



**Reel Animals Boat Show & Fishing Expo
November 17-19, 2017
Florida State Fairgrounds
Tampa, FL**



PME Expo Services is proud to be your Exposition Management team for the Reel Animals Boat Show & Fishing Expo November 17-19, 2017 at the Florida State Fairgrounds, Tampa, FL. 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
Booth Size: 10' x 10'
Booth Includes: Pipe & drape and identification sign

- **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:

Tuesday	October 16, 2017	Shipments may begin arriving at warehouse
Friday	November 10, 2017	Discount deadline for orders received with payment
Tuesday	November 14, 2017	Last day for advance shipments to arrive at the warehouse without surcharges

Do Not Ship to Show Site Prior to Wednesday November 15, 2017. Freight will incur additional costs or could be refused by the facility.

• Show Schedule:

Show Schedule on Next Page

Please inform your drivers to be checked in at the Customer Services Desk by 10:00am on Monday November 20, 2017. Freight not picked up by 11:00am will be redirected using the show carrier. All Exhibit Materials must be off the show floor by noon.

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 -
c/o S&K Transport
5113 W. Idlewild Ave.
Tampa, FL 33634
2017 RABS

Company Name Booth #

Direct to Show site:

Reel Animals Boat Show & Fishing Expo
For PME Expo Services 2017 RABS

Company Name & Booth #
4800 U.S. Hwy 301 North
Tampa, FL 33610

Shipments arriving at show site.

Shipments arriving at show site before the designated move-in date could incur additional cost or 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

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
November 10, 2017**



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SHOW SCHEDULE

Wednesday	November 15, 2017	Exhibitor Move-in	8:00am - 5:00pm
Thursday	November 16, 2017	Exhibitor Move-in	8:00am - 6:00pm
Friday	November 17, 2017	Exhibitor Move-in	8:00am - 9:00am
Friday	November 17, 2017	Show Hours	10:00am - 6:00pm
Saturday	November 18, 2017	Show Hours	10:00am - 6:00pm
Sunday	November 19, 2017	Show Hours	10:00am - 5:00pm
Sunday	November 19, 2017	Move Out	5:00pm - 10:00pm
Monday	November 20, 2017	Move Out	8:00am - NOON

Please inform your drivers to be checked in at the PME Service Desk in the show hall by 10:00am Monday, November 20, 2017. Freight not picked up by 11:00am will be redirected using the show carrier. All Exhibit Materials must be off the show floor by Noon.



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PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard VISA American Express Corporate Personal

Account Number

EXPIRATION DATE

				____ / ____
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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 - order directly with Fairgrounds	
Shipping & Handling	\$
Installation & Dismantle Labor	\$
Furnishing, Carpet & Accessories	\$
Rental Exhibits	\$
Pedestal Order	\$
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 show site below.	

Payment Policy

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.

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.

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.

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.

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.

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.

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:



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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 twenty one (21) days prior to the show move-in date. Such shipments must arrive on or before November 14, 2017 between 8:00am & 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
November 14, 2017

TO: PME Expo Services
 2017 RABS
 Company Name & Booth #
 c/o S&K Transport
 5113 W. Idlewild Ave.
 Tampa, FL 33634

SHIPMENTS TO SHOW SITE

- All shipments arriving prior to November 15, 2017 freight may incur additional costs or 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 November 15, 2017
Facility could refuse shipment.

TO: PME Expo Service
 Florida State Fairgrounds
 2017 RABS
 Company Name & Booth #
 714800 U.S. Hwy 301 North
 Tampa, FL 33610

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.



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FOR ADVANCE SHIPMENTS
 TO ARRIVE BY November 14, 2017

RUSH

EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

PME Expo Services
 Company Name & Booth #
 c/o S&K Transportation
 5113 W. Idlewild Ave.
 Tampa, FL 33634

Name of Show: 2017 RABS
 Booth #: _____
 #Of Pieces: _____
 Carrier: _____

FOR ADVANCE SHIPMENTS
 TO ARRIVE BY November 14, 2017

RUSH

EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

PME Expo Services
 Company Name & Booth #
 c/o S&K Transportation
 5113 W. Idlewild Ave.
 Tampa, FL 33634

Name of Show: 2017 RABS
 Booth #: _____
 #Of Pieces: _____
 Carrier: _____

FOR ADVANCE SHIPMENTS
 TO ARRIVE BY November 14, 2017

RUSH

EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

PME Expo Services
 Company Name & Booth #
 c/o S&K Transportation
 5113 W. Idlewild Ave.
 Tampa, FL 33634

Name of Show: 2017 RABS
 Booth #: _____
 #Of Pieces: _____
 Carrier: _____

FOR ADVANCE SHIPMENTS
 TO ARRIVE BY November 14, 2017

RUSH

EXHIBITION MATERIALS

To: _____
EXHIBITOR NAME

PME Expo Services
 Company Name & Booth #
 c/o S&K Transportation
 5113 W. Idlewild Ave.
 Tampa, FL 33634

Name of Show: 2017 RABS
 Booth #: _____
 #Of Pieces: _____
 Carrier: _____



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MATERIAL HANDLING RECAP

Advanced Warehouse We will ship ____ pieces @ ____ lbs. @ \$65.00 per 100 lbs. (200 lb. minimum)	\$
Show Site We will ship ____ pieces @ ____ lbs. @ \$75.00 per 100 lbs. (200 lb. minimum)	
Small Package Charge @ \$25.00 (25 lb. maximum)	\$
Loose/Uncrated/Pad Wrapped @ \$95.00 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 Number of Containers:	Total Number of Containers:	Total Number of Containers:
Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:	Total Weight of Shipment:
Carrier:	Carrier:	Carrier:	Carrier:
Pro #:	Pro #:	Pro #:	Pro #:

EXHIBITING FIRM: _____ **BOOTH#:** _____

DEADLINE DATE
November 10, 2017



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MATERIAL HANDLING RATES

- \$65.00 per hundred weight (or fraction thereof).
- Minimum of \$130.00 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.



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LABOR JURISDICTIONS

Exhibit Labor Jurisdictions

PME Expo Services claims labor jurisdiction for the installing, dismantling, and cleaning of pre-fabricated exhibits and displays when this work is done by persons other than the fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor, PME Expo Services.

Freight Handling Jurisdiction

PME Expo Services has the responsibility of receiving and handling all exhibit material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. PME Expo Services will not be responsible, however, for any materials they do not handle. PME Expo Services will have complete control of the loading dock at all times. If you wish to unload or load you must report to the PME Expo Services desk. Do not proceed to the docks until told to do so.

Vehicle must not be left unattended at the loading areas. Any unattended vehicle(s) will be towed away at owners' expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with PME Expo Services to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the labor has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and PME Expo Services

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 PME Expo Services 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 of PME Expo Services.

CURBSIDE CART SERVICE

\$35.00 PER CART



Quantity	Price	Total
	\$35.00 per cart	

Credit Card Charge Authorization

(All Information Must Be Provided)

MasterCard VISA American Express Corporate Personal

EXPIRATION DATE

Account Number:

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	/	
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<u>Card Holders Name (Please Print)</u>		
<u>Billing Address</u>		
<u>City</u>	<u>State</u>	<u>Zip</u>
<u>Phone Number</u>	<u>Fax Number</u>	
<u>Email Address</u>		
<u>Card Holders Signature</u>		
<u>Company Name</u>	<u>Booth #</u>	

EXHIBITING FIRM:	BOOTH#:
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INSTALLATION AND DISMANTLING LABOR ORDER
Straight Time: \$55.00 per personnel hour Overtime: \$95.00 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 .	PLAN B: Installation and dismantling of display under the supervision of Exhibitor.
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|--|--|
| Please note the following: <ul style="list-style-type: none"> • 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. | Please note the following: <ul style="list-style-type: none"> • 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: \$56.00 per personnel hour Overtime: \$84.00 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"/> PME Expo Services Supervision	<input type="checkbox"/> Exhibitor Supervision	<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#:** _____



3315 Maggie Blvd
 Suite 300
 Orlando, Florida 32811

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

DEADLINE DATE
November 10, 2017



**Reel Animals Boat Show & Fishing Expo
November 17-19, 2017
Florida State Fairgrounds
Tampa, FL**



**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 September 29, 2017

- "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

If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to PME Expo Services by September 29, 2017, Non-Official Contractor will be required to order labor from PME Expo Services.

**INTENT TO USE NON-OFFICIAL CONTRACTORS
NOTIFICATION DEADLINE: *September 29, 2017***

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:



Reel Animals Boat Show & Fishing Expo
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Florida State Fairgrounds
Tampa, FL



STANDARD FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES

Quantity	Description	Discount Price	Standard Price	Total
	Basic Side Chair	\$ 38.00	\$ 55.00	\$
	Folding Chair	\$ 19.00	\$ 26.00	\$
	Literature Stand	\$ 80.00	\$105.00	\$
	Waste Basket	\$ 16.00	\$ 22.00	\$
	Easel, Chrome	\$ 25.00	\$ 30.00	\$
	Café Table 30" round x 42" high	\$105.00	\$125.00	\$
	Bar Stool Black with Back Support	\$ 80.00	\$105.00	\$
	Bag Rack	\$ 85.00	\$120.00	\$

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	\$ 80.00	\$100.00	\$
	6' Draped	\$100.00	\$125.00	\$
	8' Draped	\$120.00	\$150.00	\$
	4th Side Draped	\$ 35.00	\$ 75.00	\$

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	\$100.00	\$120.00	\$
	6' Draped	\$120.00	\$145.00	\$
	8' Draped	\$140.00	\$170.00	\$
	4th Side Draped	\$ 33.00	\$ 75.00	\$

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	\$ 55.00	\$ 65.00	\$
	6' x 10" x 12" Draped	\$ 75.00	\$ 85.00	\$
	8' x 10" x 12" Draped	\$ 95.00	\$105.00	\$

<p align="center"><i>FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT PME Expo Services FOR ORDERING AND PRICING DETAILS.</i></p>	Subtotal	\$
	Tax @ 7%	\$
EXHIBITING FIRM:	BOOTH #:	Total \$



Reel Animals Boat Show & Fishing Expo
November 17-19, 2017
Florida State Fairgrounds
Tampa, FL



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
	10' x 10'	\$ 95.00	\$130.00	\$
	10' x 20'	\$145.00	\$180.00	\$
	10' x 30'	\$195.00	\$220.00	\$
	10' x 40'	\$245.00	\$270.00	\$
	Carpet Padding per 10' x 10' space	\$55.00 x _____	\$105.00 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 @ 7% \$
	Total \$



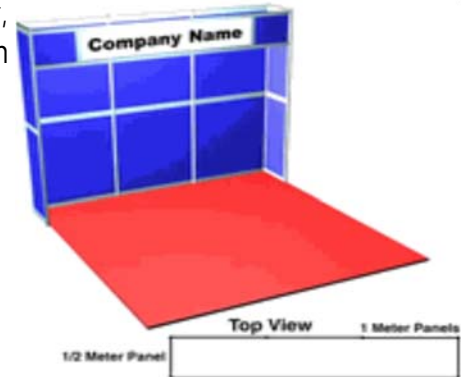
3315 Maggie Blvd
 Suite 300
 Orlando, Florida 32811

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

DEADLINE DATE
November 10, 2017

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

Shelves Qty: _____ Cost \$65.00 each Subtotal \$ _____

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 @ 7%	\$
Total	\$

We can create anything from a single booth to a large multi-dimensional selling environment. Call 407-730-3886 for additional booth designs.

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



Reel Animals Boat Show & Fishing Expo
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FLORAL SERVICE ORDER FORM

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL
	Flower Arrangement	\$76.00	\$
	Seasonal Flowering Plants (ie: Mums, Azalea, etc.)	\$49.50	\$
	Large Fern	\$49.50	\$
	2' Green Plant	\$59.50	\$
	3' Green Plant	\$65.00	\$
	4' Green Plant	\$76.00	\$
	5' Green Plant	\$81.00	\$
	6' Green Plant	\$98.00	\$



Plants may vary from pictures in color and size.

Subtotal	\$
Tax @ 7%	\$
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#** _____

DEADLINE DATE
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AV/HARDWARE RENTAL ORDER FORM
 All pricing listed for AV & Hardware is for the entire Conference.

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 @ 7%	\$
		Total	\$



CREDIT CARD AUTHORIZATION

Please complete the information requested below and return this form with your order.
We require your credit card authorization to be on file before we can process your order for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show/site orders placed by your representative.

FAX TO: 813-740-3514 OR (if busy, alternate Fax # 813-740-3505)

MAIL TO: FLORIDA STATE FAIR AUTHORITY, P.O. BOX 11766, TAMPA, FL. 33680

COMPANY NAME _____	BOOTH NO. _____
COMPANY ADDRESS _____	
TELEPHONE _____	CELL _____
AUTHORIZED SIGNATURE _____	
PROVIDE EMAIL ADDRESS IF REQUESTING CONFIRMATION _____	

CREDIT CARD TYPE: AMERICAN EXPRESS DISCOVER MASTER CARD VISA

PLEASE PRINT CLEARLY

ACCOUNT NUMBER																	EXP. DATE				
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	--	--	--	--

Security Code from back / front of Card required					
--	--	--	--	--	--

AUTHORIZED SIGNATURE REQUIRED _____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

CARDHOLDER'S NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____



Rates in effect
July 1, 2017
through
June 30, 2018

FLORIDA STATE FAIR AUTHORITY ELECTRICAL SERVICE ORDER FORM

P.O. Box 11766 Tampa, Florida 33680-1766
Telephone. (813) 663-3663 Fax (813) 740-3514
Email: Sharon.hanna@floridastatefair.com

Name of Event: _____ Event Dates: _____
 Exhibitor Name: _____ Booth #: _____
 Address, City, State, Zip: _____
 Phone #: _____ Fax #: _____ Mobile #: _____
 Authorized Person: _____ E-mail: _____

RATES:	Advance Price*	Floor Price		Quantity		SUB TOTAL	FSFA Only
				ADV.	FLR.		
120 volts							
*0001-1000 watts (10 amps)	\$90.00	109.00	X				
1001 - 2000 watts (20 amps)	\$142.00	\$166.00	X				
2001 - 3000 watts (30 amps)	\$178.00	\$215.00	X				
208 Volts Single Phase							
20 amps	\$191.00	\$227.00	X				
30 amps	\$227.00	\$275.00	X				
50 amps	\$355.00	\$459.00	X				
60 amps	\$383.00	\$514.00	X				
100 amps	\$573.00	\$777.00	X				
200 amps	\$1063.00	\$1288.00	X				
208 Volts Three Phase							
20 amps	\$227.00	\$293.00	X				
30 amps	\$269.00	\$364.00	X				
60 amps	\$538.00	\$658.00	X				
100 amps	\$604.00	\$860.00	X				
200 amps	\$1267.00	\$1,684.00	X				
400 amps	\$2,065.00	\$2,539.00	X				
Transformer Call for Price							
150 watt Flood Light	\$84.00	\$111.00	X				
300 watt Flood Light	\$106.00	\$129.00	X				
Single Extension Cord	\$38.00	\$48.00	X				
Quad Outlet/Power Strip	\$43.00	\$56.00	X				
PLEASE SUPPLY A BOOTH LAYOUT WITH ALL ORDERS DISPLAYING WHERE THE OUTLET/S ARE NEEDED							
GRAND TOTAL	(sales tax is not charged)					\$	

Prices are subject to change depending on prevailing labor rates.

***Advance Price: to receive discounted price, payment must be received with the order form at least 14 calendar days prior to event's first move-in date.**

Full Payment is required with order unless prior arrangements have been made with Fairgrounds Electrical Processing staff. Rates quoted for all connections only cover the installment of service to the booth. Special placement or relocation of service will result in an additional labor charge.

Cancellations: Advance notice of cancellation must be received at least 2 business days prior to the 1st load-in/move-in day of the event in order to receive a refund. A 15% administrative fee will be deducted from all refunds related to cancellations.

Refunds will not be issued if electrical hook-ups have already been installed by the staff.

PAYMENT INFORMATION Purchase Orders **WILL NOT** be accepted. Absolutely **NO** Checks accepted during move-in. Checks are only accepted by mail 14 calendar days prior to first move-in day of event. A completed Fairgrounds Credit Card Authorization Form must be included with electrical order form to process by credit card.

1. Orders must be received a minimum of fourteen (14) calendar days prior to scheduled event's first move-in date for discount rates. Orders received less than fourteen (14) calendar days prior to scheduled event's first move-in date will be charged at the "floor price" order rates.
2. Florida State Fair Authority (**FSFA**) 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 a FSFA Electrician. FSFA 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 a person other than a FSFA Electrician.
3. A separate outlet must be ordered for each location where electricity is needed. Outlets may not be combined for multiple locations or booth spaces.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for FSFA 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. Additional service charges and labor charges 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.
6. All equipment regardless of source of power, must comply with Federal, State, and local codes. FSFA reserves the right to inspect all electrical devices and connections to insure compliance with all codes. FSFA is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
7. Standard wall and other permanent utility outlets or sockets are not part of booth space and may not be used by exhibitors.
8. 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, amps, watts, etc.
9. All exhibitor's cords must be minimum of 14/3 with grounds. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. A \$20.00 service charge will be assessed for all returned checks and credit cards per instance or each time the check/charge is rejected.
11. Material and equipment furnished by FSFA for this service order is furnished on a rental basis and remains the property of FSFA and shall be removed ONLY by FSFA Employees. Price also includes all necessary disposable supplies.
12. FSFA Employees are authorized to cut floor coverings when essential for installation of service.
13. 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 FSFA Electrician prior to close of event.
14. Credit will not be given for service installed and not used.
15. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collections, or to file a lien, or foreclosure, or otherwise, exhibitor will pay FSFA its attorney fees or applicable agency fees.
16. An interest charge of 1.5% per month will be assessed on any unpaid balances starting 30 days after the date of invoice until balance is paid in full.
17. Exhibitor holds FSFA harmless for any and all losses of power beyond FSFA'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.
18. FSFA Electrical Department will be responsible for:
 - All under carpet distribution of electrical wiring.
 - All motor and equipment hook-ups requiring hardwire connections or by licensed contractor at discretion of FSFA.
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the Electrical order form.
19. 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.