



2015 HBMA Spring Conference

Hyatt Regency Orlando
Orlando, Florida
April 22-24, 2015



PME Expo Services is proud to be your Exposition Management team for the **2015 HBMA Spring Conference**. The following are important dates and information to keep at hand:

Official General Contractor

PME Expo Services
3315 Maggie Blvd, Suite 300, Orlando, Florida 32811
Phone: (407) 730-3886 Fax: (407) 730-3887

Show Information:

Back-wall Drape: Blue/White/White/Blue
Side-wall Drape: Blue
Room Carpet Color: Multi
Booth Size: 8' x 10'
Booth Includes: Pipe & drape, (1) 6' blue skirted table, (2) chairs,
(1) waste-basket, and (1) ID sign provided

- **Please note that your booth space has no electrical service. Please order this and additional services from the order forms in this manual. Order by the deadline date and take advantage of the discount prices.**

• Important Dates:

Monday	March 30, 2015	Shipments may begin arriving at warehouse
Friday	April 17, 2015	Discount deadline for orders received with payment
Tuesday	April 21, 2015	Last day for advance shipments to arrive at the warehouse without surcharges

Do Not Ship to Show Site Prior to Wednesday, April 22, 2015. Freight could be refused.

• Show Schedule:

Wednesday	April 22, 2015	Exhibitor Move-In	11:00am - 4:00pm
		Exhibits & Opening Reception	6:00pm - 7:30pm
Thursday	April 23, 2015	Exhibits & Morning Refreshment Break	9:30am - 10:30am
		Exhibits & Afternoon Refreshment Break	2:00pm - 3:00pm
		Exhibitor Reception	5:15pm - 7:15pm
Friday	April 24, 2015	Exhibitor Wrap-Up Session	8:45am - 9:15am
		Exhibit Hall Break & Drawings	9:30am - 10:30am
		Exhibitor Dismantle	10:30am - 3:00pm

Please inform your drivers to be checked in at the Customer Services Desk in the Windermere Ballroom by 2:00pm on Friday. Freight not picked up by 2:00pm will be redirected using the show carrier. All Exhibit Materials must be off the show floor by 2:00pm.

During the show:

- *PME Expo Services maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.*

SHIPPING ADDRESSES:

Advance to Warehouse:

PME Expo Services
HBMA '15 Spring Conf
Company Name Booth #
3315 Maggie Blvd
Suite 300
Orlando, FL 32811

Direct to Show site:

Hyatt Regency Orlando
For PME Expo Services
HBMA '15 Spring Conf
Company Name & Booth #
9801 International Drive
Orlando, Florida 32819

Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred by hotel and PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines

After the show:

Feel free to contact PME Expo Services throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!



3315 Maggie Blvd
Suite 300
Orlando, Florida 32811

E-mail: customerservice@my-pme.com
Phone: (407) 730-3886
Fax (407) 730-3887

**DEADLINE DATE
April 17, 2015**

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization			
(All Information Must Be Provided)			
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Corporate <input type="checkbox"/> Personal			
Account Number			EXPIRATION DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Holders Name (Please Print)			
Billing Address			
City		State	Zip
Phone Number		Fax Number	
Email Address			
Card Holders Signature			
Company Name			Booth #

Calculation of Orders	Total
Electrical Service - <i>order directly with Edlen Electrical</i>	
Shipping & Handling	\$
Installation & Dismantle Labor	\$
Furnishing & Accessories	\$
Carpet	\$
Rental Exhibits	\$
Floral Service	\$
Booth Cleaning -	\$
Hardware/AV Rental	\$
Other	\$

To simplify payment, send a check payable to PME Expo Services for your entire order or note the amount to be charged to your credit card.

FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$
Check #	

Please list all authorized persons for credit card use at showsite below.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

<p>Payment Policy</p> <p>Payment for Services PME Expo Services requires payment in full at the time services are ordered. PME Expo Services 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 not covered by your first payment.</p> <p>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</p> <p>Method of Payment PME Expo Services accepts MasterCard, VISA, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.</p>	<p>Third Party Billing Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. PME Expo Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p> <p>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 with your orders for the show. PME Expo Services must receive your certificate with your order; otherwise tax will appear on your invoice.</p> <p>Adjustments and Cancellations Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>
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If you have any questions regarding our payment policy, please call exhibitor services at 407-730-3886 or visit our Service Desk at the show. 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 PME Expo Services. 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.



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THIRD PARTY PAYMENT AND STATEMENT OF TERMS

PME Expo Services will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 11 of this manual.
2. The payment record of the third party must be acceptable to PME Expo Services. Also, the charge card information must be completed and submitted to PME Expo Services as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires PME Expo Services to fax an invoice from the Convention Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Please fill out the form below completely.

EXHIBITING FIRM:		BOOTH#:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
DISPLAY HOUSE NAME/THIRD PARTY PAYER:		
COMPLETE ADDRESS:		
CITY, STATE:		ZIP CODE:
AUTHORIZED NAME & TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:	FAX NUMBER:	

ITEMS TO BE BILLED TO THIRD PARTY:		
<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS
ACCOUNT NUMBER:		EXPIRATION DATE:
NAME ON CARD:		
SIGNATURE:		
COMPANY NAME:		
COMPANY ADDRESS:		
CITY, STATE:		ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	

SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the show move-in date. Such shipments must arrive on or before Tuesday April 21, 2015 between 9:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-730-3886.
- **HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE: Shipments that arrive at the warehouse after show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.**

- Label each package or crate as follows:

TO ARRIVE ON OR BEFORE

April 21, 2015

TO: PME Expo Services
HBMA '15 Spring Conf
Company Name Booth #
3315 Maggie Blvd
Suite 300
Orlando, Florida 32811
FOR: 2015 HBMA

SHIPMENTS TO SHOW SITE

- **All shipments arriving prior to April 21, 2015 could be REFUSED and returned to the local trucking terminal.**
- **NOTE:** Shipments will only be received at the show site *during the move-in periods* - **SEE PAGE ONE OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility.
- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.
- **NOTE: Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at show site and by PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guide lines.**

- Label each package or crate as follows:

DO NOT DELIVER PRIOR TO April 21, 2015
Facility could refuse shipment.

TO: Hyatt Regency Orlando
For PME Expo Services
HBMA '15 Spring Conf
Company Name & Booth #
9801 International Drive
Orlando, Florida 32819

Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by PME Expo Services for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.

FOR ADVANCE SHIPMENTS

TO ARRIVE BY April 21, 2015

RUSH

EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

PME Expo Services
Company Name Booth #
3315 Maggie Blvd
Suite 300
Orlando, Florida 32811

Name of Show: HBMA SPRING CONF

Booth #: _____

#of Pieces: _____

Carrier: _____

FOR ADVANCE SHIPMENTS

TO ARRIVE BY April 21, 2015

RUSH

EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

PME Expo Services
Company Name Booth #
3315 Maggie Blvd
Suite 300
Orlando, Florida 32811

Name of Show: HBMA SPRING CONF

Booth #: _____

#of Pieces: _____

Carrier: _____



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MATERIAL HANDLING RECAP

We will ship _____ pieces @ _____ lbs. @ \$98.50 per 100 lbs. (200 lb. minimum)	\$
Small Package Charge @ \$25.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped @ \$105.00 per 100 lbs. (200 lb. minimum)	\$

OVERTIME MATERIAL HANDLING CHARGES (See Schedule On Page One)

Overtime rates prevail before 8:00AM and after 4:30PM daily, and all day on Saturdays, Sundays & Holidays.

Inbound Overtime - 25% Surcharge	\$
Outbound Overtime - 25% Surcharge	\$

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at show site. If you have any questions about material handling, please call 407-730-3886.

Material Handling Subtotal	\$
Overtime Subtotal	\$
Material Handling Total	\$

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."
*When recording weight, round up to the next one hundred (100) pounds. *Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.

FREIGHT INFORMATION GUIDE

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 407-730-3887.

COLLECT SHIPMENTS WILL NOT BE RECEIVED

Shipments arriving at show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by PME Expo Services. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW

Consign to (Company Name):		Telephone:	
Street Address:		City:	
State:		Zip:	
Carrier:		Circle One:	PREPAID COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT	INCOMING SHIPMENT
Origin of Shipment:	Origin of Shipment:	Origin of Shipment:	Origin of Shipment:
Shipping Date:	Shipping Date:	Shipping Date:	Shipping Date:
Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:	Approximate Arrival Date:
Total Number of Containers:			
Total Weight of Shipment:			
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM:

BOOTH#:

MATERIAL HANDLING RATES

- \$98.50 per hundred weight (or fraction thereof).
- Minimum of \$197.00 per shipment delivered - 200 lb. minimum.
- When recording weight, round up to the next one hundred (100) pounds.
- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Monday-Friday before 8:00am and after 4:30pm, and all day Saturday, Sunday and on Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. PME Expo Services will assume no liability for these shipments. \$25.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SPECIAL HANDLING

Add 50% to the quoted convention facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the convention facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, PME Expo Services shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if PME Expo Services finds it necessary to provide this weigh scale service. No adjustments will be made after the show closes. Copies of the Bills of Lading, including pro number, should be mailed to PME Expo Services as soon as shipments are made. This will assist in tracing, if necessary.

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Desk. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. PME Expo Services assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
- Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.



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MATERIAL HANDLING RATES

-CONTINUED-

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to PME Expo Services for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Desk. Previous shipping labels should be removed. PME Expo Services accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. PME Expo Services will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with PME Expo Services, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. PME Expo Services reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by PME Expo Services as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, should shipments need to be brought back for any reason, there will be an additional charge of \$100.00 per shipment for straight time and \$150.00 per shipment for overtime, with a 200 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by PME Expo Services and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. PME Expo Services and its subcontractors are not insurers. The amounts paid to PME Expo Services are based on the value of the material handling services and are unrelated to the value of the property being handled.

PME Expo Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. PME Expo Services and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. PME Expo Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to PME Expo Services by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of PME Expo Services.* PME Expo Services and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to PME Expo Services within thirty (30) days of the close of the show shall be considered waived.

No suit or action shall be brought against PME Expo Services or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the show site, PME Expo Services shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to PME Expo Services or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in the above section.

ELECTRICAL ORDER FORM

MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

2456 Commerce Park Dr. Ste. 300 • Orlando, FL 32819 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
120 VOLTS 0-500 WATTS (5 AMPS)	_____	90.00	135.00	_____
500-1000 WATTS (10 AMPS)	_____	150.00	225.00	_____
1501-1500 WATTS (20 AMPS)	_____	210.00	315.00	_____

For Outdoor Events 20 AMP Minimum Required

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	325.00	490.00	_____
30 AMPS	_____	395.00	595.00	_____
60 AMPS	_____	550.00	825.00	_____
100 AMPS	_____	720.00	1080.00	_____

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	450.00	675.00	_____
30 AMPS	_____	540.00	810.00	_____
60 AMPS	_____	760.00	1140.00	_____
100 AMPS	_____	1000.00	1500.00	_____
200 AMPS	_____	1500.00	2250.00	_____
400 AMPS	_____	2800.00	4200.00	_____

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT	_____	100.00	150.00	_____

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET	_____	25.00	_____	_____
QUAD OUTLET/POWER STRIP	_____	30.00	_____	_____

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	70.00	_____	_____
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)	_____	130.00	_____	_____

**FULL PAYMENT DUE PRIOR
TO SHOW OPENING**

Master Card Visa AMX Check

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

SUBTOTAL \$ _____
6.5% FL SLS TAX\$ _____
TOTAL DUE \$ _____

(SEE REVERSE SIDE FOR
TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS
Dedicated Circuit

or 24 Hour Service Required?
yes _____ no _____

If yes, double electrical outlet or
electrical service connection charge.

**Rental Rates quoted cover
any portion of a (7)seven
day consecutive period.**

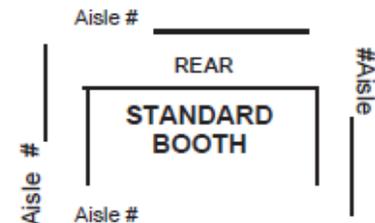
There is a minimum labor charge of (1 1/2)
one and a half hours for hook-up and
(1) one hour to dismantle for special events,
island booths and 208 Volt services

**RATES FOR HIGHER WATTAGES, VOLTAGE
OR SPECIAL LIGHTING ON REQUEST-
SPECIAL HANGING OR INSTALLATION
DONE ON TIME AND MATERIAL BASIS.**

SPECIAL INSTRUCTIONS

ISLAND BOOTHS

A scaled floor plan *must* accompany orders
showing locations of electrical outlets,
connections and lighting equipment.



**PAYMENT MUST ACCOMPANY
ALL ORDERS 10 BUSINESS
DAYS PRIOR TO SHOW SET UP
FOR DISCOUNT PRICE TO APPLY**

**ALL ORDERS MUST BE PAID
IN ADVANCE
ON U.S. BANKS**

SHOW NAME	Hyatt Regency Orlando	
FIRM NAME	SHOW DATES	BOOTH #
ADDRESS	TELEPHONE#	
CITY, STATE, ZIP	EMAIL	
SIGNATURE	PRINT NAME	

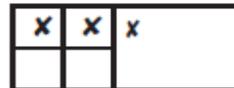
REGULATION AND GENERAL INFORMATION

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

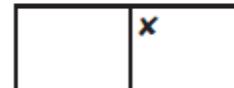
EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



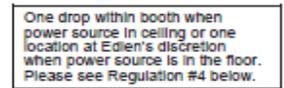
POWER LOCATIONS: **X** Indicate location of outlet



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS



ISLAND BOOTHS

WHERE WILL MY OUTLET BE LOCATED?
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor. Please see Regulation #4 below.

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

A la Carte Prices

Event Technology Price Guide

High-Speed Internet Pricing

Wired Internet Access (first connection in room)	\$200.00 per connection/per day
Wired Internet Access (additional connections in room)	\$50.00 per connection/per day
Basic Wireless Internet Access (up to 3Mbps)	\$50.00 per connection/per day
Premium Wireless Internet Access (up to 6Mbps)	\$100.00 per connection/per day

Bulk wireless pricing, high density wireless solutions, VLAN Setup, subnet configuration, QOS configuration, and dedicated bandwidth are available upon request. Please contact an Encore Sales Manager for more information.

Audio Components

MICROPHONES

Wired Microphone (podium, table, or floor)	\$50.00
Wireless Microphone (hand held or lavalier)	\$150.00

MIXERS

4 Channel Analog Mixer	\$50.00
8 Channel Analog Mixer	\$100.00
16 Channel Analog Mixer	\$200.00
16 Channel Digital Mixer with DSP	\$400.00
32 Channel Digital Mixer with DSP	\$600.00

SPEAKERS

15" Powered Speaker w/Stand	\$125.00
18" Powered Subwoofer	\$125.00
Line Array Sound System	Call for details

PLAYERS AND RECORDERS

CD Player	\$75.00
Digital Audio Recorder	\$125.00
Instant Audio Playback Device	\$200.00

PROCESSING AND ACCESSORIES

1/3 Octave Stereo Equalizer	\$50.00
Direct Box (PC Audio Balance Box)	\$25.00
Telephone Interface Device	\$125.00

A la Carte Prices

Event Technology Price Guide

Video and Data Components

PROJECTORS

4000 Lumen WXGA (1280X800) LCD Projector	\$650.00
6500 Lumen WXGA (1280X800) LCD Projector	\$750.00
10,000+ Lumen DLP Show Projector	Call for details

MONITORS

24" LCD Monitor	\$175.00
37" LCD Monitor	\$250.00
42" Plasma Monitor	\$450.00
50" Plasma Monitor	\$525.00
60" LCD Monitor	\$650.00
70" LCD Monitor	\$800.00

PLAYERS/RECORDERS

DVD Player	\$75.00
PC Laptop Computer	\$125.00
Apple MacBook Pro	\$225.00
Playback Pro Kit	\$675.00

CAMERAS

Broadcast Quality Camera	Call for details
HD Digital Camcorder	\$525.00

VIDEO/DATA SWITCHING AND DISTRIBUTION

Scan Converter Switcher (dual scaler)	\$350.00
Scan Converter Switcher (hi-resolution seamless)	\$1000.00
Multi-Camera Switching Package	Call for details

SCREENS/DRAPES

16:9 Aspect Ratio	
8.5' x 14' Front or Rear Projection w/ Dress Kit	\$250.00
10' x 17' Front or Rear Projection w/ Dress Kit	\$300.00
11' x 19' Front or Rear Projection w/ Dress Kit	\$400.00
4:3 Aspect Ratio	
6' x 8' Front or Rear Projection w/ Dress Kit	\$160.00
7.5' x 10' Front or Rear Projection w/ Dress Kit	\$180.00
9' x 12' Front or Rear Projection w/ Dress Kit	\$210.00
10.5' x 14' Front or Rear Projection w/ Dress Kit	\$250.00
12' x 16' Front or Rear Projection w/ Dress Kit	\$300.00
15' x 20' Front or Rear Projection w/ Dress Kit	\$400.00
Black Velour Pipe and Drape (per foot)	\$18.00 - \$22.00

MISCELLANEOUS

Flipchart (easel, pad, and markers)	\$50.00
Laser Pointer	\$45.00
Wireless Remote Presenter	\$65.00
Speaker Timer	\$125.00
Cue Light w/Wireless Remote	\$125.00

A la Carte Prices

Event Technology Price Guide

Lighting Components

BOARDS/DIMMERS	
12 Channel Dimmer Board	\$100.00
24 Channel Dimmer Board	\$175.00
Intelligent Lighting Console	Call for details
6 Channel Dimmer Pack	\$65.00
24 Channel Dimmer Rack	\$250.00
LIGHTING INSTRUMENTS	
Source 4 Ellipsoidal or Par (19, 26, 36 degree or Par)	\$40.00
Full Spectrum LED Lighting Instrument	\$75.00
Intelligent Light	Call for details
Quartz Follow Spotlight	150.00
AirStar Balloon Light	\$350.00

Telecom

DID Phone Line (Inbound, Outbound, Local, Long Distance)	\$100.00
Standard Office Phone (For Use With DID Phone Line)	\$25.00
Conference Speaker Phone	\$100.00
Conference Speaker Phone with Extension Microphones	\$125.00

Labor Rates

Standard Time (7am-5pm Monday-Friday)	\$75.00
Overtime (Saturdays, Sundays, and 5pm to Midnight Monday-Friday)	\$112.50
Double Time (12 midnight to 7am and holidays)	\$150.00

TERMS AND CONDITIONS

It is required that Encore set-up, operate and strike all equipment. All equipment prices listed are per day prices. Equipment and labor pricing listed does not include a 24% service charge, or 6.5% sales tax. Labor will be charged for set-up, operation and teardown of all large format video projection, multi-image, sound reinforcement, theatrical stage lighting, large format screens and drapery equipment listed herein. 5-hour minimums apply for all operator labor. All equipment and labor cancellations occurring less than 48 hours prior to scheduled function shall be billed to customer at full, published rates.

Rigging Services

Production Price Guide

Labor

TIME OF DAY	LABOR RATE	DAYS
7am – 5pm	\$100 Per Hour(standard)	Monday – Friday
5pm – 12am Midnight	\$150 Per Hour(over time)	Monday – Friday
7am – 12am Midnight	\$150 Per Hour	Saturday
7am – 12am Midnight	\$200 Per Hour(double time)	Sunday
12am Midnight – 7am	\$200 Per Hour	Monday-Sunday

- The following holidays are billed at double time: Christmas, Veteran's Day, Thanksgiving Day, Independence Day, President's Day, New Year's Day, Memorial Day, Martin Luther King Day, and Labor Day.
- Time and a half rates will apply after eight (8) hours. Double time rates will apply after sixteen (16) hours.
- All rigging calls require a minimum of two riggers for 4 hours.
- At least one scissor lift is required on load-in and load-out days. More than one lift may be required on larger events.
- Polytak carpet protection is required for all rigging calls.

Equipment

RIGGING POINT PACKAGE	\$150 Per Point Per Day
Includes use of one (1) 1000 lbs rigging point and one (1) 1/2 ton chain motor.	
SCISSOR LIFT:	\$250 Per Day
POLYTAK CARPET PROTECTION	\$500 One-Time Charge
Includes up to 2000 sq ft of Polytak carpet protection. Additional Polytak will be billed at \$0.25 per sq ft.	

For CAD files, approval, and formal proposals please contact:
Nick Remini
Director of Sales, Event Productions
Encore Event Technologies
Office: (407) 345-4503, Mobile: (407) 701-8728
Email: nick.remini@avispl.com

INSTALLATION AND DISMANTLING LABOR ORDER

Straight Time: \$70.00 per personnel hour Overtime: \$87.50 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays.

A minimum charge is one hour per labor personnel, with a ten percent service charge on show site orders.

PLAN A: Installation and dismantling of display under the supervision of I&D PME Expo Services .

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and dismantling of display under the supervision of Exhibitor.

Please note the following:

- Labor personnel must be picked up at PME Expo Services Desk when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour charge per requested personnel.

Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain.

Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times.

FORKLIFT ORDER Straight Time: \$36.00 per personnel hour Overtime: \$58.00 per personnel hour Forklift: \$50.00 per hour

A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

INSTALL & DISMANTLE RECAP

Please check the appropriate box:		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PME Expo Services Supervision	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Exhibitor Supervision	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Forklift Crew
Install	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
Dismantle	Date: _____ Time: _____	Total Laborers: _____	Hours per Laborer: _____	\$ _____
PME Expo Services Supervision Install 35%:		PME Expo Services Supervision Dismantle 35%:	Forklift Fee: \$50.00	\$ _____
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:				\$ _____

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. PME Expo Services & its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. PME Expo Services and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by PME Expo Services, or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by PME Expo Services or its subcontractor.
3. PME Expo Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to PME Expo Services, within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against PME Expo Services or its subcontractor more than one year after the accrual of the cause of action.
5. PME Expo Services, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. PME Expo Services will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.

EXHIBITING FIRM:

BOOTH#:

NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

PME Expo Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A *NON-OFFICIAL CONTRACTOR IS:* Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the PME Expo Services Desk. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the PME Expo Services Desk by a representative who has verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules & Regulations* of this Exposition.

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent on or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at PME Expo Services, no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide PME Expo Services with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide PME Expo Services with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from PME Expo Services. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the PME Expo Services **Exhibitor Service Center**.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to PME Expo Services **no later than April 17, 2015.**

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names PME Expo Services, as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to PME Expo Services by **April 17, 2015**, Non-Official Contractor will be required to order labor from PME Expo Services.

INTENT TO USE NON-OFFICIAL CONTRACTORS

NOTIFICATION DEADLINE: April 17, 2015

EXHIBITING FIRM:	BOOTH #:
AUTHORIZED NAME AND TITLE:	
AUTHORIZED SIGNATURE:	

FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS:		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:	PHONE NUMBER:	FAX NUMBER:

NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above):	
DIRECT PHONE NUMBER:	TYPE OF SERVICE TO BE PERFORMED:

STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$40.75	\$55.00	\$
	Literature Stand	\$110.00	\$137.50	\$
	Waste Basket	\$15.50	\$21.00	\$
	Easel, Chrome	\$32.00	\$39.75	\$
	Café Table 30" round x 42" high	\$115.00	\$165.00	\$
	Bar Stool Black with Back Support	\$95.00	\$135.00	\$
	Bag Rack	\$60.00	\$80.00	\$

SPECIAL DRAPERY BACKGROUNDS—Ordered In 10' Increments

Check Color: Red Blue Black Teal Grey White

Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$
	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$

DRAPED DISPLAY TABLES—30" High x 24" Wide

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$89.75	\$115.50	\$
	6' Draped	\$99.25	\$138.50	\$
	8' Draped	\$107.25	\$154.50	\$
	4th Side Draped	\$22.00	\$33.00	\$

DRAPED DISPLAY COUNTERS—42" High x 24" Wide

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$95.75	\$129.25	\$
	6' Draped	\$108.75	\$147.00	\$
	8' Draped	\$120.50	\$162.75	\$
	4th Side Draped	\$22.00	\$29.75	\$

TABLE RISERS AND DRAPING

Check Color: Red Blue Black Teal Grey White Burgundy

Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$35.25	\$47.50	\$
	6' x 10" x 12" Draped	\$45.00	\$60.75	\$
	8' x 10" x 12" Draped	\$57.75	\$78.00	\$

FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.

Subtotal \$

Tax @ 6.5% \$

EXHIBITING FIRM:

BOOTH #:

Total \$

STANDARD CARPET ORDER

CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color: Black Blue Grey Burgundy Red

Quantity	Description	Discount Price	Standard Price	Total
	8' x 10'	\$115.00	\$153.50	\$
	8' x 20'	\$230.00	\$316.75	\$
	8' x 30'	\$325.00	\$380.00	\$
	8' x 40'	\$490.00	\$653.50	\$
	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$

DELUXE & SPECIAL CUT CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at further shows at a very reasonable cost. Carpeting is 30 oz. stain-resistant Zefron Nylon. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.

- | | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Gunmetal | <input type="checkbox"/> Misty Grey | <input type="checkbox"/> Bay Water | <input type="checkbox"/> Cherry Red |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Silver Mist | <input type="checkbox"/> Baby Blue | <input type="checkbox"/> Ebony |
| <input type="checkbox"/> Navy | <input type="checkbox"/> Sky Blue | <input type="checkbox"/> Dusty Rose | <input type="checkbox"/> Light Teal |

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.

RENTAL PRICE order includes installation, carpet padding, poly covering and removal.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$3.25/Sq. Ft. \$ _____

PURCHASE PRICE order includes installation, carpet padding, poly-covering and removal.

Freight handling charges at the close of the show will be additional.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$4.25/Sq. Ft. \$ _____

CARPET PADDING order includes installation and disposing of padding. Padding is only offered at the purchase price.

Carpet Color _____ Booth Size _____ X _____ = _____ Sq. Ft. @ \$0.75/Sq. Ft. \$ _____

EXHIBITING FIRM:

BOOTH #

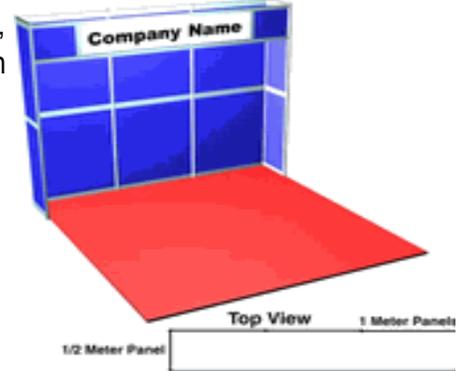
Subtotal \$

Tax @ 6.5% \$

Total \$

RENTAL EXHIBITS ORDER FORM

ALL PME EXPO SERVICES RENTAL EXHIBIT PACKAGES INCLUDE: One 6' skirted table and two chairs, one wastebasket, Installation and Dismantle Labor, Standard Booth Carpeting, three 75-watt header copy (*in black*), and daily booth vacuuming.



PME EXPO SERVICES BASIC RENTAL

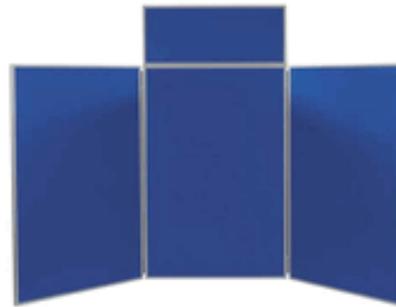
10-foot Exhibit (Please indicate instructions for header below)

Choose 1: Standard White Panels - \$1,000.00 Velcro Panel - \$1,425.00*
*Indicate Velcro Color: Black Silver
Indicate Carpet Color: Blue Red Grey
Indicate Drape Color: Blue Red Grey Black
 White

PME EXPO SERVICES RENTAL EXHIBIT HEADER TO READ:

Table Top Display
6' Wide X 4' Tall - Folding Panels

Indicate Color: Black Grey
 \$300.00 Advance \$375.00 Standard



EXHIBITING FIRM:
BOOTH#

Subtotal	\$
Tax @ 6.5%	\$
Total	\$

We can create anything from a single booth to a large multi-dimensional selling environment. Call 407-654-0749 for additional booth designs.

All rental orders received after the deadline date will be charged an additional 50%.

FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$66.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$39.50	\$
	Large Fern	\$39.50	\$
	2' Green Plant	\$49.50	\$
	3' Green Plant	\$55.00	\$
	4' Green Plant	\$66.00	\$
	5' Green Plant	\$77.00	\$
	6' Green Plant	\$88.00	\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 6.5%	\$
Total	\$

BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

CARPET SERVICE (Check One)

<input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens)	\$0.50/sq. ft. X _____ sq. ft. = _____	\$
<input type="checkbox"/> Vacuum Booth Carpet—Daily (Before show opens, and each morning before show opens)	\$0.40/sq. ft. X _____ sq. ft. X _____ days = _____ Indicate dates required: _____	\$

PORTER SERVICE

<input type="checkbox"/> Empty wastebaskets, police floor at 2 hour intervals.	\$67.00 per day Indicate dates required: _____	\$
--	---	----

Booth Cleaning Total \$

NOTE: All rental carpets are clean upon delivery to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

Please include any specific instructions:

EXHIBITING FIRM:

BOOTH#

HARDWARE RENTAL ORDER FORM

Qty	Video Equipment	Discount Price	Standard Price	Total
	1/2" VHS With Auto Repeat	\$125	\$160	\$
	DVD Player (Standard)	\$190	\$240	\$
	20" TV / VCR Combo Unit	\$315	\$395	\$
	20" Video Monitor / Receiver	\$195	\$245	\$
	25" Video Monitor / Receiver	\$225	\$310	\$
	54" Roll cart Stand with Drape	\$50	\$95	\$

Qty	LCD & Plasma Monitors	Discount Price	Standard Price	Total
	17" Flat Screen LCD Monitor (1280 x 1024)	\$125	\$160	\$
	20" Flat Screen LCD Monitor (1280 x 1024) BLACK	\$150	\$195	\$
	20" Flat Screen LCD Monitor (1600x1200/Video Input/Audio Bar)	\$150	\$195	\$
	37" Plasma Display (1024 x 768, 4:3 Ratio)	\$250	\$325	\$
	42" Plasma Display (1024 x 768, 16:9 Ratio)	\$450	\$585	\$
	50" Plasma Display (1280 x 932, 16:9 Ratio)	\$650	\$845	\$
	Plasma Floor Stand (Cobra or Dual Post)	\$75	\$95	\$

Qty	Projection Equipment	Discount Price	Standard Price	Total
	XGA LCD Projector (1024 x 768, 1800 Lumens)	\$940	\$975	\$
	SXGA LCD Projector (1024 x 768, 3000 Lumens)	\$1,275	\$1,745	\$
	Overhead Projector (4000 Lumens)	\$115	\$145	\$
	6' Tripod Screen	\$75	\$95	\$
	8' Tripod Screen	\$95	\$120	\$

Qty	Audio Equipment	Discount Price	Standard Price	Total
	Powered Speak With Floor Stand (150 Watts)	\$75	\$95	\$

EXHIBITING FIRM:	BOOTH #	Delivery Charge	\$ 100.00
Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 15 days of delivery.		Subtotal	
		Tax @ 6.5%	\$
		Total	\$



Guidelines for Display Rules & Regulations 2011 Update



Contents



Linear Booth and Corner Booth

4



Perimeter Booth

5



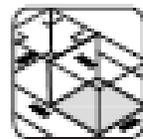
End-cap Booth

6



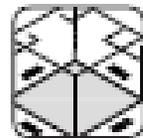
Peninsula Booth

7



Split Island Booth

8



Island Booth

9



Extended Header Booth

10



Other Important Considerations

11

Issues Common To All Booth Types

12-13

Advisory Notes To Exhibition Organizers

14

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Guidelines for Display Rules and Regulations 2011 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2011 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition and event organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

For display rules and regulations specific to an exhibition or event,
consult the exhibition or event organizer.

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Linear Booth

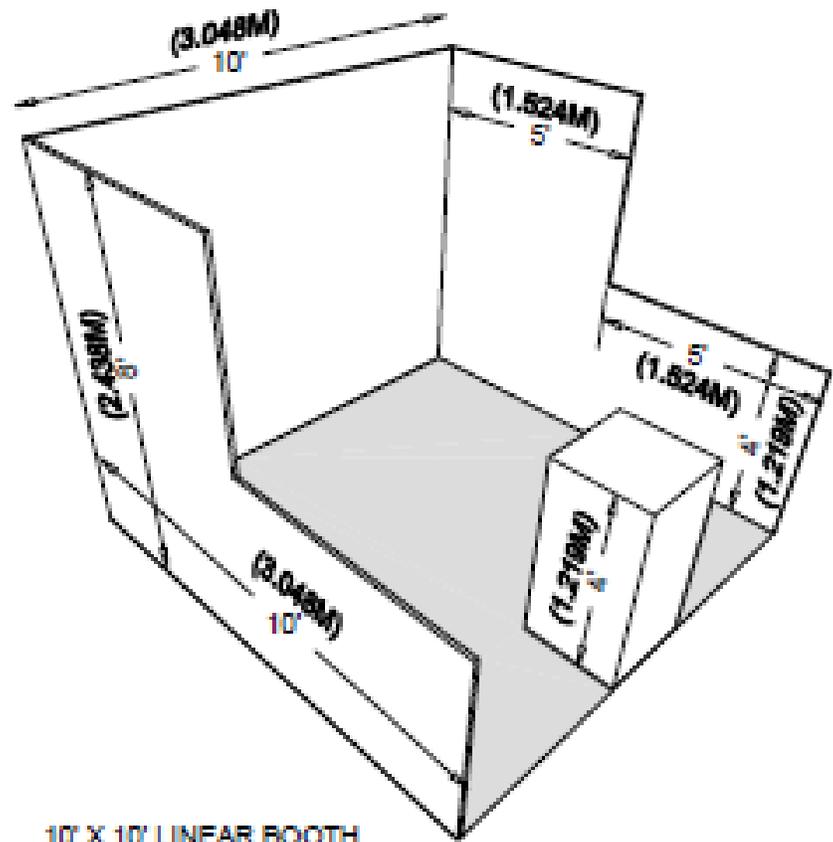
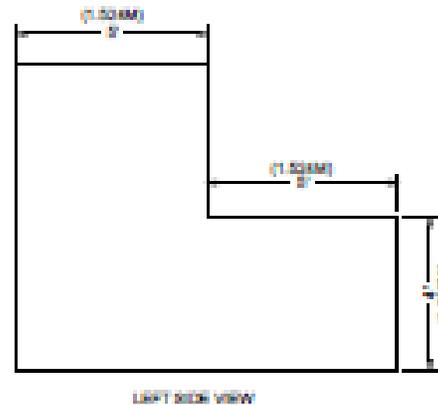
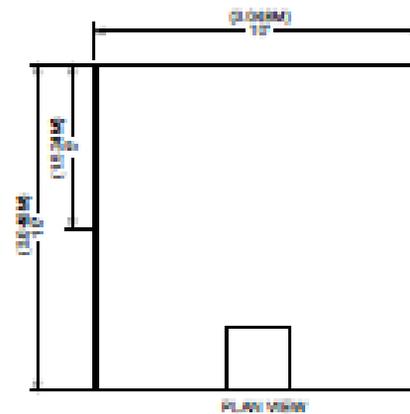
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

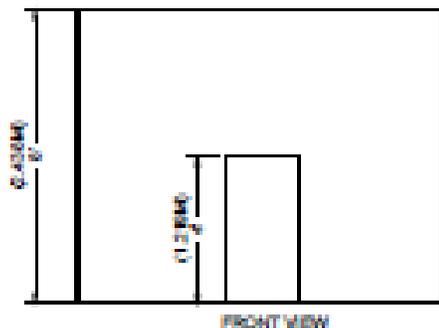
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

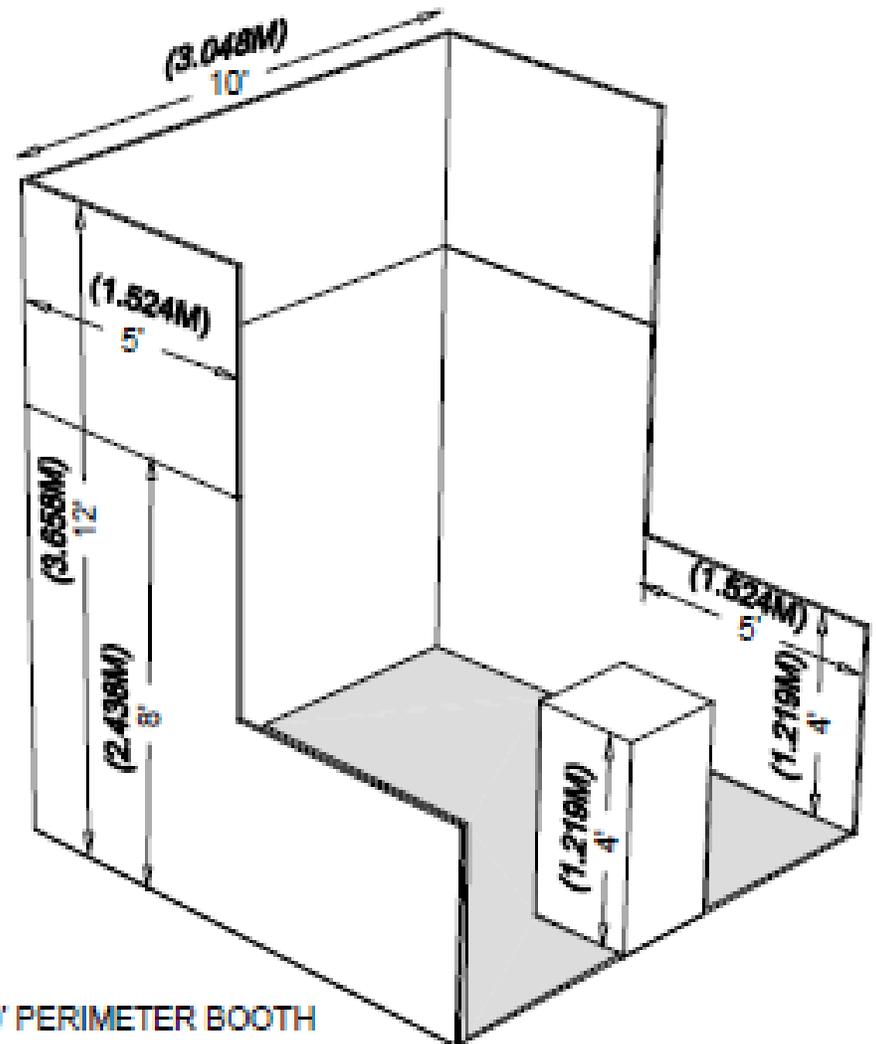
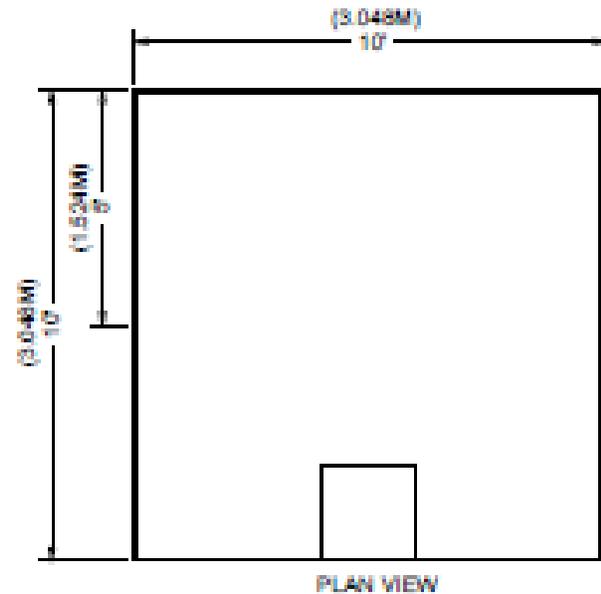
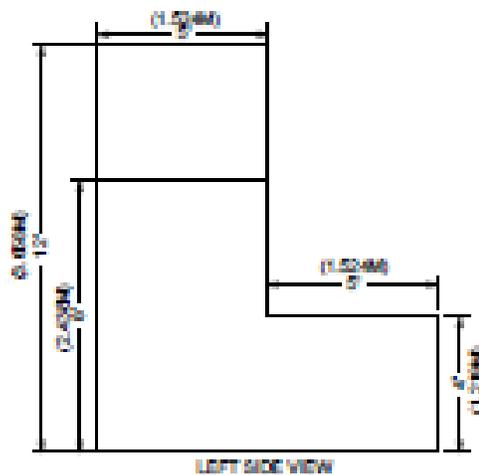
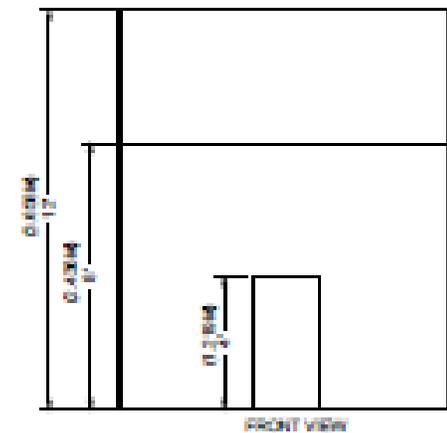


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



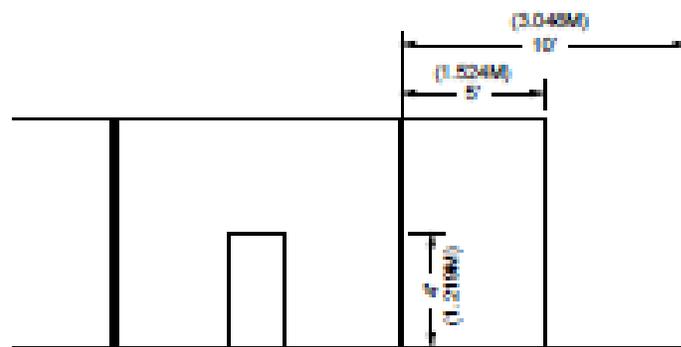
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End-cap Booth

An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

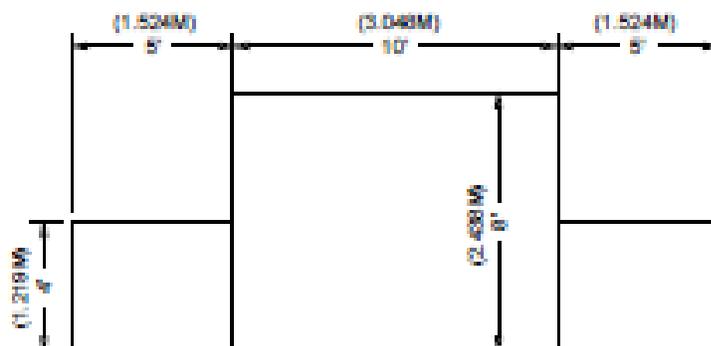
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



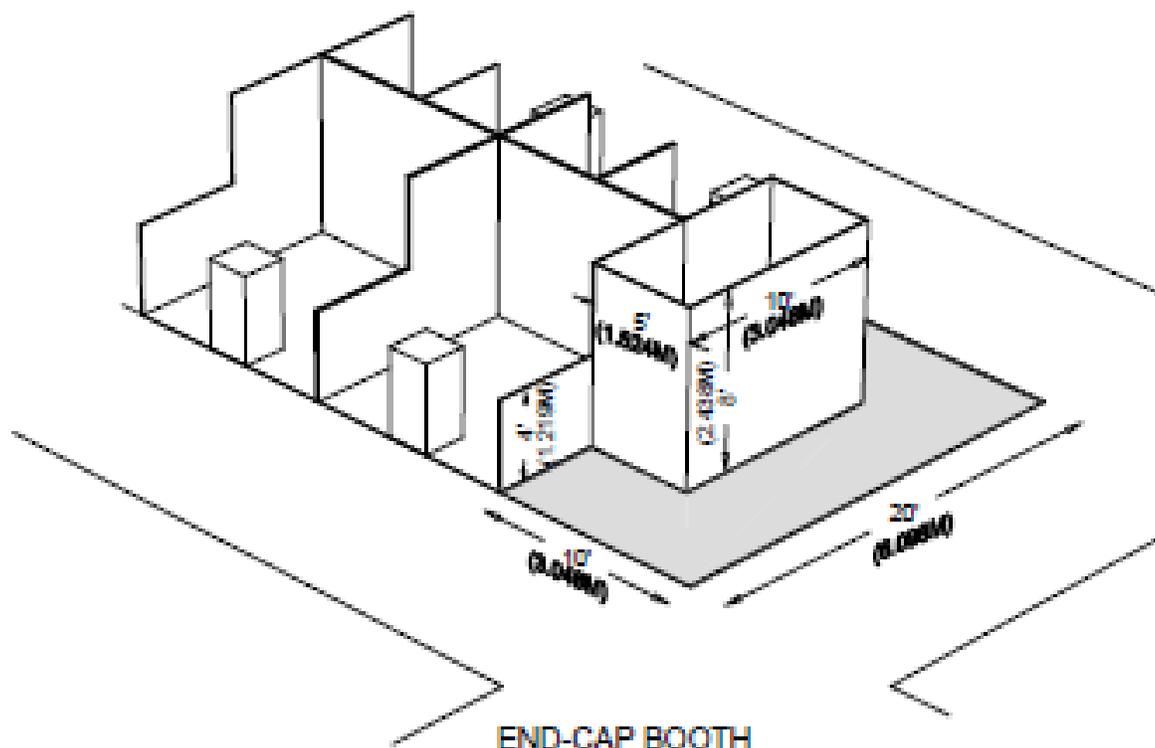
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



END-CAP BOOTH

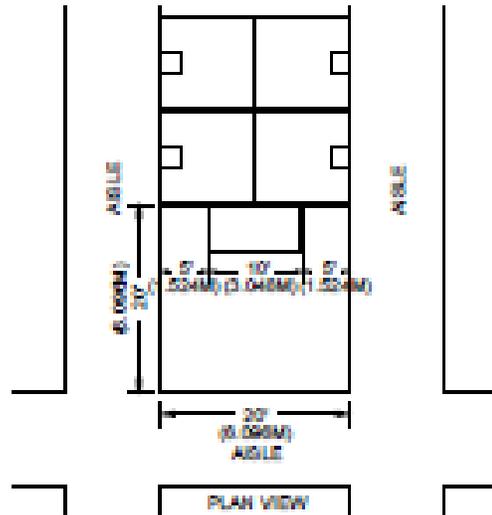
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Peninsula Booth

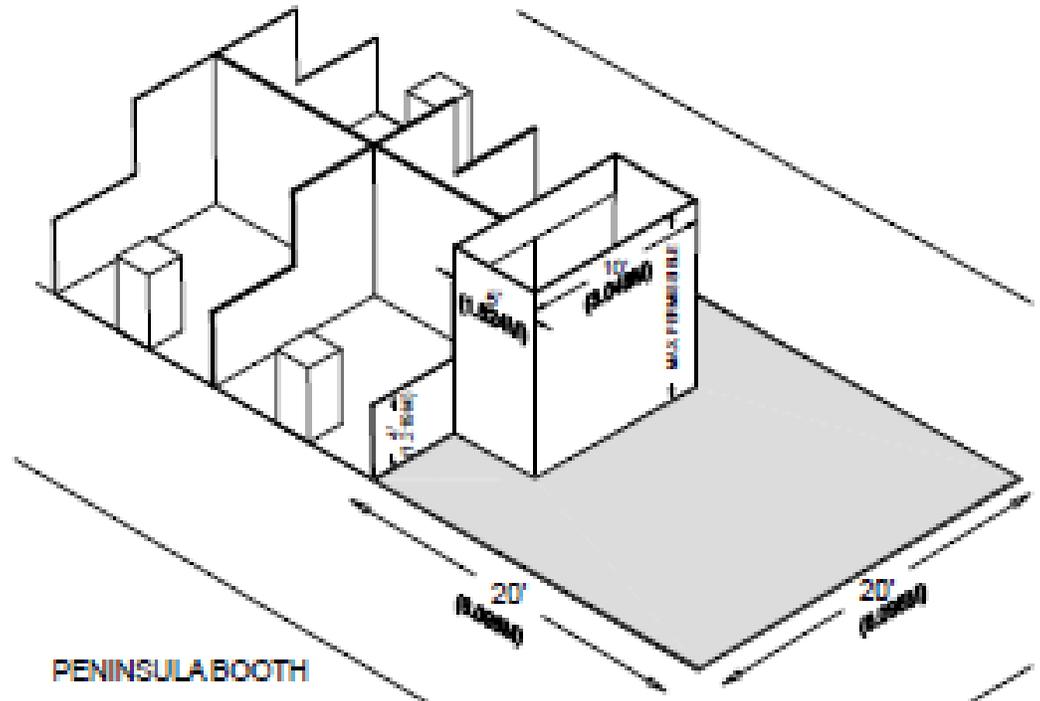
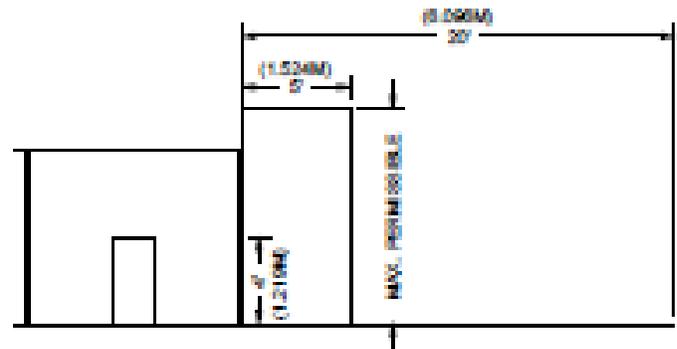
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



FRONT VIEW



PENINSULA BOOTH

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Island Booth

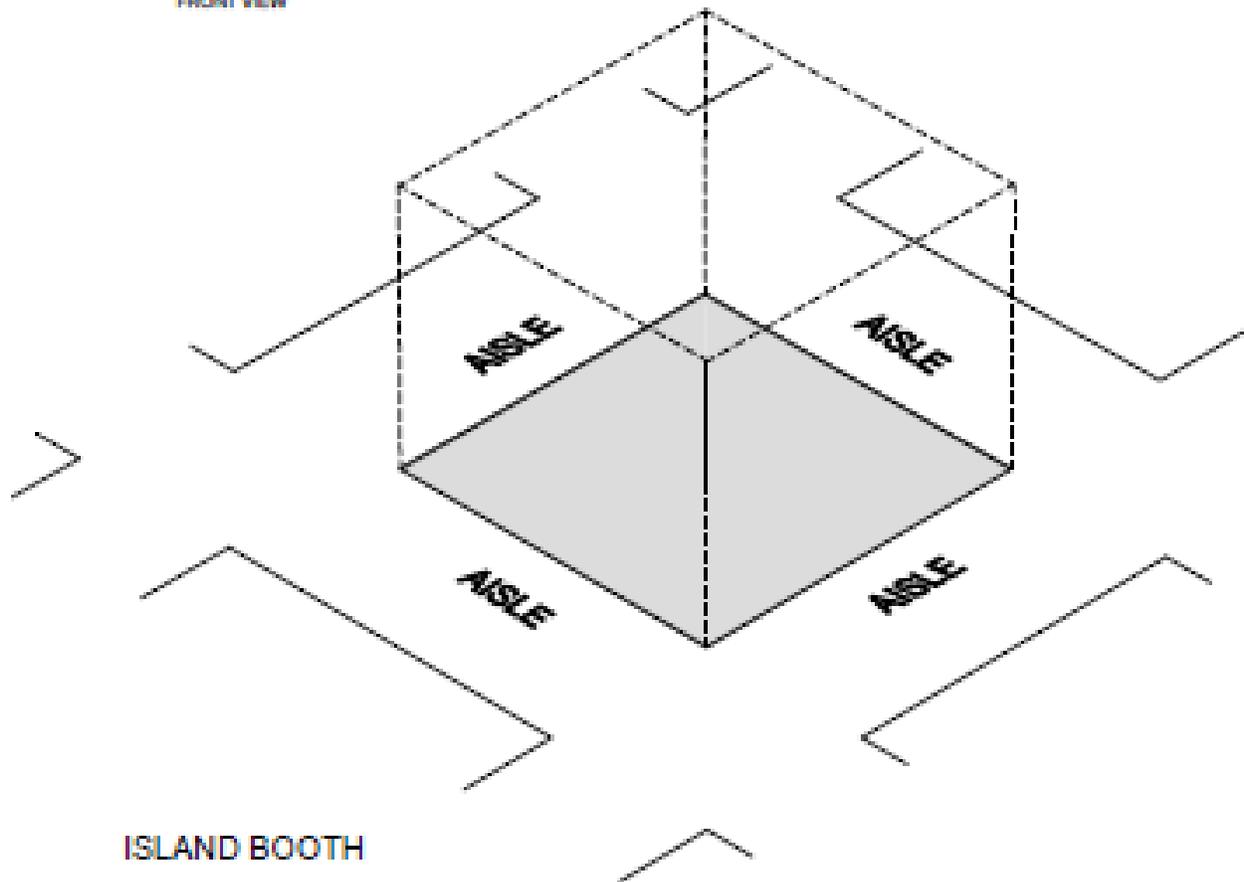
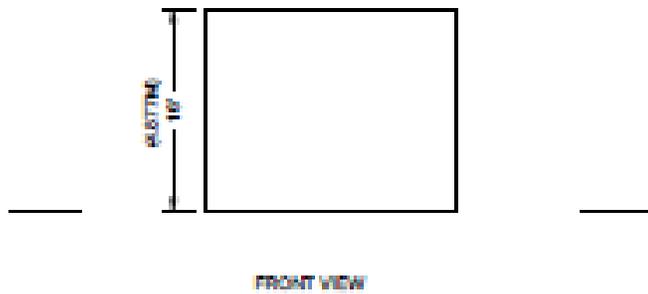
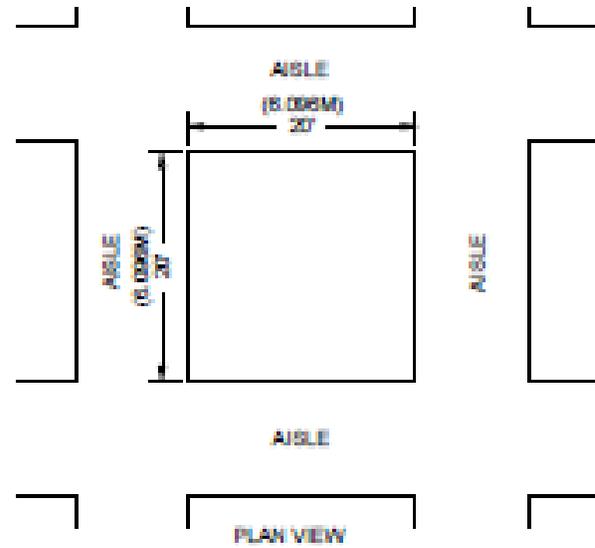
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



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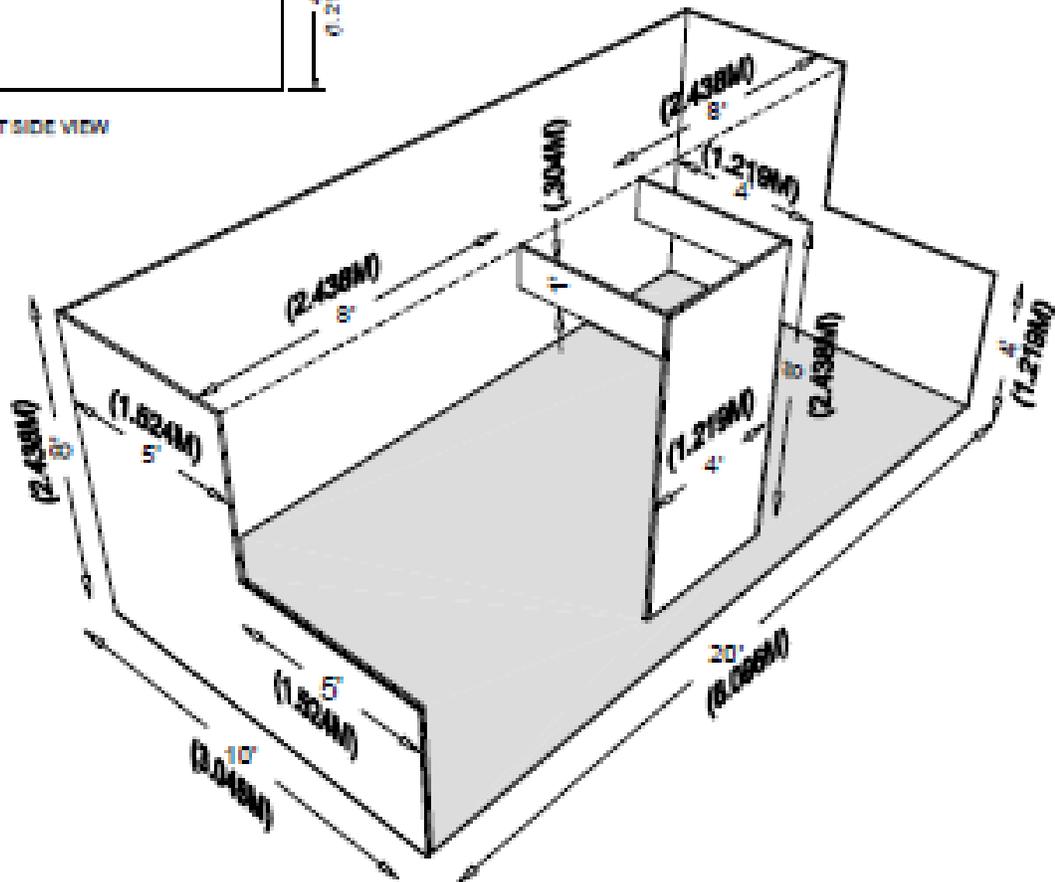
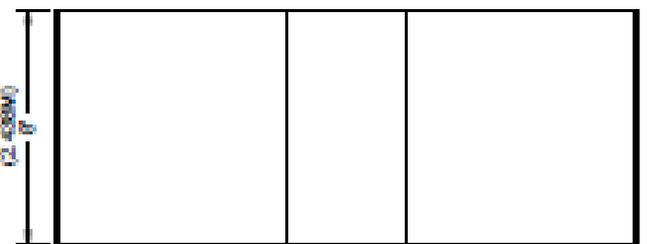
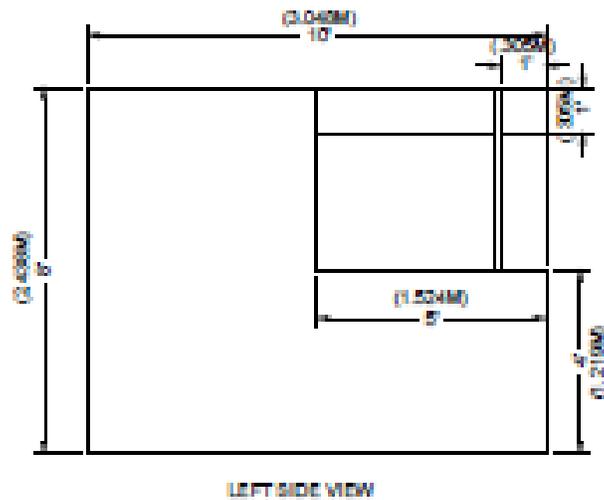
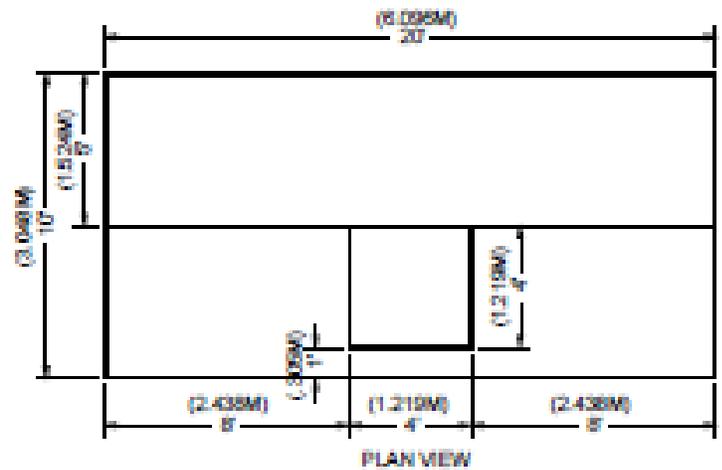
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Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

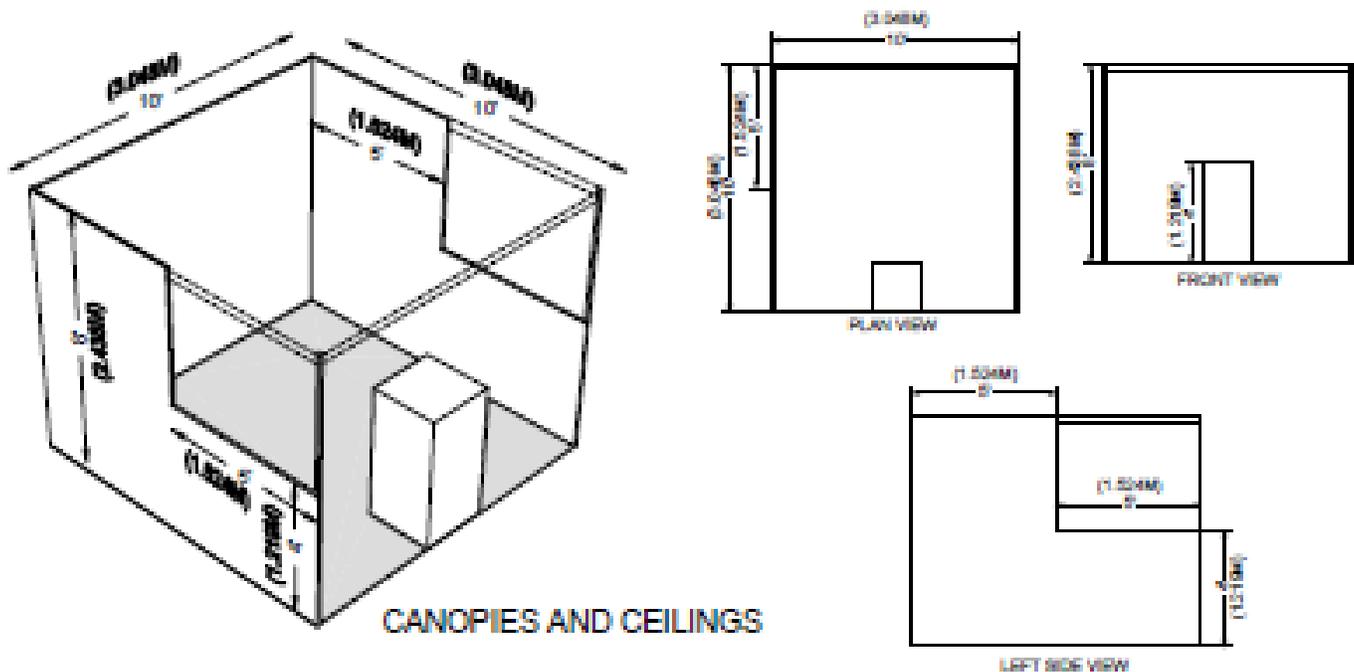
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Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

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Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.usdoj.gov/crt/ada/ndahom1.htm.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

(continued on next page)

Issues Common To All Booth Types *(continued)*

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding firesafety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

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Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although the *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have hanging signs labeled and cased separately so that they can be easily identified on site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Spaces: It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for their exhibition based on the nature of their exhibition and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibition organizer to allow use of full cubic content in linear exhibit space or to observe the line-of-sight set-back rule. It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Organizers that permit use of cubic content in linear booths do so for one or all of these reasons:

- Cubic content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these areas.

It is prudent for the exhibition organizer considering cubic content to examine the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibition organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition.

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Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large peninsulas and islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions to define exhibit space. Exhibition organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some exhibitions require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Height Variances: Height Variances may be issued for all types of booths. However, in a linear booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics, and/or logos.

Environmental Responsibility: Exhibitions, by their very nature, create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.

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