense and shall maintain in force at all times during the term of the auto show contract (including move-in and move-out), policies of insurance as herein below set forth, written by an insurer having a Best's rating of at least "A" and shall deliver to show management evidence of such policies as set forth herein.

These policies shall be endorsed in form acceptable to show management to include a provision that the policy will not be canceled, materially changed, or not renewed without at least thirty (30) days prior written notice to show management, by certified mail, return receipt requested and state or be endorsed to provide that the coverage afforded under the policies shall apply on a primary and not on an excess or contributing basis with any policies which may be available to show management. Policies written on a "claims-made" basis are not acceptable. At least two weeks prior to the expiration of the policies, evidence of renewal or replacement policies of insurance, with terms and limits no less favorable as the expiring policies, shall be delivered to show management. Deductibles of self-insured retention above \$25,000 will require approval from show management.

1. A Commercial General Liability insurance policy (I.S.O. Form CG 00 01 or equivalent approved by show management in the Exhibitor's name with Central Florida Auto Dealers Association; the Orange County Board of County Commissioners dba the Orange County Convention Center; the City of Orange County, Center Authority and Event Design Group, LTD named as additional insured (I.S.O. Form CG 20 10 or equivalent approved by show management) with limits of liability in the amounts of \$2,000,000 Occurrence/\$2,000,000 Aggregate on a combined single limit basis for injuries to persons (including death), contractual liability and damage to property.

2. Automobile and Truck Liability Insurance Policy in the Exhibitor's name with Central Florida Auto Dealers Association; the Orange County Convention Center; the City of Orange County, the Community Center Authority and Event Design Group, LTD named as additional insured with limits of liability in the amount of \$2,000,000 each occurrence, on a combined single limit basis for claims for bodily injuries (including death) to persons and for damage to property arising out of the ownership, maintenance or use of any owned, hired or non-owned motor vehicle.

3. Worker's Compensation Insurance (including Employer's Liability Insurance) with limits of \$1,000,000/\$1,000,000/\$1,000,000.

75 S. Broadway, 4th floor, Unit#1074, White Plains, NY 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

INSURANCE REQUIREMENTS (cont.)

4. Any additional insurance policies necessary to obtain required permits or otherwise comply with applicable law ordinances or regulations regarding the performance of your contract.

Exhibitor shall provide to show management a Certificate of Insurance as evidence of such aforementioned policies at least thirty (30) days prior to the auto show; however, if requested by show management within 10 days of the request a copy of such policies, certified by the insurance carrier as being true and complete shall be provided to show management. The Certificate of Insurance must (1) indicate the I.S.O. Form used by the carrier, (2) be signed by an authorized representative of the insurance carrier, (3) disclose any deductible, self-insured retention, aggregate limit or any exclusions to the policy that materially change the coverage, (4) indicate that The Central Florida Int'l Auto Dealers Association; the Orange County Convention Center; the City of Orange County, the Community Center Authority and Event Design Group, LTD are named additional insured on all policies (except Worker's Compensation), (5) reference the auto show name and location on the face of the Certificate and (6) expressly reference the inclusion of all required endorsements.

If requested by show management, the Exhibitor must furnish within thirty (30) days of a request, proof that the person signing the Certificate is authorized by the insurance carrier. If, at any time during the period of this Contract, insurance as required is not in effect, or proof thereof is not provided to show management, show management shall have the options to: (1) direct the Exhibitor to suspend work with no additional cost or extension of time due on account thereof, (2) obtain the required insurance at Exhibitor's expense providing show management with coverage immediately, or (3) treat such failure as an event of default.

The Contractor shall immediately file with show management, The Central Florida Int'l Auto Show, Event Services Dept., 831 South Douglas Street, El Segundo, CA 90245, a notice of any occurrences likely to result in a claim against show management.

Show management and/or the official show general contractor may request verification of this policy during the move in of the auto show before any services or equipment may be provided.

The Certificate of Insurance holder is:
the Central Florida Auto Dealers Association Inc.,
100 Weldon Blvd, Sanford, FL 32773

The Certificate of Insurance must be received by SFE no later than November 17th, 2025 at evelyn@cfada.org and forward a copy to the General Service Contractor at mela@eventdesigngroup.net

All policies must provide coverage from the first move-in date, Nov. 24th to the last move-out date, Dec 1st, 2025. All insurance policies must be completed correctly.

NOTE: This deadline will be strictly enforced. Access to the building may be denied to those

SAFETY FIRST



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

Safety is very important for everyone working in the exhibit hall - especially you!

EDG is committed to safety through our company and in the work that we do.

We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a EDG supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at show site

- 1 Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- 2 Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask EDG personnel for assistance.
- 3 Forklifts and carts are to be used by authorized EDG personnel only. Please do not operate this equipment. Ask for help.
- 4 Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- 5 Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- 6 Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a EDG supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- 7 Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- 8 If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- 9 Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- 10 Keep aisles free and clear of any and all debris.
- 11 Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- 12 Notify a EDG representative of any safety issues or concerns.

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY. 10601

T:914-476-2126 F:914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

KEY INFORMATION



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



COMPANY _____ E-MAIL _____ BOOTH# _____ PHONE# _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT-PLEASE PRINT _____ DATE _____ PO# _____

X

Inbound Freight Information

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Show Site

Set-up information for EDG Installation

☐ Set Up Drawings Attached _____
☐ Set Up Drawings With Exhibit _____
☐ Case/Crate Number _____ Approximate time for set up _____
☐ Number of Workers Required for Set _____
☐ Forklift Ordered _____ Hrs.: _____ Time: _____ Special Equipment Required _____

Did You Order

Electrical ☐ Yes ☐ No Electrical on top of Facility Carpet ☐ Yes ☐ No
Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit
Furniture ☐ Yes ☐ No Other Items _____
Telephone ☐ Yes ☐ No _____

Outbound Freight Information

Outbound Freight Charges _____ Cosigned To _____
☐ Prepaid ☐ Collect Address _____
☐ Bill To _____ City/State/Zip _____
☐ EDG Storage _____ Second Consignee _____
Address _____
City/State/Zip _____

Method ☐ EDG Logistics ☐ Common Carrier ☐ Air Freight ☐ Vanline ☐ Other _____

Carrier (if known) _____

Contact _____ Phone _____

Emergency Contact Information/Show Site Contact

Name _____ Title _____

Telephone _____

Other Means of Contacting this person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization ☐ Yes ☐ No

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T:914-476-2126 F:914-465-5504

[For Questions and Information please contact mela@eventdesigngroup.net](mailto:mela@eventdesigngroup.net)

INSTALLATION & DISMANTLING ORDER FORM



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



COMPANY	EMAIL ADDRESS	BOOTH NUMBER	PHONE#
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT	DATE	PO#

X

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.

TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Starting time can be guaranteed only when labor is required for the start of the working day at 8 AM. All exhibiting labor for 8 AM starting time will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No- Show" charge per worker will apply.

Note: Please schedule your labor for two hours after your target schedule for proper scheduling of labor.

The minimum charge for labor is four (4) hours per worker. Labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY EDG. EDG requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES AS FOLLOWS:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$114.00 per hour
Overtime	Monday through Friday after 4:30PM, Saturday first 12 hours worked	\$171.00 per hour
Double Time	Monday through Saturday anything over 12 hours worked	\$228.00 per hour
	All day Sunday and Holidays	

PLEASE INDICATE SERVICE

PLACE ORDER HERE

☐ EDG SUPERVISED (OK TO PROCEED)

Please complete "Key Information"

EDG will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all EDG policies, including terms and conditions of contract, including but not limited to sub-paragraph VI, Labor.

A 35% (\$50.00 minimum) surcharge will be added to the total installation/dismantle labor bill for this professional supervision.

☐ EXHIBITOR SUPERVISED (DO NOT PROCEED)

Indicate workers needed for installation and dismantling.

EDG will not be responsible for any loss or damage arising from

the installation, unpacking, dismantlement or packing of exhibitor property

SCHEDULE DATE(S)	TOTAL # OF WORKERS	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HRS	LABOR RATE	TOTAL
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			
		AM	AM			
		PM	PM			
I agree in placing this order that I have accepted EDG Payment Policy and EDG Terms & Conditions of Contract. Authorized Signature - Please Sign:				1. Total Labor Ordered		
				2. 35% / EDG Supervision		
				3. 6.5% Sales Tax		N/A
				4. Payment Enclosed		
				X		
				Authorized Name -Please Print		Date

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T:914-476-2126 F:914-465-5504

Mela@eventdesigngroup.net
cert@eventdesigngroup.net

MATERIAL HANDLING INFORMATION



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



Material Handling is the unloading of your exhibit material, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the events.

How to Ship to Exhibit Site

- * Consign all shipments c/o Event Design Group
- * Remove all old shipping and empty storage labels.
- * Fill out and attach enclosed Direct Shipping labels.
- * Complete the enclosed Material Handling Information Sheet.
- * All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise
- * Certified weight tickets must accompany all shipments.
- * Take the time to ensure that your display and products are packed neatly and securely.
- * If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order form for details. Please prepay all shipping charges-EDG cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise EDG will invoice the entire load at the Uncrated rate.

- * **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- * **Uncrated** - Material that is shipped loose or pad-wrapped, and or unskidded machinery without proper lifting bars or hooks.
- * **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts, and carpet rolls.
- * **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material handling Order Form for details.
- * **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty cartons will be picked up, stored, and returned after the show. Labels are available at the EDG **Service center** or from your EDG Service Executive and are for empty storage only. Depending on the size of the show., it can take from two to twelve hours to return empty crates. Do not store any items in crates marked empty. plan for the return shipment.

Outgoing Shipments

An OMHF (Outbound Material handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the EDG **Service center**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, skidding, positioning, leveling, dismantling, reerating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order form. 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.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. EDG has published EDG Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

EDG Limits of Liability & Excess Declared Value

- * **Liability** - EDG is liable for loss or damage to your goods only if loss or damage was caused by EDG negligence.
- * **Measure of Damage** - if EDG was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs. whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - c. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value** (Maximum allowed declared value \$100,000)
- * **Cost** - Excess declared value available from IG for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charges per request)
- * **Not Insurance** - Excess declared value is not insurance. EDG does not offer or sell insurance. EDG is not liable and will not owe for loss or damages to your goods if the damage or loss was not caused by EDG negligence.

MATERIAL HANDLING ORDER FORM



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

COMPANY	PO#	EMAIL ADDRESS	BOOTH NUMBER	PHONE#
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE
X				

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check at exhibit site by 7am to be guaranteed same day unloading.

SPECIAL HANDLING Materials delivered by a carrier in such a manner that requires additional handling, such as crates that are stacked, oversized, mixed loads, no documentation and shipments requiring additional time and labor will incur additional charges. This includes deliveries from FedEx, UPS, DHL, etc...

DIRECT SHIPMENTS TO EXHIBIT SITE: (200 lb. minimum per shipment)

WEIGHT WILL BE ROUNDED OFF TO THE NEXT 100 LBS

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice. The rates for this service are:

Crated Materials	\$0.50/cwt	200 lbs. min
Uncrated Materials	\$0.50/cwt	200 lbs. min
Special Handling	\$75.00	per skid / item

Above rates reflect charges for shipments handled within published or targeted to move-in and move-out dates and times.

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$ _____, Excess declared value available from EDG, up to \$100,000.00.

Excess declared value is not available for items listed on Terms & Conditions of Contract form.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Our shipment will be sent to ☐ Exhibit Site	via:	Total Pieces:
Total Weight (200 lbs. minimum per shipment) ☐ Exhibit Site	÷ 100 =	x Rate: = \$
Small package will be sent to	via:	Total Pieces: = \$

I agree in placing this order that I have accepted EDG Payment Policy and EDG Terms & Conditions of Contract.

Authorized Signature:

1. Total Estimated Charges	\$
2. 35% Off Target Surcharge	\$
3. Excess Declared Value	\$
3. 6.5% Sales Tax	N/A
5. Payment Enclosed	\$
X	
Authorized Name (Please Print)	Date

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Direct

First Day for shipments to arrive at the exhibit site - Monday, November

A 35% (\$31.80 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the exhibit site after this date.

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

OPERATION OF ALL MECHANICAL LIFTS



Central Florida International Auto Show

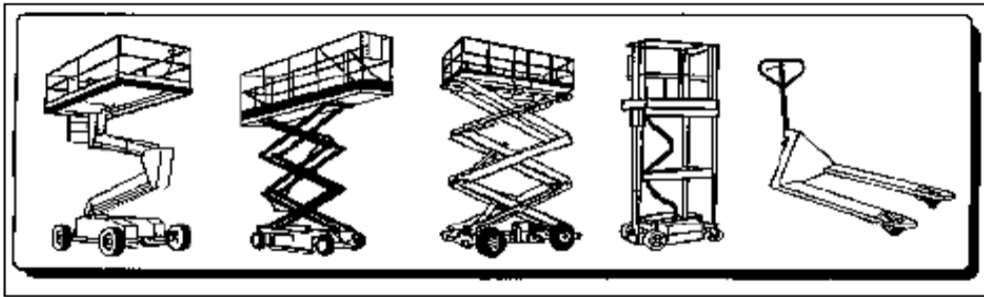
Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE
PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

SCISSOR LIFT WITH CREW ORDER FORM



Central Florida International Auto Show
Orange County Convention Center
November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

COMPANY	EMAIL ADDRESS	BOOTH #	PO#
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	PHONE#	DATE

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is required for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30PM the day before requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is four (4) hours per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by EDG. EDG requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 914-476-2126 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

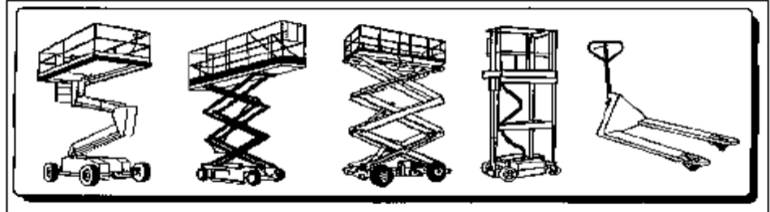
Scissor Lift w/2 Workers Per Hour	Rates
Straight Time	\$439.72
Over time	\$681.56
Double Time	\$822.89

LABOR RATES AS FOLLOWS:

Straight Time Monday through Friday 8:00 AM to 4:30 PM
Overtime Monday through Friday after 4:30PM, Saturday first 12 hours worked
Double Time Monday through Saturday anything over 12 hours worked
All day Sunday and Holidays

If Additional Worker is required

Straight Time	\$114.00
Over Time	\$171.00
Double Time	\$228.00



PLACE ORDER HERE

SCHEDULE DATE(S)	TOTAL # OF WORKERS	SCHEDULED START TIME	SCHEDULED END TIME	TOTAL
		AM	AM	
		PM	PM	
		AM	AM	
		PM	PM	
		AM	AM	
		PM	PM	
		AM	AM	
		PM	PM	

I agree in placing this order that I have accepted EDG Payment Policy and EDG Terms & Conditions of Contract

Authorized Signature - Please Sign:

1. Total Labor Ordered

2. 35% EDG Supervisor

3. 6.5% Sales Tax

4. Payment Enclosed

X

Authorized Name - Please Print

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rates.

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

IN-BOOTH FORKLIFT & LABOR ORDER FORM



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

COMPANY	EMAIL ADDRESS	BOOTH #	PHONE#
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE	PO#

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- * In-Booth Forklift and Labor may be required to assemble displays or when uncrating, un-skidding, positioning, and re-skidding equipment and machinery.
- * A forklift is required for moving equipment and materials weighing 200 pounds or more.
- * If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Starting times can be guaranteed only when labor is requested for 8 AM. All exhibit labor for 8AM starting time will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before the date requested.

Please have a representative pick up the crew at the labor desk and supervise the work to be done.

Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order.

Equipment and labor cancelled without 24-hour notice will be charged a four (4) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor and equipment is four (4) hours per worker and forklift. Equipment and labor thereafter is charged half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by EDG. All rates are subject to change if necessitated by increased labor and material costs.

IN-BOOTH FORKLIFT AND LABOR RATES AS FOLLOWS:

Forklift*(5000 lbs.) with 1 Operator

Rates	Per Hour
Straight Time	\$180.25
Over Time	\$388.76
Double Time	\$475.00

LABOR RATES AS FOLLOWS:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	Monday through Friday after 4:30PM, Saturday first 12 hours worked
Double Time	Monday through Saturday anything over 12 hours worked All day Sunday and Holidays

(Larger Forks & 4-Stage available on request)

PLEASE INDICATE SERVICE

PLACE ORDER HERE

EDG is responsible for the following:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| ☐ Uncrating | ☐ Unskidding | ☐ Positioning |
| ☐ Leveling | ☐ Dismantling | ☐ Recarting |
| ☐ Reskidding | | |

SCHEDULE DATE(S)	TOTAL # OF FORKLIFTS	SCHEDULED START TIME	SCHEDULED END TIME	TOTAL # OF HOURS	LABOR RATE	TOTAL
		AM	AM			\$
		PM	PM			\$
		AM	AM			\$
		PM	PM			\$
		AM	AM			\$
		PM	PM			\$
I agree in placing this order that I have accepted EDG Payment Policy and EDG Terms & Conditions of Contract				1. Total Labor Ordered		\$
Authorized Signature - Please Sign				2. Payment Enclosed		\$
				3. 6.5% Sales Tax		\$
				x		
				Authorized Name - Please Print		Date

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T:914-476-2126 F:914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net



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

TO: Exhibiting Company Name: _____
Central Florida International Auto Show
c/o Event Design Group
Orange County Convention Center (North Concourse)
9800 International Drive
Orlando, FL 32819
407-685-9824

SHIPMENT SHOULD ARRIVE ON:
Monday, November 24th, 2025
DIRECT SHIPMENT



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

TO: Exhibiting Company Name: _____
Central Florida International Auto Show
c/o Event Design Group
Orange County Convention Center (North Concourse)
9800 International Drive
Orlando, FL 32819
407-685-9824

SHIPMENT SHOULD ARRIVE ON:
Monday, November 24th, 2025
DIRECT SHIPMENT



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

TO: Exhibiting Company Name: _____
Central Florida International Auto Show
c/o Event Design Group
Orange County Convention Center (North Concourse)
9800 International Drive
Orlando, FL 32819
407-685-9824

SHIPMENT SHOULD ARRIVE ON:
Monday, November 24th, 2025
DIRECT SHIPMENT



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

TO: Exhibiting Company Name: _____
Central Florida International Auto Show
c/o Event Design Group
Orange County Convention Center (North Concourse)
9800 International Drive
Orlando, FL 32819
407-685-9824

SHIPMENT SHOULD ARRIVE ON:
Monday, November 24th, 2025
DIRECT SHIPMENT

FREIGHT SERVICE QUESTIONNAIRE



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025

Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply



COMPANY NAME

EMAIL ADDRESS

PHONE#

BOOTH#

PO#

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimated total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Their Phone # _____

5. Print the name of person in charge of your move-in:

Their Phone # _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to

unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by EDG

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T:914-476-2126 F:914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

FURNITURE RENTAL & ACCESSORIES



Central Florida International Auto Show
Orange County Convention Center
November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

COMPANY EMAIL ADDRESS BOOTH NUMBER PHONE #

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT DATE PO#

X

PRICE LIST

DESCRIPTION	PRICE per item	DESCRIPTION	PRICE per item
BOOTH FURNITURE		CUSTOM BOOTH DRAPE	
Side Chair Grey Fabric	\$150.00	8' H Drape on crossbar --5 ft minimum, per linear foot	\$39.00
Arm Chair Grey Fabric	\$205.50	3' H Drape on crossbar - 5 ft minimum, per linear foot	\$32.50
Bar Stool	\$250.35	8' Upright w/ Base	\$54.00
		3' Upright w/ Base	\$47.00
DISPLAY TABLES - 30" HIGH		BOOTH ACCESSORIES	
Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 sides.		Chrome Sign Holder 22" x 28"	\$189.00
		Floor Easel	\$83.50
Skirted 4' Table	\$243.50	Bag Stand	\$407.70
Skirted 6' Table	\$299.50	Literature Rack	\$307.90
Skirted 8' Table	\$379.40	Tense Barriers - Black (per Stanchion)	\$171.90
4th Side Skirted, Optional	\$148.00	Wastebasket	\$20.50
*** Please note, for unskirted tables, please take 20% off listed prices***		Mini Fridge	\$650.00
DISPLAY COUNTERS - 42" HIGH		LADDER RENTALS	
Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides		6ft Ladders	\$85.00
		8ft Ladders	\$85.00
Skirted 4' Counter	\$295.00	10ft Ladders	\$110.00
Skirted 6' Counter	\$379.00	12ft Ladders	\$110.00
Skirted 8' Counter	\$445.00	14ft Ladders	\$175.00
4th Side Skirted, Optional	\$148.00	16ft Ladders	\$175.00

Prices include delivery, installation, rental, and removal. Cancellation Policy: Item cancellations will be charged 100% of original prices after move-in begins or after installation.

PLACE ORDER HERE

Table / Counter Skirt Color (Black will be provided if no color is indicated below):

SELECT

☐ Black ☐ White

Optional 4th Side TABLE Skirt: ☐ 6' ☐ 8' Optional 4th Side COUNTER Skirt: ☐ 6' ☐ 8'

Tackboard / Pegboard Placement: ☐ Vertical Only

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$

PLEASE CONTACT EDG IF YOU REQUIRE PRICING FOR AN ITEM NOT LISTED OR IF YOU REQUIRE GRAPHICS

1. Total All Items Ordered	\$
2. 6.5% Sales Tax	\$
3. Payment Enclosed	\$

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net

STRUCTURAL INTEGRITY STATEMENT



Central Florida International Auto Show
Orange County Convention Center
November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

COMPANY

EMAIL ADDRESS

BOOTH #

PHONE#

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

PO#

X

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED

FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the
CENTRAL FLORIDA INT'L AUTO SHOW and (if applicable), the display house or builder for the aforementioned,
exhibitor do hereby certify and guarantee that the stress points for the hanging structure have been properly
engineered and tested. We further certify that the structure can be hung safely and has been constructed to
meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ORANGE COUNTY CONVENTION CENTER,
EDG, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors
from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use
or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on
site at exhibitor's expense.

Exhibiting Company: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder: _____
(If applicable)

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601
T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net
cert@eventdesigngroup.net

SHOW SITE WORK RULES



Central Florida International Auto Show

Orange County Convention Center

November 27-30, 2025



Order Deadline by Thursday, November 13th, 2025, otherwise a 30% surcharge will apply

ORLANDO UNION INFORMATION

To assist you in planning your participation in the upcoming show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

EXHIBIT INSTALLATION AND DISMANTLING

Carpenters are responsible for laying carpet; install and dismantle exhibit booths; install and dismantle drape; erect contractor stages; uncrate equipment; skirt tables.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are not allowed for exhibitor use. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or EDG.

Electricians are responsible for installing electric power.

Plumbers are responsible for providing plumbing, compressed air, water and drains.

Laborers are responsible for loading, unloading and delivering contractor equipment; load, deliver and check freight with Teamsters; install and dismantle pipe; pick up carpet, remove empty crates, operate forklifts.

Riggers are responsible for work performed by the use of forklift trucks on rigging work; when a mobile crane is used; **or the movement of machinery.**

Teamsters are responsible for loading, unloading, delivery and checking freight with Laborers; operate forklifts.

MATERIAL HANDLING

The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. EDG will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Teamsters under the direction of EDG. Rates for material handling services are enclosed in this exhibitor service manual. EDG shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of EDG and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. EDG cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

TIPPING

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by an employee (union or nonunion). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

75 S. Broadway, 4th floor, Unit #1074, White Plains, NY 10601

T: 914-476-2126 F: 914-465-5504

Mela@eventdesigngroup.net

cert@eventdesigngroup.net