

Exhibitor Services Manual Table of Contents

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Orange County Convention Center - North Concourse
November 24 - 27, 2016

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One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

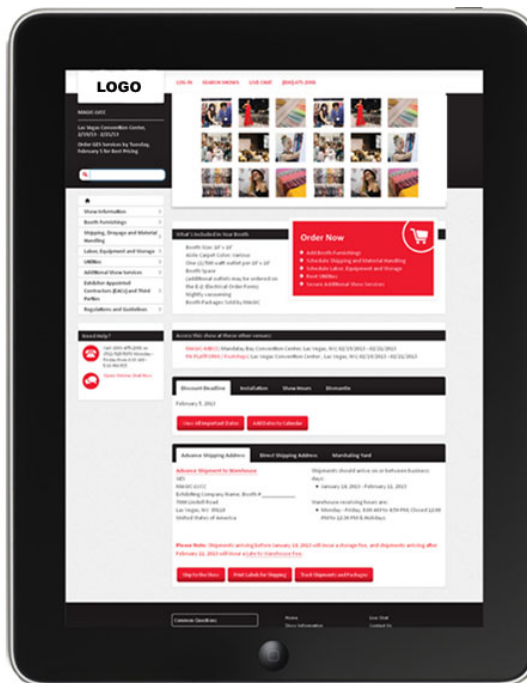
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/052600671/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

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Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/052600671/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970
7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520
Las Vegas, NV 89118-4702

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

Aisle Carpet Color: Custom Roadway

Discount Deadline Date

Monday, October 31 GES orders must be received with payment by this date.

Exhibitor Move In

Monday,	November 21	8:00 AM -	8:00 PM	Per Targeted Schedule
Tuesday,	November 22	8:00 AM -	8:00 PM	Per Targeted Schedule
Wednesday,	November 23	8:00 AM -	8:00 PM	Per Targeted Schedule

Show Hours

Thursday,	November 24	12:00 PM -	9:00 PM	(Thanksgiving Day)
Friday,	November 25	10:00 AM -	9:00 PM	
Saturday,	November 26	10:00 AM -	9:00 PM	
Sunday,	November 27	10:00 AM -	6:00 PM	

Exhibitor Move Out

Sunday, November 27 6:00 PM - 11:59 PM Please take notice - this event moves out on overtime on this day, all applicable surcharges will apply.

Monday, November 28 8:00 AM - 5:00 PM

Carrier Check-in Post-Show

Monday, November 28 8:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Monday, November 28 5:00 PM All exhibitor materials must be removed.

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Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:

c/o GES
Central Florida International Auto Show
(Your Company Name & Booth Number)
7945 Mandarin Drive
Orlando, FL 32819
USA

Shipments should arrive on or between:

October 18 - November 16, 2016
Hours for receiving are Monday - Friday, 8:00 AM - 5:00 PM

Direct Shipments to Show Site:

c/o GES
Central Florida International Auto Show
(Your Company Name & Booth Number)
Orange County Convention Center - North Concourse
9400 Universal Blvd
Orlando, FL 32819
USA

Shipments should arrive on:

November 21, 2016
November 22, 2016
November 23, 2016
Reference Targeted Schedule for Times

Marshaling Yard Site Address:

c/o GES
Central Florida International Auto Show
(Your Company Name & Booth Number)
7945 Mandarin Drive
Orlando, FL 32819
USA

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General Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
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What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

GES Show Services

- Booth Furniture and Accessories
- Graphics
- Installation and Dismantle Services

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

How Can I Order My Show Services?



Expresso is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/052600671/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



GES National Servicenter® provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/052600671/contactus/esm>

GES Servicenter® is onsite to place any last minute orders and provide show information while at showsite.

Exhibitor Services

- Our Exhibitor Services team is responsible for answering exhibitor questions, processing your orders and handling any special requests.

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Tips for New Exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be onsite at your show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of October 31, 2016 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/052600671/esm>

Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes 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 event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/052600671/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/052600671/shippinghandling/esm>

Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract
- Clearly indicate when paying by check. All check payments should be returned to:

Global Experience Specialists, Inc. (GES)
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

Beneficiary:	Global Experience Specialists	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
c/o Bank of America	(GES)	
901 Main Street,	Account #: 7188101819	
TX1-492-07-14	Wire ABA Routing #: 026009593	
Dallas, TX 75202-3714 USA	ACH ABA Routing #: 071000039	
Telephone # 702-263-2795 or 702-914-5112	SWIFT Address: BOFAUS3N CHIPS Address: 0959	

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated



No Tipping Required

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all 4 sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) – standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

Ordering carpet for your booth? Think about what kind padding you need if you are going to be on your feet a lot. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/052600671/carpet/esm>

What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to your show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/052600671/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Form Deadline Date:
 October 31, 2016

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES. **Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/052600671/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Postal Code	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	

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

Please Sign	X	MM/DD/YY
	Cardholder Signature	Check Dated
	Cardholder Name - Please Print	Check Number
	Date	Total Check Payment
		\$
		Total Credit Card Payment
		\$

Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



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Carpet


Standard

13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

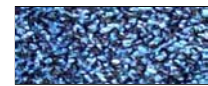
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



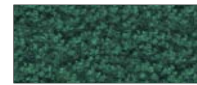
Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




Red (49)

Plush

26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- 26 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



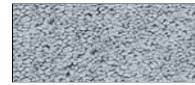
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



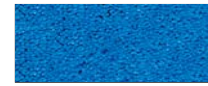
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

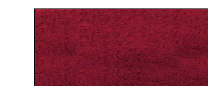
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



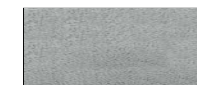
Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Discount Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



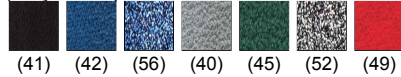
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 Sq. Ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 Sq. Ft. order required.)

Carpet

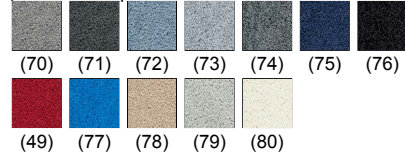
13 oz. Color Options

(Gray will be provided if no color is indicated below)



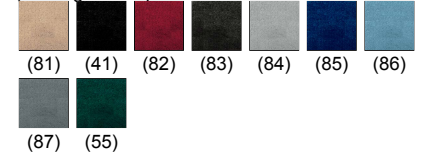
26 oz. Plush Color Options

(Dove will be provided if no color is indicated below)



50 oz. Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		1.40	2.08		6.5	\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		5.00	7.50		6.5	\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		6.35	9.25		6.5	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.63	1.05		6.5	\$

Electrical or Utilities Under Carpet?

Yes No

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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Furniture and Accessories

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

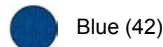
Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



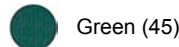
Burgundy (43)



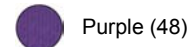
Gold (46)



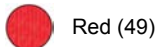
Gray (40)



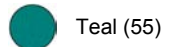
Green (45)



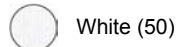
Purple (48)



Red (49)



Teal (55)



White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories Order Form

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Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Discount Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



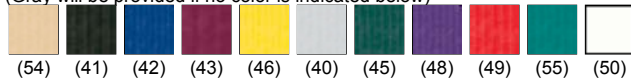
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/052600671/furnishings/esm>

Furniture and Accessories

Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	95.25	143.25		6.5	\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	87.50	131.00		6.5	\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	54.75	82.75		6.5	\$
300053	Stool, Contemporary, 17"W 18"D 48"H	103.25	155.50		6.5	\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300057	Table, Rectangle, 24"x36"x30" High	103.25	155.50		6.5	\$
300056	Table, Square, 24"x24"x30" High	95.25	143.25		6.5	\$
300059	Table, Starbase, 30" Diameter x 40" High	184.75	276.75		6.5	\$
300058	Table, Starbase, 40" Diameter x 30" High	184.75	276.75		6.5	\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		128.00	191.50		6.5	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		143.75	215.75		6.5	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		176.25	264.25		6.5	\$
3007	Table, Skirt 4th Side		30.50	46.00		6.5	\$

Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	70.50	105.50		6.5	\$
300600	Table 6', Unskirted, 24" x 30" High	79.00	118.75		6.5	\$
300800	Table 8', Unskirted, 24" x 30" High	96.75	145.50		6.5	\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		135.75	204.00		6.5	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		160.25	240.25		6.5	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		184.75	276.75		6.5	\$

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Form Continues on Next Page



Furniture and Accessories Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name		Email		Phone Number		Booth Number	
3017	Counter, Skirt 4th Side		30.50	46.00		6.5	\$
↳ Select size: 6' Counter _____ 8' Counter _____							

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	74.75	112.25		6.5	\$
301600	Counter 6', Unskirted, 24" x 42" High	88.00	132.25		6.5	\$
301800	Counter 8', Unskirted, 24" x 42" High	101.50	152.25		6.5	\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	46.75	71.00		6.5	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	33.50	49.75		6.5	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	61.25	92.00		6.5	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	46.75	71.00		6.5	\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		14.00	21.00		6.5	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		16.75	25.25		6.5	\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.20	6.30		6.5	\$
300127	Aisle Stanchion, Tensa	37.85	57.00		6.5	\$
300123	Aisle Stanchion, without Chain	40.25	60.25		6.5	\$
300103	Aluminum Easel	54.25	81.75		6.5	\$
300111	Bag Stand	75.00	112.75		6.5	\$
300102	Coat Rack	75.00	112.75		6.5	\$
300104	Garment Rack	75.00	112.75		6.5	\$
300106	Literature Rack	131.00	196.75		6.5	\$
300201	Pegboard, White, 4'x8'	130.50	196.25		6.5	\$

↳ Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	232.00	463.50		6.5	\$
300015	Rod, 6' to 10' Telescopic	31.50	37.75		6.5	\$
300131	Security Cage, Large, without Lock	415.50	623.00		6.5	\$
300132	Security Cage, Small, without Lock	276.25	415.00		6.5	\$
300120	Sign Holder, Bell Base	68.50	102.50		6.5	\$
300108	Sign Holder, Chrome, 22"x28"	68.50	102.50		6.5	\$
300211	Tackboard, 4'x8'	138.00	206.50		6.5	\$

↳ Select alignment: Horizontal _____ Vertical _____

300112	Ticket Tumbler, Small, Table Top	116.75	175.25		6.5	\$
300113	Wastebasket	16.75	25.25		6.5	\$
300118	Waterfall Stand	75.00	112.75		6.5	\$
600110	Exhibit, Armlight Black	89.10	134.00		6.5	\$

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Furniture and Accessories Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Electrical Outlets Not Included

Need power for that lamp or refrigerator in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature _____

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

Authorized Name - Please Print _____

Date _____

Total Payment Enclosed

\$

Cancellation Policy: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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Specialty Furniture

Seating - Sofas and Loveseats



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D 36"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/ Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H



305111 - Chair, Jetson, 19"L 18"D 31"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305108 - Chair, New York, 23"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H

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Specialty Furniture

Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating



305126 - Chair, Altura Task, 25"L 26"D 21"H



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H



305043 - Stool, Drafting, 25"L 26"D 34"H

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Specialty Furniture

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H



305008 - Barstool, Oslo, White, 17"L 20"D 30"H



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H



305207 - Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



305259 - Christopher Barstool, 19"L 15"D 41"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue

Tables - Cafe



305315 - 30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RND 29"H



305318 - 30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305162 - Table, Cafe, Blue/Black, 30" Round 29"H



305154 - Table, Cafe, Blue/ Hydraulic Base, 30" Round 29"H



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



305167 - Table, Cafe, Graphite/Black, 36" Round 29"H



305156 - Table, Cafe, Graphite/ Hydraulic Base, 30" Round 29"H

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Specialty Furniture



305159 - Table, Cafe, Graphite/Hydraulic Base, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Hydraulic Base, 30" Round 29"H



305160 - Table, Cafe, Maple/Hydraulic Base, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305153 - Table, Cafe, Red/Hydraulic Base, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Hydraulic Base, 36" Round 29"H

Tables - Bar



305316 - 30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30" RND 45"H



305317 - 30" Round Bar Table w/ Hydraulic Base, Orange Top, 30" RND 45"H



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



305131 - Table, Bar, Blue/Black, 30" Round 42"H



305140 - Table, Bar, Blue/Hydraulic Base, 30" Round 42"H



305133 - Table, Bar, Graphite/Black, 30" Round 42"H



305136 - Table, Bar, Graphite/Black, 36" Round 42"H



305142 - Table, Bar, Graphite/Hydraulic Base, 30" Round 42"H



305145 - Table, Bar, Graphite/Hydraulic Base, 36" Round 42"H



305134 - Table, Bar, Maple/Black, 30" Round 42"H



305137 - Table, Bar, Maple/Black, 36" Round 42"H



305143 - Table, Bar, Maple/Hydraulic Base, 30" Round 42"H



305146 - Table, Bar, Maple/Hydraulic Base, 36" Round 42"H



305130 - Table, Bar, Red/Black, 30" Round 42"H



305139 - Table, Bar, Red/Hydraulic Base, 30" Round 42"H



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Hydraulic Base, 30" Round 42"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Hydraulic Base, 36" Round 42"H

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Specialty Furniture

Tables - Cocktail



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

Tables - End Tables



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305047 - Table, End, Geo, Black, 26"L 26"D 20"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305049 - Table, End, Inspiration, 24"L 28"D 22"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"H

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Specialty Furniture

Conference Tables



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



305029 - Table, Conf., Graphite, 96"L 36"D 29"H



305033 - Table, Conf., Mahogany, 120"L 42"W 29"H



305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany, 72"L 42"W 29"H



305032 - Table, Conf., Mahogany, 96"L 42"W 29"H



305177 - Table, Conf., Manhattan, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H



305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H

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Specialty Furniture

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display



305001 - Bookcase, Mahogany, 36"L 13"D 71"H



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H

Office and Utility Furniture



305039 - Credenza, Mahogany, 72"L 24"D 29"H



305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H



305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H



305058 - File, Lateral, Mahogany, 36"L 20"D 29"H

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Specialty Furniture

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

Accessories



305380 - Charging
Adapter, Black, 33"L



305381 - Charging
Adapter, White, 33"L

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Specialty Furniture Order Form

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Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Discount Deadline Date:
October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/052600671/furnishings/esm>

Specialty Furniture

Link to view images: <http://ges.com/ecomm/info/B1-Brochure-CORE.pdf>

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	572.00	858.00		6.5	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	619.00	929.00		6.5	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	594.00	891.00		6.5	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,030.00	1,550.00		6.5	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,180.00	1,770.00		6.5	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,180.00	1,770.00		6.5	\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,490.00	2,240.00		6.5	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,350.00	2,030.00		6.5	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	652.00	978.00		6.5	\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	662.00	993.00		6.5	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	714.00	1,070.00		6.5	\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	836.00	1,250.00		6.5	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	614.00	921.00		6.5	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	611.00	917.00		6.5	\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	515.00	773.00		6.5	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	749.00	1,120.00		6.5	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	812.00	1,220.00		6.5	\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	367.00	551.00		6.5	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	474.00	711.00		6.5	\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	516.00	774.00		6.5	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	427.00	641.00		6.5	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	362.00	543.00		6.5	\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	461.00	692.00		6.5	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	496.00	744.00		6.5	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	763.00	1,140.00		6.5	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	763.00	1,140.00		6.5	\$

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	285.00	428.00		6.5	\$

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Seating - Chairs						
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	114.00	171.00		6.5	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	114.00	171.00		6.5	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	142.00	213.00		6.5	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	138.00	207.00		6.5	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	92.00	138.00		6.5	\$
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	142.00	213.00		6.5	\$
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	142.00	213.00		6.5	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	142.00	213.00		6.5	\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	205.00	308.00		6.5	\$
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	297.00	446.00		6.5	\$
305111	Chair, Jetson, 19"L 18"D 31"H	189.00	284.00		6.5	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	498.00	747.00		6.5	\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	314.00	471.00		6.5	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	514.00	771.00		6.5	\$
305108	Chair, New York, 23"L 32"D 33"H	194.00	291.00		6.5	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	191.00	287.00		6.5	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	317.00	476.00		6.5	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	138.00	207.00		6.5	\$

Seating - Ottomans						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	418.00	627.00		6.5	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	418.00	627.00		6.5	\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	408.00	612.00		6.5	\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	408.00	612.00		6.5	\$
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	103.00	155.00		6.5	\$
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	99.75	150.00		6.5	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	236.00	354.00		6.5	\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	234.00	351.00		6.5	\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	234.00	351.00		6.5	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	116.00	174.00		6.5	\$

Seating - Office and Utility Seating						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	140.00	210.00		6.5	\$
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	345.00	518.00		6.5	\$
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	330.00	495.00		6.5	\$

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Seating - Office and Utility Seating						
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	332.00	498.00		6.5	\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	387.00	581.00		6.5	\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	355.00	533.00		6.5	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	286.00	429.00		6.5	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	556.00	834.00		6.5	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	413.00	620.00		6.5	\$
305043	Stool, Drafting, 25"L 26"D 34"H	202.00	303.00		6.5	\$

Seating - Barstools						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	300.00	450.00		6.5	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	300.00	450.00		6.5	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	300.00	450.00		6.5	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	300.00	450.00		6.5	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	153.00	230.00		6.5	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	153.00	230.00		6.5	\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	196.00	294.00		6.5	\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	205.00	308.00		6.5	\$
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	252.00	378.00		6.5	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	133.00	200.00		6.5	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	133.00	200.00		6.5	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	133.00	200.00		6.5	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	133.00	200.00		6.5	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	279.00	419.00		6.5	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	279.00	419.00		6.5	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	170.00	255.00		6.5	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	374.00	561.00		6.5	\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	340.00	510.00		6.5	\$
305259	Christopher Barstool, 19"L 15"D 41"H	300.00	450.00		6.5	\$

Tables - Cafe						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RN	361.00	542.00		6.5	\$
305318	30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 2	361.00	542.00		6.5	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,120.00	1,680.00		6.5	\$
305162	Table, Cafe, Blue/Black, 30" Round 29"H	214.00	321.00		6.5	\$
305154	Table, Cafe, Blue/Hydraulic Base, 30" Round 29"H	286.00	429.00		6.5	\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	214.00	321.00		6.5	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	249.00	374.00		6.5	\$
305156	Table, Cafe, Graphite/Hydraulic Base, 30" Round 29"H	286.00	429.00		6.5	\$
305159	Table, Cafe, Graphite/Hydraulic Base, 36" Round 29"H	338.00	507.00		6.5	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	214.00	321.00		6.5	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	249.00	374.00		6.5	\$

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Tables - Cafe						
305157	Table, Cafe, Maple/Hydraulic Base, 30" Round 29"H	286.00	429.00		6.5	\$
305160	Table, Cafe, Maple/Hydraulic Base, 36" Round 29"H	338.00	507.00		6.5	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	214.00	321.00		6.5	\$
305153	Table, Cafe, Red/Hydraulic Base, 30" Round 29"H	286.00	429.00		6.5	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	227.00	341.00		6.5	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Base, 30" Round 29"	285.00	428.00		6.5	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	249.00	374.00		6.5	\$
305301	Table, Cafe, White Laminate/Hydraulic Base, 36" Round 29"H	338.00	507.00		6.5	\$

Tables - Bar						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305316	30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30"RND	361.00	542.00		6.5	\$
305317	30" Round Bar Table w/ Hydraulic Base, Orange Top, 30"RND 45	361.00	542.00		6.5	\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,470.00	2,210.00		6.5	\$
305131	Table, Bar, Blue/Black, 30" Round 42"H	223.00	335.00		6.5	\$
305140	Table, Bar, Blue/Hydraulic Base, 30" Round 42"H	291.00	437.00		6.5	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	223.00	335.00		6.5	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	274.00	411.00		6.5	\$
305142	Table, Bar, Graphite/Hydraulic Base, 30" Round 42"H	291.00	437.00		6.5	\$
305145	Table, Bar, Graphite/Hydraulic Base, 36" Round 42"H	342.00	513.00		6.5	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	223.00	335.00		6.5	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	274.00	411.00		6.5	\$
305143	Table, Bar, Maple/Hydraulic Base, 30" Round 42"H	291.00	437.00		6.5	\$
305146	Table, Bar, Maple/Hydraulic Base, 36" Round 42"H	342.00	513.00		6.5	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	223.00	335.00		6.5	\$
305139	Table, Bar, Red/Hydraulic Base, 30" Round 42"H	291.00	437.00		6.5	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	248.00	372.00		6.5	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Base, 30" Round 42"H	304.00	456.00		6.5	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	274.00	411.00		6.5	\$
305303	Table, Bar, White Laminate/Hydraulic Base, 36" Round 42"H	293.00	440.00		6.5	\$

Tables - Cocktail						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	809.00	1,210.00		6.5	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	462.00	693.00		6.5	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	462.00	693.00		6.5	\$
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	228.00	342.00		6.5	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	233.00	350.00		6.5	\$
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	306.00	459.00		6.5	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	232.00	348.00		6.5	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	270.00	405.00		6.5	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	315.00	473.00		6.5	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	315.00	473.00		6.5	\$

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Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305112	Regis End Table, 16"L 15.5"D 16.5"H	367.00	551.00		6.5	\$
305273	Table, Aura, White Metal, 15" Round 22"H	166.00	249.00		6.5	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	159.00	239.00		6.5	\$
305047	Table, End, Geo, Black, 26"L 26"D 20"H	202.00	303.00		6.5	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	211.00	317.00		6.5	\$
305049	Table, End, Inspiration, 24"L 28"D 22"H	289.00	434.00		6.5	\$
305211	Table, End, Oliver, 22" Round 22"H	202.00	303.00		6.5	\$
305046	Table, End, Silverado, 24" Round 22"H	252.00	378.00		6.5	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	231.00	347.00		6.5	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	231.00	347.00		6.5	\$
305276	Table, Mosaic, Set of 3	310.00	465.00		6.5	\$
305275	Table, Timber, Wood, 16" Round 17"H	195.00	293.00		6.5	\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	97.00	146.00		6.5	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	258.00	387.00		6.5	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	415.00	623.00		6.5	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	273.00	410.00		6.5	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	415.00	623.00		6.5	\$
305027	Table, Conf., Graphite, 42" Round 29"H	342.00	513.00		6.5	\$
305028	Table, Conf., Graphite, 72"L 36"D 29"H	463.00	695.00		6.5	\$
305029	Table, Conf., Graphite, 96"L 36"D 29"H	568.00	852.00		6.5	\$
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	626.00	939.00		6.5	\$
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	355.00	533.00		6.5	\$
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	420.00	630.00		6.5	\$
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	513.00	770.00		6.5	\$
305177	Table, Conf., Manhattan, 42" Round 29"H	312.00	468.00		6.5	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	415.00	623.00		6.5	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	336.00	504.00		6.5	\$
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	552.00	828.00		6.5	\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	2,990.00	4,490.00		6.5	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,120.00	1,680.00		6.5	\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305001	Bookcase, Mahogany, 36"L 13"D 71"H	330.00	495.00		6.5	\$
305053	Etagere, Black, 30"L 16"D 70"H	301.00	452.00		6.5	\$
305052	Etagere, Pewter, 30"L 16"D 70"H	301.00	452.00		6.5	\$
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	444.00	666.00		6.5	\$

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Product Display						
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	556.00	834.00		6.5	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	664.00	996.00		6.5	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	556.00	834.00		6.5	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	664.00	996.00		6.5	\$

Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305039	Credenza, Mahogany, 72"L 24"D 29"H	540.00	810.00		6.5	\$
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	501.00	752.00		6.5	\$
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	396.00	594.00		6.5	\$
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	420.00	630.00		6.5	\$

Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	276.00	414.00		6.5	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	203.00	305.00		6.5	\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305380	Charging Adapter, Black, 33"L	27.00	40.50		6.5	\$
305381	Charging Adapter, White, 33"L	27.00	40.50		6.5	\$

Electrical Outlets Not Included



Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

Reminder

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

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Digital File Preparation

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Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Avoiding Additional Costs

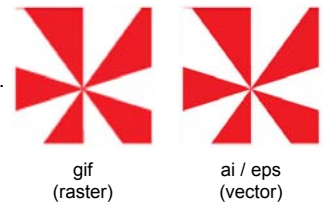
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/052600671/signs>

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Digital File Preparation

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
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Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often “band,” and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in Illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in Illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jggs, .pdfs or raster-based images output to vinyl.

Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

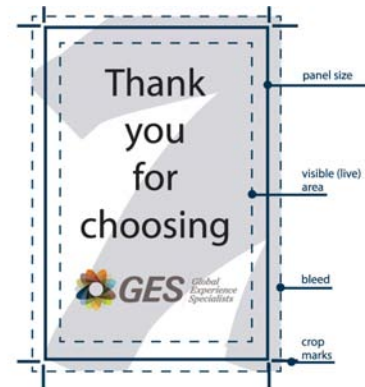


figure a.

Graphics and Signage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
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Discount Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/052600671/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	257.75	386.75		6.5	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	200.00	300.50		6.5	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	211.00	317.00		6.5	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	382.50	573.75		6.5	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	235.00	353.00		6.5	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	499.25	749.50		6.5	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	352.00	528.00		6.5	\$
601099	Printed Cardboard Base for Freestanding Boards	23.00	34.50		6.5	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed

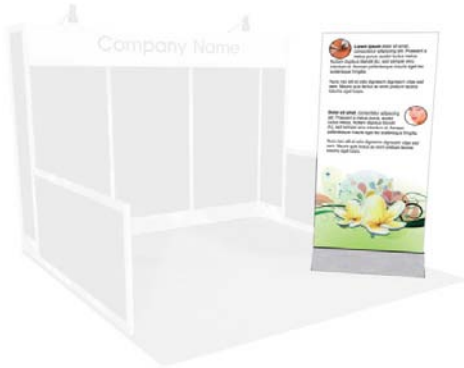
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Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

Material Handling/Drayage Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
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Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- 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.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- 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 truss, 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 the 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. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/everything/logistics/tracking/.

Get an instant quote today at <http://logisticsquote.ges.com/>



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/Drayage Order Form for details. Please prepay all shipping charges - GES 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 GES 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.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the 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.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES 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." GES has no liability for damage to crates or items sent to empty storage in crates.

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 GES Servicenter®. 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.

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Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

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. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

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Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Discount Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated
 Rate \$41.00 cwt

Advance Shipments to Warehouse Dates:

Tue, Oct 18, 2016: Advance shipments may begin arriving at warehouse.
Wed, Nov 16, 2016: Last day for shipments to arrive at warehouse.

Please go to R-12: Skid Accessible Storage Order Form to order a storage pallet for your Literature items.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

Crated
 Rate \$41.00 cwt

Direct Shipments to Show site Dates:

Mon, Nov 21, 2016: Direct shipments may begin arriving at exhibit site.
Wed, Nov 23, 2016: Last day for shipments to arrive at exhibit site.
Reference Targeted Schedule for Times

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$50.50. Each Additional Package will be charged \$25.25.

Step 2. Estimate Order

Small Packages

$\underline{\quad 1 \quad}$ 1st Small Package Shipment x \$50.50 = $\underline{\hspace{2cm}}$ Total $\underline{\hspace{2cm}}$ +6.5% Tax
 $\underline{\hspace{2cm}}$ # of Additional packages (each) x \$25.25 = $\underline{\hspace{2cm}}$ Total $\underline{\hspace{2cm}}$ +6.5% Tax

CWT

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Form Continues on Next Page



Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

_____ +6.5% Tax

_____ Grand Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

Exhibit Site Warehouse

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X _____
Authorized Signature

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

_____ Date
Authorized Name - Please Print

Total Payment Enclosed \$ _____

Surcharges

Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments recieved after the published timeline. Monthly Storage fee of _____ per cwt will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 25% surcharge will apply to all inbound shipments arriving OFF TARGET.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 5:00 PM; Closed 12:00 PM - 1:00 PM and Holidays.

CWT

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Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Central Florida International Auto Show


Name of Exhibition 0520600671

BOOTH NUMBER

C/O GES
7945 Mandarin Drive
Orlando, FL 32819 USA

Shipment Should Arrive on or Between:
Tuesday, Oct 18, 2016 - Wednesday, Nov 16, 2016

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 5:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces 



TO:

Full Exhibiting Company Name at Show

Central Florida International Auto Show


Name of Exhibition 0520600671

BOOTH NUMBER

C/O GES
7945 Mandarin Drive
Orlando, FL 32819 USA

Shipment Should Arrive on or Between:
Tuesday, Oct 18, 2016 - Wednesday, Nov 16, 2016

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 5:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces 

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Central Florida International Auto Show

Name of Exhibition

0520600671

BOOTH NUMBER

C/O GES

Orange County Convention Center - North Concourse
9400 Universal Blvd
Orlando, FL 32819 USA

Shipment Should Arrive on or Between:

Monday, Nov 21, 2016 - Wednesday, Nov 23, 2016

Reference Targeted Schedule for Times

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Central Florida International Auto Show

Name of Exhibition

0520600671

BOOTH NUMBER

C/O GES

Orange County Convention Center - North Concourse
9400 Universal Blvd
Orlando, FL 32819 USA

Shipment Should Arrive on or Between:

Monday, Nov 21, 2016 - Wednesday, Nov 23, 2016

Reference Targeted Schedule for Times

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Request for Pre-Printed Outbound Material Handling Release/Labels

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Form Deadline Date:
October 31, 2016



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by October 31, 2016.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/052600671/prePrint/esm>

Step 1. Tell us the location of materials for pickup (show site address)

Company/Consignee	Attention			
9400 Universal Blvd	Orlando	FL	32819	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

Step 2. Tell us the location where freight should be sent

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicercenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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Freight Service Questionnaire

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
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Form Deadline Date:
October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/052600671/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

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

3 List carrier name(s):

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

Phone Number:

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

Phone Number:

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, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

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

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Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Marshaling Yard and Direct Deliveries Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Tips For New Exhibitors



Tips

What is a marshaling yard? The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Attention



Attention

- The per shipment fee for this Marshaling Yard service is \$ 32.00

Marshaling Yard Site Address:

c/o GES
Central Florida International Auto Show
(Your Company Name & Booth Number)
7945 Mandarin Drive
Orlando, FL 32819
USA

Marshaling Yard Process

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Orange County Convention Center - North Concourse as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Orange County Convention Center - North Concourse, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/052600671/contactus/esm>

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Show Site Storage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Discount Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Access Storage

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicenter.
- Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, Per Pallet/Piece	102.00		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	Tax %	=	Total
705044	Storage, ST	59.00	73.75	88.50			6.5	\$	
705044	Storage, OT	108.00	135.00	162.00			6.5	\$	

Hate math? Let Espresso calculate your rates: <https://e.ges.com/052600671/labor/esm>

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	Tax %	=	Total
705200	5,000#, ST	173.00	216.00	260.00			6.5	\$	
705200	5,000#, OT	242.00	303.00	363.00			6.5	\$	

Hate math? Let Espresso calculate your rates: <https://e.ges.com/052600671/labor/esm>

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Form Continues on Next Page



Show Site Storage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

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

Authorized Name - Please Print Date

Total Payment Enclosed

\$ _____

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Cartload Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Form Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van




SUV



Small Pickup

Important Reminders

-  **Reminder**
- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- One (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for UP TO THREE round trips.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for UP TO THREE round trips. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. UP TO THREE round trips allowed per booth.

Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.

To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs.

Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Tax %	Total
200506	Cartload Service, Straight Time	47.00	1	6.5	\$
200506	Cartload Service, Over Time	47.00	1	6.5	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed

R-14 051016 061516 052600671

Personally Owned Vehicle (POV) Instructions

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Important Instructions for Personally Owned Vehicles (POV)

To support your event planning for Orange County Convention Center - North Concourse, GES would like to point out the following information related to POVs.

- All POVs and individuals wishing to gain access to the docks must check in with the GES dock foreman. The registered booth name, number and identification will be required.
- Drayage services provided for POVs are subject to the material handling rates as outlined on the Material Handling/ Drayage Order Form.
- Loads will be weighed on a scale at the exhibit hall dock. Items are weighed to ensure accurate material handling billing.
- At close of show exhibitors obtain an Outbound Material Handling Form from the GES Servicenter. Exhibitors who will be removing their items via a POV must have this form signed and dated by a GES Service Representative.
- This authorized Outbound Material Handling Form is required to gain access to the docks for outbound material handling services. This paperwork must be in the hands of the POV driver (please do not leave in the exhibit hall).
- It is difficult to project the number of exhibitor's who will utilize POV material handling services. POVs are served on a first come, first serve basis and need to follow the times outlined on the Show Information form for a smooth process. Exhibitors planning to remove items immediately at show close should anticipate a two-hour window for these services at Orange County Convention Center - North Concourse.
- Exhibitors may park in the Orange County Convention Center - North Concourse parking lots and hand carry items into the exhibit hall (without the use of wheeled carts or dollies). This restriction is for safety purposes and to reduce damage to entrance ways and common areas of the facility.
- Please do not park POVs in any of the public areas near the building as Orange County Convention Center - North Concourse Security may ticket or tow.

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Labor Information and Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Save on Labor Costs



- Save money by pre-ordering labor.
- Don't forget order labor for move-out.
- Return your orders before the discount deadline to receive the best price.
- Return your booth layout diagram. It could save you money by averting labor costs to move heavy items at show site.

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) 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.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Trade Labor Descriptions

Below are information and rates for the labor types offered in this show. These workers may be ordered with equipment on other forms. The rates listed below are for your information and planning only. See the included order forms for scheduling and estimating your labor costs.

Installation and Dismantle

Responsible for uncrating, installation, and dismantle of exhibits, laying of carpet and tile, recrating of exhibits, and closing of machinery crates.

705000 : Installation and Dismantle	Discount Orders placed on or before Oct 31	Regular Orders Placed Nov 1 thru Nov 20	Show Site Rate Increases on Nov 21
Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.	\$ 59.00	\$ 73.75	\$ 88.50
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 108.00	\$ 135.00	\$ 162.00

Freight

Responsible for handling freight in and out of the hall. For safety reasons additional workers may be assigned to the crew.

705030 : Additional Worker, Freight	Discount Orders placed on or before Oct 31	Regular Orders Placed Nov 1 thru Nov 20	Show Site Rate Increases on Nov 21
Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.	\$ 59.00	\$ 73.75	\$ 88.50
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 108.00	\$ 135.00	\$ 162.00

Storage

Responsible for deliveries from Storage areas to the booth.

705044 : Storage	Discount Orders placed on or before Oct 31	Regular Orders Placed Nov 1 thru Nov 20	Show Site Rate Increases on Nov 21
Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.	\$ 59.00	\$ 73.75	\$ 88.50
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 108.00	\$ 135.00	\$ 162.00

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Installation and Dismantling Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Discount Deadline Date:
 October 31, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	Tax %	=	Total
705000	Install & Dismantle, ST Move In	59.00	73.75	88.50			6.5	\$	
705000	Install & Dismantle, ST Move Out	59.00	73.75	88.50			6.5	\$	
705000	Install & Dismantle, OT Move In	108.00	135.00	162.00			6.5	\$	
705000	Install & Dismantle, OT Move Out	108.00	135.00	162.00			6.5	\$	

Hate math? Let Espresso calculate your rates: <https://e.ges.com/052600671/labor/esm>

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when a an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- Exhibitor Supervised
 - Indicate workers needed for installation and dismantling
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- Pop-Up Two Story Custom
- Other: _____

Option 2

- GES Supervised (OK to proceed without exhibitor.)
 Please complete Key Information form, click here: <https://e.ges.com/052600671/laborchecklist/esm>
 GES will supervise labor to:
 - Unpack and install display before Exhibitor arrival at show site.
 - Dismantle and pack the display after show closing.
 - Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
 - A 25% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

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Form Continues on Next Page



Installation and Dismantling Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Labor for Exhibitor Supervised Booth Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) 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.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Please estimate the number of workers and hours per worker needed for installation. 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 rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed

\$

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Forklift Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
 Orange County Convention Center - North Concourse
 November 24 - 27, 2016

Discount Deadline Date:
 October 31, 2016

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding 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.
- Please see Labor Information form for additional requirements regarding labor.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	Tax %	=	Total
705200	5,000#, ST Move In	125.50	157.00	188.25			6.5	\$	
705200	5,000#, ST Move Out	125.50	157.00	188.25			6.5	\$	
705200	5,000#, OT Move In	188.50	235.75	282.75			6.5	\$	
705200	5,000#, OT Move Out	188.50	235.75	282.75			6.5	\$	

Forklift 4-Stage with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	Tax %	=	Total
705240	5,000#, ST Move In	207.00	258.75	310.50			6.5	\$	
705240	5,000#, ST Move Out	207.00	258.75	310.50			6.5	\$	
705240	5,000#, OT Move In	314.00	392.50	471.00			6.5	\$	
705240	5,000#, OT Move Out	314.00	392.50	471.00			6.5	\$	

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	Tax %	=	Total
705304	Genie Lift, ST Move In	314.00	392.50	471.00			6.5	\$	
705304	Genie Lift, ST Move Out	314.00	392.50	471.00			6.5	\$	
705304	Genie Lift, OT Move In	470.75	588.44	706.13			6.5	\$	
705304	Genie Lift, OT Move Out	470.75	588.44	706.13			6.5	\$	
705301	Scissor Lift, ST Move In	207.00	258.75	310.50			6.5	\$	
705301	Scissor Lift, ST Move Out	207.00	258.75	310.50			6.5	\$	
705301	Scissor Lift, OT Move In	314.00	392.50	471.00			6.5	\$	
705301	Scissor Lift, OT Move Out	314.00	392.50	471.00			6.5	\$	

Hate math? Let Espresso calculate your rates: <https://e.ges.com/052600671/labor/esm>

Step 2. Labor Information



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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name _____ Email _____ Phone Number _____ Booth Number _____

What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- Uncrating Unskidding Positioning
- Leveling Dismantling Re-crating
- Reskidding

Additional labor will be assigned if necessary.

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before 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 a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour 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 GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Please estimate the number of workers and hours per worker needed for installation. 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 rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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Notice of Intent to Use EAC and Policies and Procedures

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Form Deadline Date:
October 22, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- This form is to be completed by the Exhibitor

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 show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

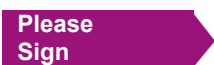
City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.



X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print Date

Review and Return [Return to Fax: 866.329.1437](tel:866.329.1437) • [International Fax: 702.263.1520](tel:702.263.1520)

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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Agreement and Rules and Regulations between GES and EAC

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Form Deadline Date:
October 22, 2016

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas 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 at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Motor Trend (Show Management), Central Florida International Auto Show (Show) and Orange County Convention Center - North Concourse (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Form Deadline Date:
October 22, 2016

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please Sign _____
 Authorized Cardholder's Signature

 Authorized Cardholder's Name - Please Print

 Date

Review and Return Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4805 Sand Lake Road, Orlando, FL 32819-9539

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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ACORD 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY) 01/01/16

PRODUCER
ABC Insurance Agency Fax: (212) 555-6100
 1234 Broker Lane
 New York, NY 10895
 Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED 2.
Big Boom Company, Inc.
 1234 Corporate Lane
 New York, NY 10895
 Attn: Joe Smith
 Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
 INSURER B: **Aetna Casualty & Surety Company**
 INSURER C: **Travelers Insurance Company**
 INSURER D: **Royal Insurance Company**
 INSURER E:

COVERAGES
 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/16	8. 01/01/17	EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGRREGATE \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/16	01/01/17	COMBINED SINGLE LIMIT \$1,000,000
					(Ea accident)
					BODILY INJURY \$
					(Per person)
					BODILY INJURY \$
					(Per accident)
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/16	01/01/17	AUTO ONLY-EA ACCIDENT \$
					OTHER THAN \$ \$
					AUTO ONLY: \$ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/16	01/01/17	EACH OCCURRENCE \$1,000,000
					AGGREGATE \$1,000,000
					\$
					\$
					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/16	01/01/17	X WC STATU-ORY LIMITS OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE-EA EMPLOYEE \$1,000,000
					E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Global Experience Specialists, Inc. (GES) (Official Service Provider), Motor Trend (Show Management), Orange County Convention Center - North Concourse (Facility), and Central Florida International Auto Show (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: November 24 - 27, 2016 at city of Orlando.

CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

6. Global Experience Specialists, Inc. (GES)
 Exhibitor Services
 4805 Sand Lake Road
 Orlando, FL 32819-9539

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE *John Smith* 10.

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Motor Trend (Show Management), Central Florida International Auto Show (Show) and Orange County Convention Center - North Concourse (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



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Show Site Work Rules

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

Union Information

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

Global Experience Specialists, Inc. (GES) will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibit labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full time employment. Labor may be employed by completion of labor forms enclosed in the service kit. If, however, you hire any labor to assist you, it should be through the Official Services Contractor. All mechanical equipment on the trade show floor must be under the care, custody and control of GES. This includes Forklifts, Scooters, Pallet Jacks, Genie Lifts, etc. as well as all other equipment mechanical in nature.

Freight Handling Jurisdictions

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Global Experience Specialists, Inc. (GES) will not be responsible, however, for any materials they do not handle. Global Experience Specialists, Inc. (GES) will have COMPLETE control of the loading docks at all times. If you wish to unload or load, you must report to the GES Servicenter. Do not proceed to the docks until authorized to do so. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Global Experience Specialists, Inc. (GES) to store empty crates. Please refer to the MATERIAL HANDLING & SHIPPING INFORMATION in the service kit for the handling of empties.

The following is a guideline of the work your company's staff is permitted to do:

- w Transport small items to your booth by hand, or with personally owned 2-wheel carts (**GES will have carts available for GES' use only**). All forklifts will be operated by GES. Personally Owned Vehicles (POV's) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by GES Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle, will be directed to the marshalling yard area for GES freight handling services.
- w Unpacking and uncrating of boxes, equipment, merchandise, etc.
- w Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.
- w The setup of signs/graphics.
- w After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard wired, electricians must do the work.

In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Global Experience Specialists, Inc. (GES) and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Global Experience Specialists, Inc. (GES).

Should you have questions about the work you can perform, please contact GES or Show Management. Rates for moving shipments from the dock to your booth are located on the Material Handling Form. This form includes rates for handling shipments received at show site and at the GES warehouse.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

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Stop. Think. Safety.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016



Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- All exhibitors and attendees enter at their own risk.
- Stay off the docks and out of any marshaling yard areas. Be aware of vehicles. They have the right of way.
- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

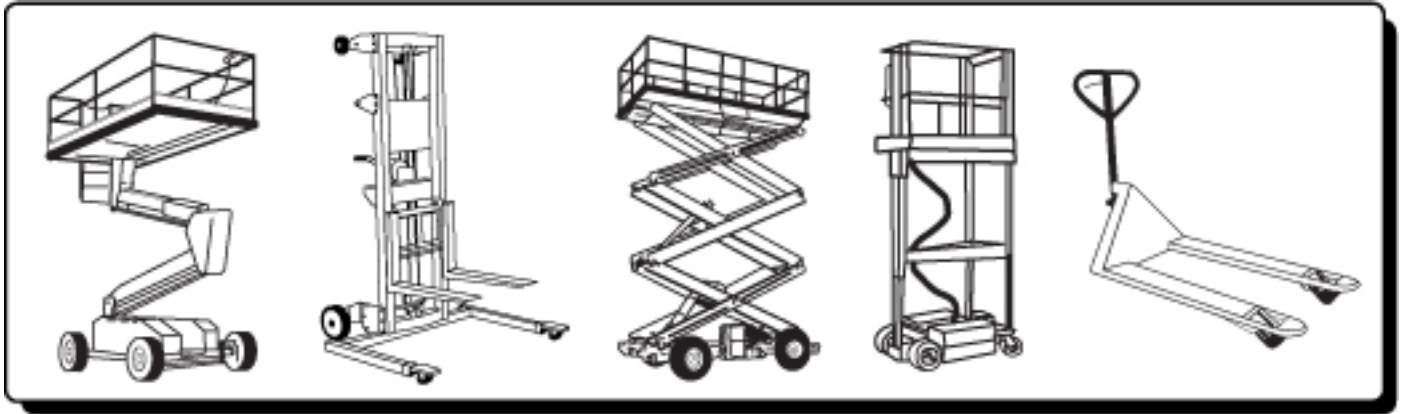
If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Operation of All Mechanical Lifts

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016



Attention all exhibitors:

- The operation or use of all motorized and/or manual lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized, mechanical or manual equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

Thank you for your complete cooperation.

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GES Payment Policy

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/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 \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES 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 GES 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 adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings 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 GES 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. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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GES Terms and Conditions of Contract

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Central Florida International Auto Show
Orange County Convention Center - North Concourse
November 24 - 27, 2016

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

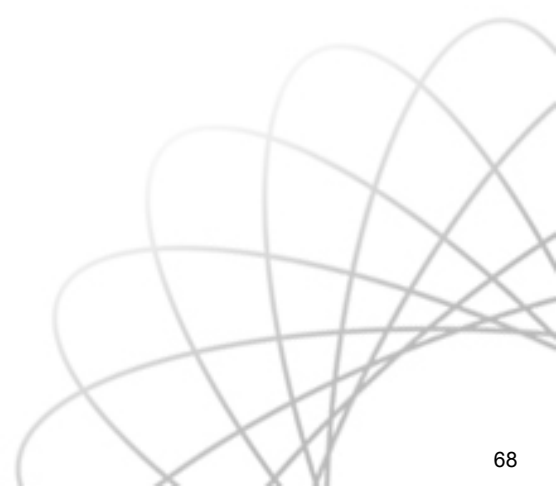
All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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Additional Service Order Forms



Show Name: Central Florida International Auto Show
Incentive Deadline Date: October 31th, 2016
Base Rates Start On/After: November 1st, 2016
OCCC Exhibitor Services Coordinator: Robin Cascio
Direct Phone: (407) 685-9818
Contact Email: Robin.Cascio@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

How To Order OCCC Services:

Order Online: www.occc.net/exhibitor	Order via Email: Exhibitor.Services@occc.net	Fax: (407) 685-9884	Mail: OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199
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If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment **AND** finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.

OCCC Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

The Orange County Convention Center's Taxpayer Identification Number (TIN) is 59-600077.

EVENT: Central Florida International Auto Show

E X H I B I T O R	EXHIBITING COMPANY: _____		BOOTH #: _____
	PHONE: _____	FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____		BOOTH TYPE:
	CITY: _____	STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	ZIP CODE/PROVIDENCE: _____	COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
B I L L I N G	BILL-TO COMPANY (IF DIFFERENT): _____		I AM:
	ORDER CONTACT NAME: _____		<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____		<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____	STATE: _____	
	ZIP CODE/PROVIDENCE: _____	COUNTRY: _____	
	PHONE: _____	FAX: _____	
ORDER CONTACT EMAIL: _____		EMAIL FOR INVOICES: _____	

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

<p align="center"><u>Central Florida International Auto Show</u></p> <p>Incentive Deadline Date: October 31th, 2016</p> <p>To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: October 31th, 2016</p>	<p align="center"><u>Place Your Order Online or Via Email or Fax:</u></p> <p>Order Online: www.occc.net/exhibitor</p> <p>Email Forms: exhibitor.services@occc.net</p> <p>Send Via Fax: (407) 685-9884</p> <p>Call: (800) 345-9898</p>	<p align="center"><u>OCCC Mailing Address:</u></p> <p>Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199</p>
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COMPANY CHECK
Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

ELECTRONIC FUNDS TRANSFER
OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

CREDIT / DEBIT CARD
OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: VISA MASTERCARD AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____	SIGNATURE: _____
NAME: _____	SIGNATURE: _____
NAME: _____	SIGNATURE: _____

EVENT: **Central Florida International Auto Show**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
		October 31th, 2016				November 1st, 2016				November 21st, 2016
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
Floor	Ceiling									
	120V 5 Amp (500w) Single Outlet*	\$109.01	\$10.90	\$7.09	\$127.01	\$175.11	\$17.52	\$11.39	\$204.02	
	120V 10 Amp (1000w) Single Outlet*	\$124.46	\$12.45	\$8.09	\$145.00	\$200.00	\$20.00	\$13.00	\$233.00	
	120V 15 Amp (1500w) Single Outlet*	\$139.91	\$14.00	\$9.10	\$163.01	\$224.89	\$22.49	\$14.62	\$262.00	
	120V 20 Amp (2000w) Single Outlet*	\$156.22	\$15.63	\$10.16	\$182.01	\$248.93	\$24.90	\$16.18	\$290.01	
208V Services										
	208V 20 Amp Single Phase*	\$200.86	\$20.09	\$13.06	\$234.01	\$322.75	\$32.28	\$20.98	\$376.01	
	208V 20 Amp Three Phase*	\$308.15	\$30.82	\$20.03	\$359.00	\$494.42	\$49.45	\$32.14	\$576.01	
	208V 30 Amp Single Phase*	\$265.24	\$26.53	\$17.24	\$309.01	\$424.03	\$42.41	\$27.57	\$494.01	
	208V 30 Amp Three Phase*	\$441.20	\$44.12	\$28.68	\$514.00	\$707.30	\$70.73	\$45.98	\$824.01	
	208V 40 Amp Single Phase*	\$326.18	\$32.62	\$21.21	\$380.01	\$519.31	\$51.94	\$33.76	\$605.01	
	208V 40 Amp Three Phase*	\$561.67	\$56.14	\$36.49	\$654.00	\$898.71	\$89.88	\$58.42	\$1,047.01	
	208V 50 Amp Single Phase*	\$406.01	\$40.61	\$26.39	\$473.01	\$649.79	\$64.98	\$42.24	\$757.01	
	208V 50 Amp Three Phase*	\$442.92	\$44.30	\$28.79	\$516.01	\$1,121.89	\$112.19	\$72.93	\$1,307.01	
	208V 60 Amp Single Phase*	\$488.41	\$48.85	\$31.75	\$569.01	\$769.96	\$77.00	\$50.05	\$897.01	
	208V 60 Amp Three Phase*	\$840.34	\$84.04	\$54.63	\$979.01	\$1,346.78	\$134.68	\$87.54	\$1,569.00	
	208V 80 Amp Single Phase*	\$635.19	\$63.52	\$41.29	\$740.00	\$1,016.31	\$101.64	\$66.06	\$1,184.01	
	208V 80 Amp Three Phase*	\$1,121.89	\$112.19	\$72.93	\$1,307.01	\$1,794.85	\$179.49	\$116.67	\$2,091.01	
	208V 100 Amp Single Phase*	\$812.88	\$81.29	\$52.84	\$947.01	\$1,299.57	\$129.96	\$84.48	\$1,514.01	
	208V 100 Amp Three Phase*	\$1,402.58	\$140.26	\$91.17	\$1,634.01	\$2,244.64	\$224.47	\$145.91	\$2,615.02	
NOT AVAILABLE FROM THE FLOOR	208V 150 Amp Single Phase*	\$1,084.11	\$70.47	\$108.42	\$1,263.00	\$1,733.90	\$112.71	\$173.39	\$2,020.00	
	208V 150 Amp Three Phase*	\$1,872.10	\$121.69	\$187.21	\$2,181.00	\$2,993.99	\$194.61	\$299.40	\$3,488.00	
	208V 200 Amp Single Phase*	\$1,446.34	\$94.02	\$144.64	\$1,685.00	\$2,315.01	\$150.48	\$231.51	\$2,697.00	
	208V 200 Amp Three Phase*	\$2,495.27	\$162.20	\$249.53	\$2,907.00	\$3,993.12	\$259.56	\$399.32	\$4,652.00	
	208V 400 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	\$3,369.00	\$4,627.46	\$300.79	\$462.75	\$5,391.00	
	208V 400 Amp Three Phase*	\$5,782.82	\$375.89	\$578.29	\$6,737.00	\$9,254.07	\$601.52	\$925.41	\$10,781.00	
Select Any Related and/or Required Services										
	Ceiling Drop Charge†				\$250.00				\$370.00	
	25' Extension Cord	\$22.53		\$1.47	\$24.00	\$22.53		\$1.47	\$24.00	
	Six Outlet Power Strip	\$22.53		\$1.47	\$24.00	\$22.53		\$1.47	\$24.00	
	20-100 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00	
	150-200 Amp Connection Plug‡	\$165.26		\$10.74	\$176.00	\$165.26		\$10.74	\$176.00	
	250-400 Amp Connection Plug‡	\$183.10		\$11.90	\$195.00	\$183.10		\$11.90	\$195.00	
*Labor, Placement & 24-Hour Power <u>Included</u> † <u>Required</u> For All Ceiling Drops ‡ <u>Required</u> For Each 208V Connection										TOTAL:

OCCC TERMS & CONDITIONS

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth. The OCCC does not provide distribution panels.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **Central Florida International Auto Show**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity	Item Description	October 31th, 2016				November 1st, 2016				November 21st, 2016
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
L I G H T S	Aerial Par Can Light†	\$266.66		\$17.34	\$284.00	\$450.00		\$29.25	\$479.25	
	Overhead Lights Out, Per Pod	<i>Per Show Management Approval</i>			\$55.00	<i>Per Show Management Approval</i>			\$75.00	
P L U M B I N G	Water Service Connection* 1/2 FPT Service Outlet	\$190.55	\$19.06	\$12.39	\$222.00	\$307.29	\$30.73	\$19.98	\$358.00	
	Drain Service Connection* 1/2 FPT Service Outlet	\$170.89		\$11.11	\$182.00	\$272.00		\$17.70	\$290.00	
	Water Fill & Drain* 1-99 Gallons	\$80.68	\$8.07	\$5.25	\$94.00	\$128.75	\$12.88	\$8.37	\$150.00	
	Water Fill & Drain* 100-299 Gallons	\$162.22	\$16.23	\$10.55	\$189.00	\$259.22	\$25.93	\$16.85	\$302.00	
	Water Fill & Drain* 300-500 Gallons	\$232.61	\$23.27	\$15.12	\$271.00	\$375.10	\$37.51	\$24.39	\$437.00	
	Water Fill & Drain* Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	\$39.00	\$58.36	\$5.84	\$3.80	\$68.00	
	30 Gallon Hot Water Heater*	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	60 Gallon Hot Water Heater*	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	80 Gallon Hot Water Heater* Quick Recovery Type	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	120 Gallon Hot Water Heater* Quick Recovery Type	\$634.74		\$41.26	\$676.00	\$634.74		\$41.26	\$676.00	
G A S E S	Single Beauty Sink* with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
	Single Utility Sink* with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
	Single Utility Sink* without Hot Water Heater	\$232.86		\$15.14	\$248.00	\$352.11		\$22.89	\$375.00	
	Triple Kitchen Sink* with Hot Water Heater & Disposal	\$722.06		\$46.94	\$769.00	\$1,053.52		\$68.48	\$1,122.00	
	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max.	\$265.72		\$17.28	\$283.00	\$362.44		\$23.56	\$386.00	
	LP (Liquid Propane) Gas* 5lb Tank	\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	
T V	LP (Liquid Propane) Gas* Each Additional 5lb Tank	\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	
	Natural Gas Connection† 45000 BTUs Hook-Up	\$256.46	\$25.67	\$16.69	\$299.00	<i>To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date</i>				
	Natural Gas Connection Each Additional 45000 BTUs	\$59.22	\$5.93	\$3.85	\$69.00					
Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	<i>Must Be Included In Total For All Natural Gas Orders</i>			\$250.00						
	HD Cable TV Service* Digital Tuner Required for HD Service	\$300.00	\$38.16		\$338.16	\$300.00	\$38.16		\$338.16	
									TOTAL:	

* Labor & Placement Included, Only Available From Floor

† Requires A Ceiling Drop Charge

‡ Installation, Removal, Electricity, & (1) Focus Included

OCCC TERMS & CONDITIONS

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Par can refocusing is subject to labor charges.
- On-site orders are subject to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full **MUST** be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: Central Florida International Auto Show

EXHIBITOR	EXHIBITING COMPANY: _____	BOOTH #: _____
	PHONE: _____ FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____	BOOTH TYPE:
	CITY: _____ STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER	
BILLING	BILL-TO COMPANY (IF DIFFERENT): _____	I AM:
	RIGGING CONTACT NAME: _____	<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____ STATE: _____	
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
	PHONE: _____ FAX: _____	
RIGGING CONTACT EMAIL: _____	EMAIL FOR INVOICES: _____	

N O T I C E

- A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
- After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By:	Base Rate If Ordered Or Paid On/After:
	October 31th, 2016	November 1st, 2016
Initial Rigging Charge , Three-Rigger Team, First Hour In & Out	\$528.00 <input type="checkbox"/> Select	\$768.00 <input type="checkbox"/> Select
Additional Rigging Labor , Per Rigger, Per Hour	\$88.00	\$128.00
Holiday or Overtime (After 8 Hours) , Per Rigger, Per Hour	\$128.00	\$192.00

REQUESTED RIGGING INSTALL DATE: _____ **REQUESTED RIGGING STRIKE DATE:** _____

DESCRIPTION OF ITEM(S): _____ **DOES THIS ITEM REQUIRE:**

SIZE: _____ **WEIGHT:** _____ **QUANTITY:** _____ POWER

REQUESTED HEIGHT FROM FLOOR TO BOTTOM OF SUSPENDED ITEM: _____ OCCC TRUSS OR MOTORS

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

DOES THE SUSPENDED ITEM HAVE A BOTTOM? YES NO **IF YES, PROVIDE THE BOTTOM DIMENSIONS:** _____

ADDITIONAL COMMENTS: _____

OCCC RIGGING TERMS & CONDITIONS

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.

FOR OFFICE USE ONLY

EVENT: **Central Florida International Auto Show**

Contact us for quantity discounts!
Save on transportation/freight charges and costly downtime!

Item Description	Incentive Rate If Ordered & Paid By:			Base Rate If Ordered Or Paid On/After:		
	October 31th, 2016			November 1st, 2016		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
CM Lodestar Chain Hoist, Electric, 1 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
CM Lodestar Chain Hoist, Electric, 2 Ton*	\$300.00	\$19.50	\$319.50	\$450.00	\$29.25	\$479.25
Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	\$192.00	\$270.42	\$17.58	\$288.00
Rotating Motor, 200lb Capacity*	\$210.32	\$13.72	\$224.04	\$315.48	\$20.51	\$335.99
Rotating Motor, 500lb Capacity*	\$240.37	\$15.62	\$255.99	\$359.62	\$23.38	\$383.00
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 2.5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 3'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 4'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" x 12" x 6'	\$58.78	\$3.82	\$62.60	\$88.17	\$5.73	\$93.90
Thomas Aluminium Truss, 12" x 12" x 8'	\$69.46	\$4.51	\$73.97	\$104.21	\$6.77	\$110.98
Thomas Aluminium Truss, 12" x 12" x 10'	\$74.81	\$4.86	\$79.67	\$112.21	\$7.29	\$119.50
Thomas Aluminium Truss, 12" Base Plate	\$42.75	\$2.78	\$45.53	\$64.12	\$4.17	\$68.29
Thomas Aluminium Truss, 12" Corner Block	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 12" Grapple	\$40.33	\$2.62	\$42.95	\$60.49	\$3.93	\$64.42
Thomas Aluminium Truss, 12" Hingle Plate	\$69.46	\$4.51	\$73.97	\$104.20	\$6.77	\$110.97
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	\$64.12	\$4.17	\$68.28	\$96.18	\$6.25	\$102.43
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$69.46	\$4.51	\$73.97	\$104.21	\$6.77	\$110.98
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$74.81	\$4.86	\$79.67	\$112.21	\$7.29	\$119.50
Thomas Aluminium Truss, 20.5" Base Plate	\$42.75	\$2.78	\$45.53	\$64.12	\$4.17	\$68.29
Thomas Aluminium Truss, 20.5" Corner Block	\$53.43	\$3.47	\$56.90	\$80.15	\$5.21	\$85.36
Thomas Aluminium Truss, 20.5" Grapple	\$40.33	\$2.62	\$42.95	\$60.49	\$3.93	\$64.42
Thomas Aluminium Truss, 20.5" Hingle Plate	\$69.46	\$4.51	\$73.97	\$104.20	\$6.77	\$110.97
Lifts						
Lift - Aerial	\$120.00	\$7.80	\$127.80 / Hour	\$180.00	\$11.70	\$191.70 / Hour
Lift - Scissor / Fork / Genie	\$100.00	\$6.50	\$106.50 / Hour	\$150.00	\$9.75	\$159.75 / Hour
Hardware						
Airwall Hanger	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
All Thread	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Barn Door	\$30.00	\$1.95	\$31.95 / Week	\$45.00	\$2.93	\$47.93 / Week
Batten or Water Pipe - Per Foot	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Block and Fall	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Clamp - Beam	\$45.00	\$2.93	\$47.93 / Week	\$67.50	\$4.39	\$71.89 / Week
Clamp - Misc.	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Come-Along	\$60.00	\$3.90	\$63.90 / Week	\$90.00	\$5.85	\$95.85 / Week
Deck Chain	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Nylon Sling or GAC Flex	\$15.00	\$0.98	\$15.98 / Week	\$20.00	\$1.30	\$21.30 / Week
Raw Wire - Per Foot	\$0.95	\$0.07	\$1.02 / Week	\$1.35	\$0.09	\$1.44 / Week
Rope	\$12.00	\$0.78	\$12.78 / Week	\$18.00	\$1.17	\$19.17 / Week
Sheave	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Steel Point	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Strand Vice	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Truss Protector	\$1.00	\$0.07	\$1.07 / Week	\$1.00	\$0.07	\$1.07 / Week

*Electricity Included

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject to a 50% price increase over base rates.
- All prices are subject to change without notice.

**SERVICE PLACEMENT
DIAGRAM FORM**

EVENT: Central Florida International Auto Show

BOOTH #: _____

EXHIBITING COMPANY: _____

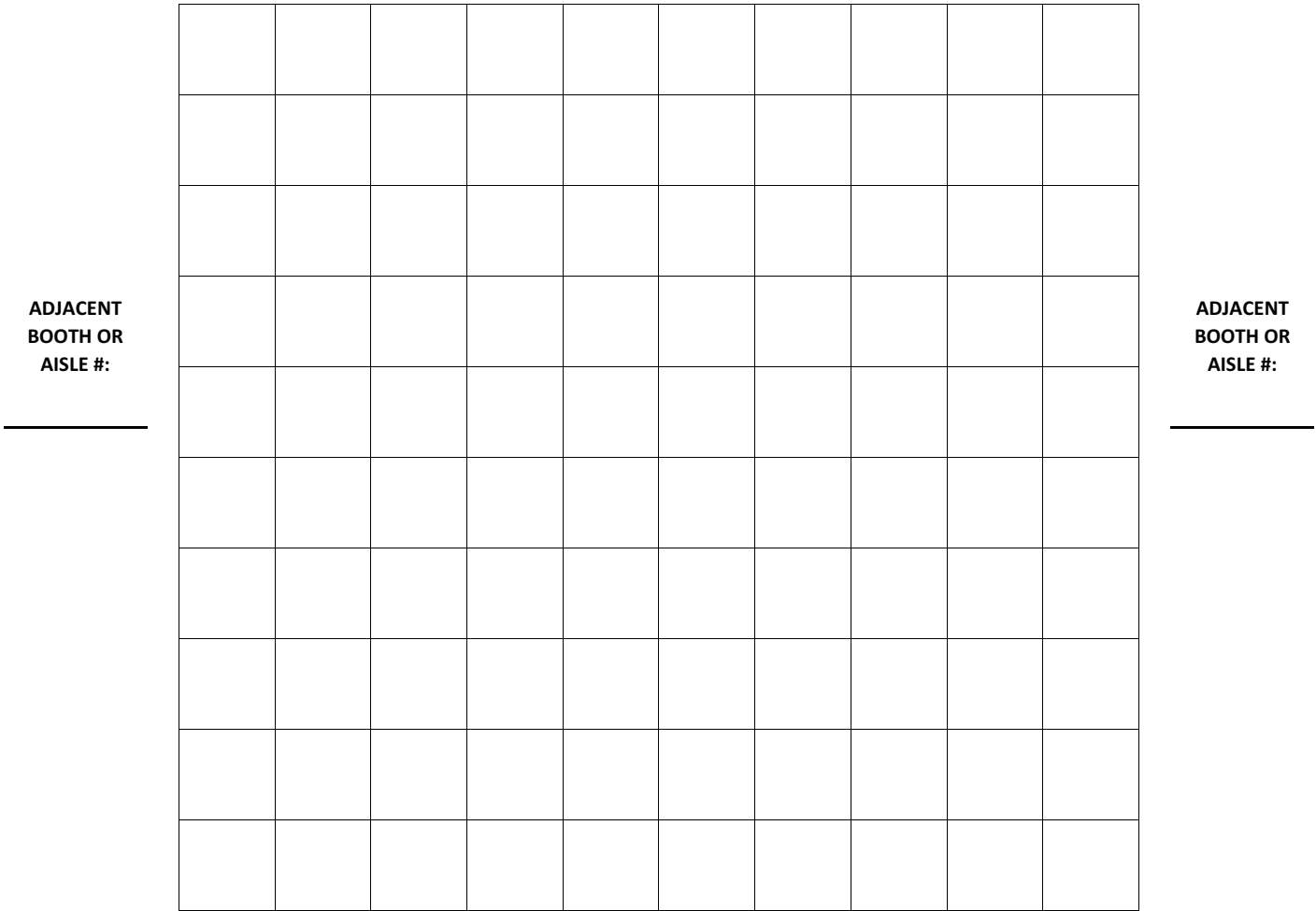
BOOTH SIZE: _____ X _____

ORDER CONTACT NAME: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____



**ADJACENT
BOOTH OR
AISLE #:**

**ADJACENT
BOOTH OR
AISLE #:**

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:



NAME OF EVENT: Central Florida International Auto Show BOOTH #: _____

EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____

AGREEMENT CONTACT NAME: _____

PHONE: _____ FAX: _____

EMAIL: _____

****TO COMPLETE THIS AGREEMENT YOU MUST INCLUDE AN OCCC METHOD OF PAYMENT FORM IN YOUR ORDER SUBMISSION****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____

DATE: _____



NAME OF EVENT: Central Florida International Auto Show

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

NAME OF EAC / DESIGN FIRM: _____

BOOTH TYPE:

CONTACT NAME: _____

MULTI-LEVEL COVERED

PHONE: _____ FAX: _____

I AM:

CONTACT EMAIL: _____

THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

AN EAC/I&D: _____

SQUARE FOOTAGE OF COVER: _____

OTHER: _____

STAIR RISE & TREAD: _____

GUARD RAIL MEASUREMENTS: _____

COMMENTS:

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____

APPROVED:

OCCC RECEIVED: _____ NUMBER OF COPIES: _____

YES NO

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____

FIREWATCH REQUIRED:

PLANS REVIEWER: _____

YES NO

COMMENTS:

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

20 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



20 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

30 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



30 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

60 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

60 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



100 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

100 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

Rental Price: \$93.00 (\$87.32 + \$5.68 tax)

150 - 200 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

150 - 200 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

Rental Price: \$168.00 (\$157.74 + \$10.26 tax)

200 - 400 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

200 - 400 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

Rental Price: \$186.00 (\$174.64 + \$11.36 tax)



The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

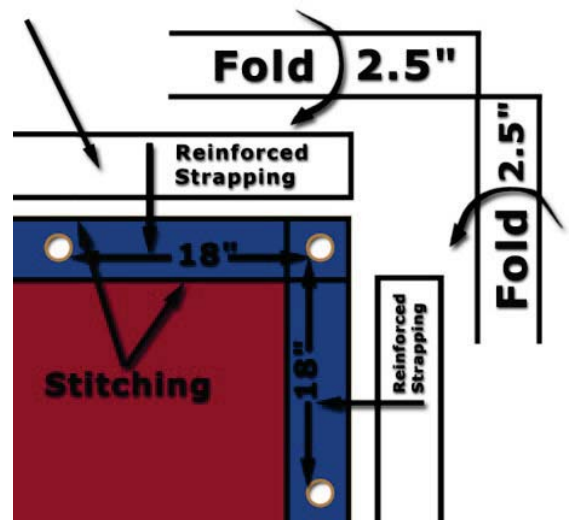
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
 - Fryers
 - Grills, Ranges, Griddles, Broilers, Chain-broilers
 - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

Gas – Natural

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ www.occc.net/exhibitor. **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

Gas – Liquid Petroleum (LP)

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

Gas – Storage

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet

Please See Multi Level Guidelines Information Sheet

Open Flame, Pyrotechnics and Special Effects

Open Flame

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

Candles

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

Pyrotechnics

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1) The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

Special Effects - Lasers

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

Covered Booth Definition – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

Multi-Level Booth Definition – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor’s name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
 - f. They must include the rise and tread of the stairs.
 - g. They must include the guard rail measurements.

- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center
Attn: Event Management
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
 - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).

- c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

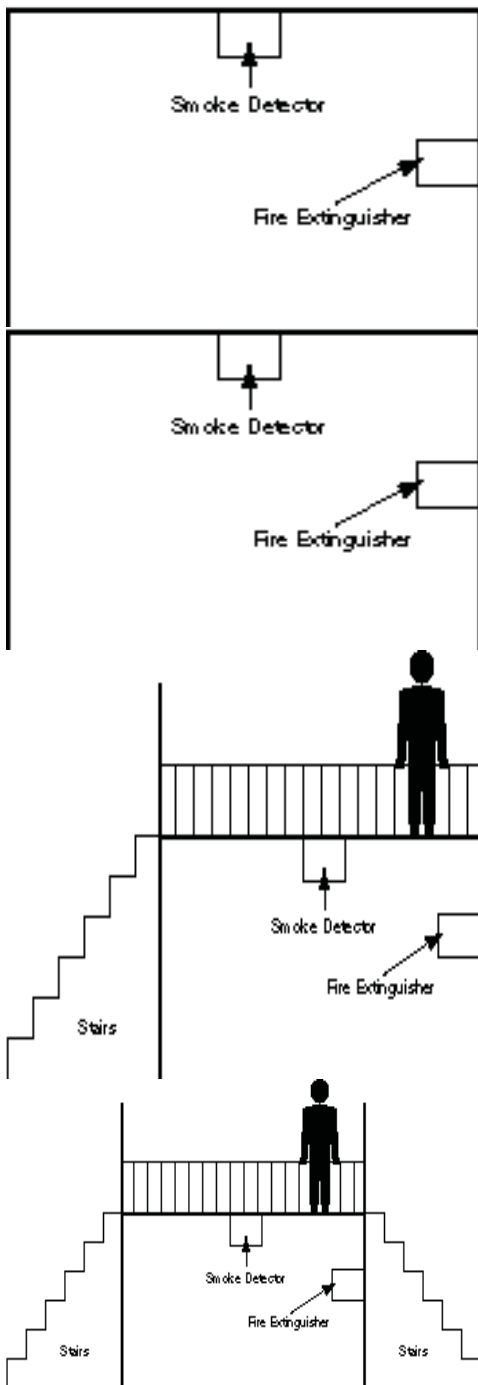
D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), contact:
Event Management
Orange County Convention Center
Phone: (407) 685-9882
Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), contact:
Orange County Fire Rescue Services Department
Phone: (407) 685-9811
Fax : (407) 685-9866



Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

Aisles	NFPA 101	*Alternate
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

Aisle Access ways	NFPA 101
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12"+ 0.6" each chair

(Note: dead-end rows may not exceed 30 feet)

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.



INCENTIVE Rates on orders signed before OCTOBER 31, 2016

*Central Florida International Auto Show
November 24-27, 2016*

LMG, LLC, P.O. Box 691509, Orlando, FL 32869-1509
(888) 226-3100 | Fax (407) 685-9897 | exhibits@lmg.net

Company : _____

Employee Name: _____

Phone: () _____ Fax: () _____

Email: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Show Name: _____

Booth#: _____ Room #: _____

Delivery Date: _____ Time: 8a-12p 12p-3p 3p-6p

Event Start Date: _____ Time: _____

Pick-Up Date: _____ Time: _____

Onsite Contact: _____

Onsite Contact's Cell #: _____

What is your Display Source/Connection?

Laptop: HDMI VGA Display Port Mini Display Port

Smart Device: 30 pin Lightning Thunderbolt

Mini Display Port Other _____

USB: Photos Video/File Type _____

Payment:



My signature below confirms my understanding of the following.

- LMG accepts payment using major credit cards. There is a convenience fee associated with this service. **The convenience fee is 3%.** Convenience fee does not apply if payment is made in the form of electronic funds transfer/ACH or check.
- I am aware that this form will be kept on file.
- The signed charge slip may be used for payment of rental charge.
- I agree to supply LMG a copy of my credit card (front & back), and of my valid driver's license. *(Orders cannot be processed without copy of credit card and driver's license)*

Check Enclosed*: YES NO *(Please make payable to LMG, Inc.)*
*Payment is due in advance of equipment delivery.

Credit Card #: _____

Exp. Date: _____ Security Code: _____

Cardholder's Name: _____

Driver's License #: _____

Signature: _____ Date: _____

Monitors & Displays:	QTY	Incentive Daily Rate	Daily Rate	Totals
24" LCD Monitor (16:9)		\$120	\$175	
32" LCD Monitor (16:9)*		\$190	\$275	
42" LCD Monitor (16:9)*		\$225	\$325	
47" LCD Monitor(16:9)*		\$260	\$375	
50" Plasma Monitor (16:9)*		\$300	\$425	
55" LCD Monitor (16:9)*		\$315	\$450	
60" Plasma Monitor (16:9)*		\$490	\$700	
65" LCD Monitor (16:9)*		\$630	\$900	
80" LCD Monitor (16:9)		Please Call		
103" Plasma Monitor (16:9)		Please Call		
LED Display/Wall		Please Call		

**Prices includes 6' floor stand, shelf and attached speakers*

Monitor to be on: Floor Stand Table-top Wall Mounted
Shelf for computer/DVD Player Needed?: Yes No

Projectors & Misc.:	QTY	Incentive	Standard	Totals
Flipchart Package (w/Marker)		\$20	\$30	
DVD Player w/ Auto Repeat		\$35	\$50	
LCD Projector (4000 lumens) (4:3)		\$300	\$425	
LCD Projector (5200 lumens) (16:9)		\$385	\$550	
LCD Projector Support Package		\$17.50	\$25	
Laptop/Desktop Rental Package		Please Call		

Screens: (Front Projection)	QTY	Incentive	Standard	Totals
5' x 7' Pull-up Screen		\$20	\$30	
8' x 8' Tripod Screen		\$20	\$30	
7.5' x 10' Screen w/Dress Kit (4:3)		\$155	\$225	
9' x 12' Screen w/Dress Kit (4:3)		\$195	\$275	
5.75' x 10' Screen w/Dress Kit (16:9)		\$225	\$325	
7.5' x 13' Screen w/Dress Kit (16:9)		\$300	\$425	

Audio Equipment:	QTY	Incentive	Standard	Totals
12 Input Mixer (4 Mic/4 Stereo)		\$49	\$70	
14 Input Mixer (6 Mic/4 Stereo)		\$56	\$80	
CD Player w/ Auto Repeat		\$30	\$50	
Computer/Laptop Audio Interface		\$8.40	\$12	
Wired Mic (Handheld/Podium)		\$21	\$30	
Wired Mic (Lavalieri)		\$21	\$30	
Wireless Mic (Handheld)		\$105	\$150	
Wireless Mic (Lavalieri)		\$105	\$150	
Wireless Mic (with Headset)		\$140	\$200	
Small Sound System**		\$140	\$200	
Large Sound System**		\$210	\$300	

***Prices includes floor stand & 4-input mixer*

Order Total:	
1 - Equipment Total	\$
2 - Total # of Show Days Equipment is used	
3 - Subtotal (Line 1 x 2)	\$
4 - Sales Tax 6.5% (Line 3 x .065) ***	\$
5 - Delivery/Set-up Fee (25% of Line [3], \$100 min.)	\$
6 - Total Amount Due (line 3+4+5)	\$

*****If Tax Exempt In Florida please provide FL Tax Exempt Certificate.**

ADDITIONAL SERVICES:

This order form lists some of our basic audio visual equipment and services. If you do not see what you need on this form, please call (888) 226-3100 for assistance. LMG maintains one of the largest inventories on the East Coast and our Corporate Headquarters is just a few minutes from the Orange County Convention Center. LMG invests in a full line of high-end video, audio, lighting, and audio visual equipment to handle all your needs. Call an LMG representative today for a detailed quote for your next event.

IMPORTANT ADDITIONAL INFORMATION

- ◆ Payment is due in advance via check or major credit card.
- ◆ Prices are based upon standard configurations or set-up's.
- ◆ Additional labor charge may apply for custom configurations.
- ◆ You will receive a faxed/emailed confirmation of your order.
- ◆ On site cancellations will result in a minimum one-day charge.
- ◆ You will be billed directly for any applicable house charges.

LMG TERMS & CONDITIONS

NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

RENTAL AGREEMENT

All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that RENTER is renting LMG equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to LMG in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify LMG of any damage to the rental equipment, and RENTER hereby agrees to be billed for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other exhibiting parties other than the named RENTER without prior consent of LMG in each instance.

CANCELLATIONS

Cancellation of equipment rental and services must be received by the deadline date to avoid minimum charges on equipment. If equipment and services have been provided at time of cancellation, minimum charges will apply.

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LMG except where specifically identified as a sale. It is the RENTER'S responsibility to advise our Exhibit Service personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit.

If you are exempt from payment of sales tax, LMG requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless RENTER is rebilling these charges to its customers. For International exhibitors, LMG requires 100% prepayment of advance orders, and any orders and services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between the RENTER and LMG relative to any loss, damage, or claim, such RENTER shall not be entitled to and shall not withhold payment, or any partial payment, due to LMG for its services, as an offset against the amount of any alleged loss or damage. Any claims against LMG shall be considered a separate transaction, and shall be resolved on its own merits. LMG reserves the right to charge RENTER for the difference between the RENTER'S estimate of charges and the actual charges incurred by RENTER, or for any charges that LMG may be obligated to pay on behalf of RENTER, including without limitation, any shipping charges.

UNPAID BALANCES

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Orlando, Florida upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LMG shall be either applied to reduce the principal unpaid balance or refunded to the payer.



Exhibitor Services

Exhibitor Company Name:	Show Name: CENTRAL FLORIDA INTERNATIONAL AUTO SHOW
Billing Company Name:	Show Dates: 11 / 24 / 16 To 11 / 27 / 16
Billing Company Address:	Incentive Order Deadline: October 31, 2016
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=075

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium High Speed Wired Internet No Wired or Wireless Routers Shared Connection speeds up to 10Mbps Recommended for: <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads Includes 1 Static Private IP Address	Wireless Internet Custom Order 5GHz only in Exhibit Hall Call 888-614-2637 for pricing and availability
---	---	--

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee - \$500 Internet/\$100 Phone for each line outside convention venue x (# of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			SUBTOTAL		
			ESTIMATED 10% TAX / FEES		
			GRAND TOTAL		

Effective January 1, 2016 – December 31, 2016

Customer No: **2016 - 075 - 273**

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Network Security Declaration

Center: Orlando's OCCC (075) - FL

Show: CENTRAL FLORIDA INT'L AUTO SHOW

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2016 - 075 - 273

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Wireless Performance Agreement

Center: Orlando's OCCC (075) - FL

Show: CENTRAL FLORIDA INT'L AUTO SHOW

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2016 - 075 - 273

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 a / g / n network. Smart City operates multiple Cisco wireless networks utilizing over 1000 access points throughout the Orange County Convention Center. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

Pay-Per-Day Products

- 2.4 GHz 802.11 g / n: Complimentary basic Wi-Fi® available in the Facility's public space. For business class speeds utilizing a 2.4 GHz network Instant Internet (up to 512 Kb) is available as an on-site pay per day service in the Facility's public space.
- 5 GHz 802.11 a / n: Exhibitor Internet (up to 1.5 Mb) is available as an on-site pay per day service in all areas of the Facility including the Exhibit Hall, Meeting Rooms and Public Space. 5 GHz wireless adaptors are available for purchase on-site at the Smart City Service Desk or by calling Smart City at (407) 685-2000.
- Wireless speeds and accessibility depend on the wireless environment in a local area.

Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

Customer Acceptance

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired CAT5 connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Contact Phone #: _____



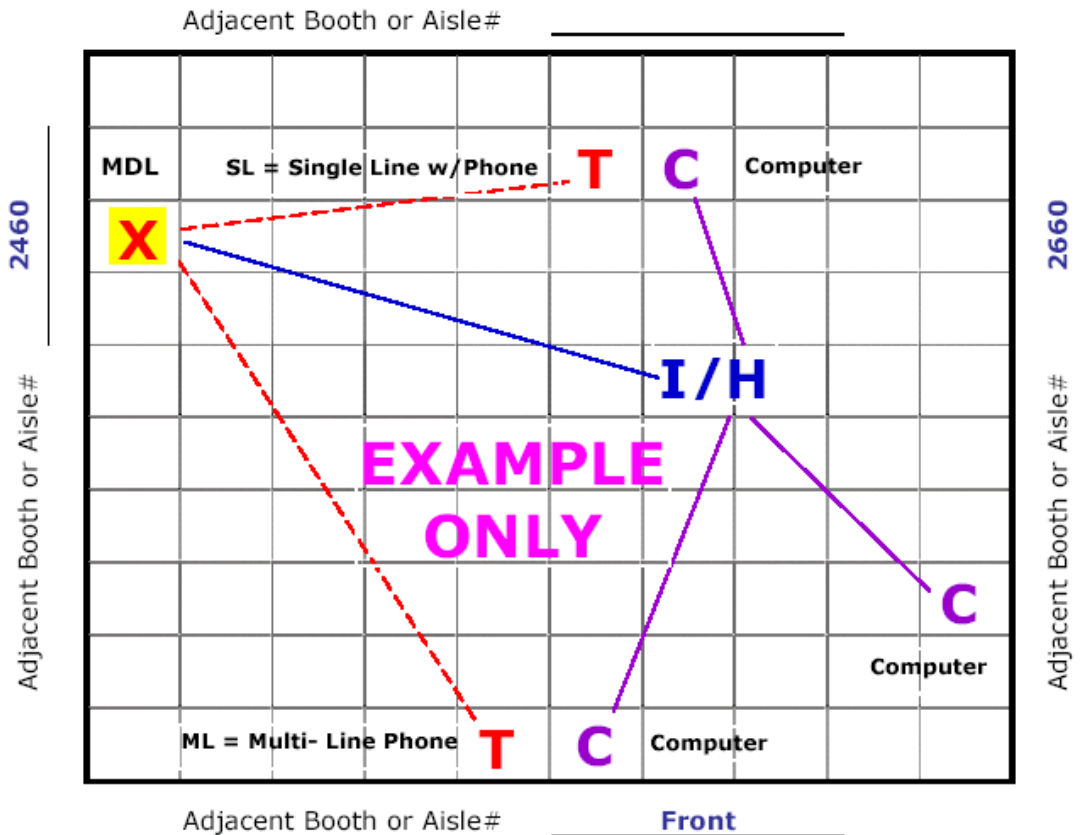
Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1234
 Customer / Ref #: 2016 - 075 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



Get noticed

With exhibitor catering

Increase traffic to your booth

Booth Catering 407-685-5562

Lindsey.Plunkett@centerplate.com



**You take care of the business.
We'll take care of the bags.**

Not to mention the cars, boarding passes, coats and more.

Bags

ORLANDO

Bags, Inc., makes travel simple, easy and totally painless.

In our Orlando locations, we remotely check in about 2.1 million bags each year. That's a lot of people who can travel with less stress and a lighter load, which means a lot of people smiling. In fact, as the only stand alone provider of Remote Airline Check-in services in the world we are committed to making your event at Orlando's Orange County Convention Center stress free, we see smiles on the faces of conference goers and meeting attendees every day.

We even see meeting planners smiling. After all, when your group is happy, you're happy, right?

Let me introduce you to some of the services we provide to help you and your attendees have the best experience possible here in Orlando.

Not to brag, but Bags is the world's largest multi-airline remote check-in service approved and endorsed by the Transportation Security Administration.

Remote Airline Check-In Express (RACE)

When it comes to making the airport experience fast and easy, Bags has you covered. With our Remote Airline Check-in Express service, we will pre-print your group's boarding passes and luggage tags and transport the luggage from their hotel to the airport, where it will be screened by The Department of Homeland Securities TSA staff. You and your luggage are checked through to its final destination. Think about it—your group will be bag-free on its last day in Orlando and won't have to worry about standing in long lines at the airport. We can handle the **entire** check-in process for all domestic flights departing from Orlando International Airport on any of the following airlines:

- AirTran Airways
- American Airlines
- Delta Airlines
- United Airlines
- Alaska Airlines
- Continental Airlines
- JetBlue Airways
- US Airways
- Southwest Airlines

Remote Airline Check-in (RAC)

As an alternative or in addition to RACE, we can provide walk up remote airline check-in (RAC) services in the Orange County Convention Center on show site or at a sponsor's booth. Our ability to adapt to your needs is unlimited.



We have more than 20 years of hospitality experience and operate in more than 200 cities.

Bags is proud to partner with the Orange County Convention Center in Orlando





VIP Luggage Delivery

Forget the baggage carousel. Forget waiting and waiting and waiting for your suitcase to come down the chute. Bags can take your luggage directly from the airport to your final destination.

- Eliminate baggage claim wait
- Arrivals: We can pick up your attendees' luggage at Orlando International Airport and deliver it to the hotel.
- Deliver golf clubs, ski equipment, infant/toddler items and standard luggage to your final destination
- No need to pack or ship in advance — luggage flies with you
- 24/7/365 Nationwide service
- Cost effective and secure
- Departures: We can have attendees' luggage delivered from their home airport to their home, office, or whatever destination they desire.

Experience real travel convenience and have your luggage delivered direct to your hotel, office or home!



Bags & Coat Check

Your attendees can lighten their load while at the Convention Center by letting Bags watch their bags, laptops, coats, or any personal items they don't feel like carrying around. It's safe, secure and makes the conference experience even better.

Valet Parking

What could be more convenient than letting our professional valet team park your cars? Imagine, no hunting for a parking space. No trudging through the parking lot at the end of the day. Just pull up to the front entrance and we'll take care of everything. That's a service everyone can appreciate.

Exclusive Sponsorship Opportunities

You can't do it at anywhere else; no other convention center offers the gift of time and stress free travel to your attendees. Ask about the sponsorships that are available and how to make them smile, unmatched and unforgettable.

With more than 500 Bags employees in Orlando, our staff is ready to take care of your exhibitors and attendees.

We know how to make your conference and travel experience flow seamlessly.



Bags

To learn more about how Bags can help make your next conference experience even better, just give me a call or send me an email.

John Sears, Business Development
Marketing & Convention Sales
O: 407.685.1623 F: 407.951.4923
M: 407.951.4923
jsears@airportbags.com

Bags is proud to partner with the Orange County Convention Center in Orlando

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