IAQA 2020 Annual Meeting & Expo
February 19-21, 2020
Palm Beach County Convention Center
## Exhibitor Kit Forms:

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Package &amp; Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Exhibit Area Installation &amp; Dismantle</td>
<td>4</td>
</tr>
<tr>
<td>Lead Retrieval Rental (VarIT)</td>
<td>5</td>
</tr>
<tr>
<td>Electrical/Mechanical Services (PBCC)</td>
<td>6-9</td>
</tr>
<tr>
<td>Audio/Visual &amp; Services (IMS)</td>
<td>10</td>
</tr>
<tr>
<td>Telecommunication Services (PBCC)</td>
<td>11</td>
</tr>
<tr>
<td>Catering (PBCC)</td>
<td>12-15</td>
</tr>
<tr>
<td>UPS Freight Information</td>
<td>16-17</td>
</tr>
<tr>
<td>Payment &amp; Credit Card Authorization Form</td>
<td>18</td>
</tr>
<tr>
<td>Limits of Liability &amp; Responsibility</td>
<td>19</td>
</tr>
<tr>
<td>Payment Policies</td>
<td>20</td>
</tr>
<tr>
<td>Standard Booth Furnishings &amp; Carpet Order Form</td>
<td>21</td>
</tr>
<tr>
<td>Plush Booth Carpet Order Form</td>
<td>22</td>
</tr>
<tr>
<td>Booth Cleaning &amp; Porter Services Order Form</td>
<td>23</td>
</tr>
<tr>
<td>Intent to Use Non-Official Contractors Form</td>
<td>24</td>
</tr>
<tr>
<td>Limits of Liability &amp; Responsibility for Labor</td>
<td>25</td>
</tr>
<tr>
<td>Labor Order Form</td>
<td>26</td>
</tr>
<tr>
<td>POV Order Form</td>
<td>27</td>
</tr>
<tr>
<td>Priority Empty Container Return Order Form</td>
<td>28</td>
</tr>
<tr>
<td>Union Jurisdictions</td>
<td>29</td>
</tr>
<tr>
<td>Material Handling Services and Rates</td>
<td>30</td>
</tr>
<tr>
<td>Shipping &amp; Material Handling Recap</td>
<td>31</td>
</tr>
<tr>
<td>Shipping Information</td>
<td>32</td>
</tr>
<tr>
<td>Shipping Instructions (Inbound &amp; Outbound)</td>
<td>33-34</td>
</tr>
<tr>
<td>Limits of Liability for Material Handling</td>
<td>35</td>
</tr>
<tr>
<td>Important Freight Information</td>
<td>36</td>
</tr>
<tr>
<td>Material Handling Special Services</td>
<td>37</td>
</tr>
<tr>
<td>Shipping Labels (Advance &amp; Showsite)</td>
<td>38-39</td>
</tr>
</tbody>
</table>
Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm’s marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
Vista Convention Services South
7045 NW 26th Avenue
Miami, FL 33147
Tel: (305) 673-1123
Fax: (305) 673-8713
Email: vistasouth@vistacs.com

All questions regarding the convention space assignments should be directed to:

Christina DeRose
IAQA Industry Relations Manager
Email: cderose@iaqa.org

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

- 8’ High Back Wall - BLUE
- 3’ High Side Rails - GREY
- 2 - Side Chairs
- 1 - 7” x 44” Booth ID Sign
- 1 - 6’ Draped Table—BLUE
- 1 - Wastebasket

**Please note: The exhibit floor is CARPETED. Electricity is NOT included!**
Exhibit Area Installation & Dismantle

Set-up Dates & Times
Tuesday, February 18, 2020  9:00am-5:00pm

All prefabricated displays must be set and empty crates tagged for storage by 4:00pm Tuesday, February 18, 2020.

Exhibit Dates & Times
Wednesday, February 19, 2020  7:00am-8:00pm
Thursday, February 20, 2020  7:00am-5:00pm
Friday, February 21, 2020  7:00am-12:00pm

Dismantle Dates & Times
Friday, February 21, 2020  12:00pm-4:00pm

Please note: Freight not picked up by 4:00pm on Friday, February 21, 2020 will be re-routed through the house carrier.
SpotLighter Lead Retrieval:
- Use your phone or rent device from us with SpotLighter license.
- Use qualifiers to identify visitor needs.
- Enter free format notes if needed.
- Secure on-line portal allows access to captured leads and charts from smart phones in real time. Leads from rented device will be available on the portal after rented devices are returned to the service desk.
- Order Enterprise version to support workshops and sessions along with booth lead capture.
- Leads captured from different phones are consolidated in one report and are available to download in Excel/csv format.

### Package Options

<table>
<thead>
<tr>
<th>Package Option</th>
<th>Early Bird - Before 02/01/2020</th>
<th>Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SpotLighter iPhone/Android Single License</strong>: You use your phone + SpotLighter single license.</td>
<td>$200</td>
<td>$300</td>
</tr>
<tr>
<td><strong>SpotLighter Two Pack License</strong>: Use SpotLighter with your two mobile phones for the show.</td>
<td>$350</td>
<td>$450</td>
</tr>
<tr>
<td><strong>SpotLighter iPod Basic</strong>: Our hardware (iPod) rental + single SpotLighter license.</td>
<td>$350</td>
<td>$450</td>
</tr>
</tbody>
</table>

**Contact information:**

John Peterson  
VarIT Inc.  
25107 Bottlebrush Terrace, Stone Ridge, VA 20105, USA  
Email: jpeterson@varit.com  
Phone: (703)-665-6607

**Order Link:** - [https://www.spotlightleads.com/Order/IAQA20](https://www.spotlightleads.com/Order/IAQA20)
<table>
<thead>
<tr>
<th>Service Descriptions</th>
<th>Quantity</th>
<th>14 Day Advance Rate</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Volts (Standard Electric - Basic Installation/Removal Labor Included)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500-1000 Watts (10 Amps)</td>
<td></td>
<td>$89.00</td>
<td>$119.00</td>
<td>$</td>
</tr>
<tr>
<td>1001-2000 Watts (20 Amps)</td>
<td></td>
<td>$129.00</td>
<td>$169.00</td>
<td>$</td>
</tr>
<tr>
<td>208 Volts Single [1] Phase (Basic Installation/Removal Labor Included)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>$269.00</td>
<td>$329.00</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$329.00</td>
<td>$409.00</td>
<td>$</td>
</tr>
<tr>
<td>50 Amps</td>
<td></td>
<td>$449.00</td>
<td>$549.00</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$479.00</td>
<td>$599.00</td>
<td>$</td>
</tr>
<tr>
<td>208 Volts Three [3] Phase (Basic Installation/Removal Labor Included)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>$299.00</td>
<td>$369.00</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>$419.00</td>
<td>$519.00</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>$649.00</td>
<td>$829.00</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$769.00</td>
<td>$1,269.00</td>
<td>$</td>
</tr>
<tr>
<td>480 Volts Three [3] Phase (Basic Installation/Removal Labor Included)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>$949.00</td>
<td>$1,449.00</td>
<td>$</td>
</tr>
</tbody>
</table>

### Electrical Accessories (Remains the property of PBCCC)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Wire Ground 25 ft. Extension Cord</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Power Strip 6 Outlet</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Qube Tap - 3-Way Connector</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**SUB TOTAL**

7% **SALES TAX**

**TOTAL**

### Special Instructions:

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

**Signature:** ______________________  **Date:** _______________

* Visa [ ]  MasterCard [ ]  American Express [ ]  Check Payable To: Palm Beach County Convention Center

**Account No:** _______________  **Exp. Date (MM/YY):** _______________

**Verification Code:** _______________

**Cardholder Name (Please Print):** ______________________

**Authorized Signature:** ______________________

**Credit Card Billing Address:** ______________________

**City/State/Zip:** ______________________

* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.

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Revised 08/09/2017
Palm Beach County Convention Center Electrical Services Terms and Conditions

Payment:
The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

Rates and Labor Charges:
1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge. Contact Exhibitor Services, at top of Order Form, to order special placement of service.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given.
5. All Prices are based on current rates and are subject to change without notice.

Installation / Disconnection and use of Service:
1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority.
2. Our Electric Service is 120 volt A.C. one phase 60 cycle or 209 volt one phase and 208 volt three phase 60 cycle. We have limited 277/480 volt three phase service available. Contact Exhibitor Services via the information at the top of the order form to inquire about service availability and price quotation.
3. All equipment provided will remain the property of the Palm Beach Convention Center and shall be disconnected / removed by our staff only. House electricians are authorized to cut floor coverings or permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not part of booth service and are not to be used by exhibitors. The Exhibitor is responsible for replacement, repair costs and damages to equipment during rental period. The rental period is from installation to removal.
4. Your equipment must be tagged with complete information about type and/or amount of voltage, amperage, phase, frequency, horsepower, etc. Any exposed non-current carrying metal parts of your equipment which are liable to be energized must be grounded.
5. Connections – all 120 volt cords must be 3 wire, grounded type. Use of open clip sockets, latex or lamp cord wire or non-UL or NEMA approved connections are prohibited. Equipment requiring company staff for assembly, servicing, prep work and operation may be executed without house electricians. However, all equipment regardless of power source must comply with Federal, State and Local safety codes.

Please contact Exhibitor services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

Cancellation Policy:
- If cancelled before installation and more that six (6) days prior to 1st show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1st show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

Legal Notice: We cannot accept responsibility for voltage fluctuation due to temporary power failure due to conditions beyond our control. For your protection, we advise you install a surge protector on your computers and any sensitive equipment. We will not be responsible for damage or loss to any equipment or injury to any person caused by unauthorized installation or connection to service by persons other than by PBCCC electricians.

Revised 10/5/2015
To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

<table>
<thead>
<tr>
<th>Water Service</th>
<th>14 Day Advance Rate</th>
<th>Show Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of Show Connection (1/2' or 3/4') or One Time Water Fill and Drain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 - 200 gallons</td>
<td>$80.00</td>
<td>$120.00</td>
<td>$</td>
</tr>
<tr>
<td>201 - 500 gallons</td>
<td>$105.00</td>
<td>$160.00</td>
<td>$</td>
</tr>
<tr>
<td>501 - 999 gallons</td>
<td>$195.00</td>
<td>$230.00</td>
<td>$</td>
</tr>
<tr>
<td>1,000 gallons or more</td>
<td>Call for Quote</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compressed Air Service</th>
<th>7% Sales Tax</th>
<th>SUB TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Connection, up to 1/2'</td>
<td>$200.00</td>
<td>$260.00</td>
</tr>
<tr>
<td>Each Additional Connection</td>
<td>$110.00</td>
<td>$143.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Instructions:</th>
</tr>
</thead>
</table>

**Prices listed are for the entire show.**

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.
Palm Beach County Convention Center Mechanical Services Terms and Conditions

Payment:
The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any additional charges for damaged or missing equipment will be billed after the end of the event.

Rates and Labor Charges:
1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge. Contact Exhibitor Services, at top of Order Form, to order special placement of service.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given
5. All Prices are based on current rates and are subject to change without notice

Installation, Disconnection and use of Service:
1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. earliest orders usually receive highest priority
2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by our staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation thought removal.
3. Guidelines of Service Connections: ONLY PBCCC engineers will make service connections. Service that crosses aisles will not be installed unless approved by Show Management and Event Management.
4. Equipment: All equipment must comply with Federal, State and local Safety Codes. The Exhibitor is responsible for supplying necessary regulator, conditioner or the like, where applications require critical regulation of pressure or moisture. All equipment must be properly labeled with appropriate information regarding pressure, flow, capacity, rate-of-fill and/or other factors pertaining to safety.
5. Attention: Tanks, drums, barrels and other containers requiring water fill/drain above 30 gallons must be filled and drained by PBCCC Engineering Department and are subject to a labor charge. Containers that show signs of leakage will not be filled and those which are found to be leading during an event may be drained without prior notice, at the discretion of the Engineering Supervisor because of safety concerns.

Please contact Exhibitor services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

Cancellation Policy:
- If cancelled before installation and more that six (6) days prior to 1st show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1st show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

Legal Notice: We cannot accept responsibility for pressure fluctuation due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content and the like. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by unauthorized installation, connection to service or interconnection of any equipment by person other than the PBCCC Engineering Department.

Revised 10/5/2015
*IMPORTANT*

Please read the following information to order
Audio Visual Services for IAQA

IMS Technology Services is the official contractor providing Audio Visual Services for IAQA. All exhibitors will receive an email from IMS that will allow you to log-in to their online ordering storefront.

Please see below for email details.

Dear ,

IMS Technology Services is pleased to be named the audio/visual provider for the (event name here) being held (event date here) at the (venue here). We encourage you to use our safe and secure online ordering web site to place your order. To log in, click on the link below and sign in using your e-mail address and the temporary password provided:

Secure Store Link:
https://imsts.boomerecommerce.com

Login Information:
Username:
Temporary Password: *****

Please do not hesitate to contact us if you need assistance.
### Data & Telecom Services

**Return Form To:**

650 Okeechobee Blvd.  
West Palm Beach, FL. 33401  
Attn: Exhibitor Services  
Exhibitor Services  
pbconventioncenter.com

**Phone:**  561-366-3000  
**Fax:**  561-366-3023  
**Email:** exhibitorservices@pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibiting Company:</td>
<td>Dates - From:</td>
</tr>
<tr>
<td>Address:</td>
<td>To:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>E-Mail:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Cell:</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

### Service Descriptions

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quantity</th>
<th>14 Day Advance</th>
<th>Base Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hard-Wired Internet Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardlined Internet Connection - per day</td>
<td>1</td>
<td>$100.00</td>
<td>$200.00</td>
<td>$</td>
</tr>
<tr>
<td>Run of Show - Per Connection - Up to 14 days</td>
<td>1</td>
<td>$300.00</td>
<td>$400.00</td>
<td>$</td>
</tr>
<tr>
<td>Each Additional Connection - Run of Show - Up to 14 days</td>
<td>1</td>
<td>$200.00</td>
<td>$300.00</td>
<td>$</td>
</tr>
<tr>
<td>Upgrade to Public IP (Run of Show)</td>
<td>1</td>
<td>$250.00</td>
<td>$500.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Wi-Fi Internet Service Provided Complimentary By The Palm Beach County Convention Center**

**No Routers**

<table>
<thead>
<tr>
<th>Wireless Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Encrypted SSID for POSs (Run of Show)</td>
<td>$100.00</td>
</tr>
<tr>
<td>[1] SSID - for Duration of Show - Up to 14 Days</td>
<td>$900.00</td>
</tr>
<tr>
<td>Dedicated SSID / Splash Page (Run of Show)</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Equipment Rentals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethernet Patch Cable</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VoIP Digital Phone Package includes: (1) VoIP Phone Model 35 &amp; (1) Digital Connection</td>
<td>$250.00 + $33.65 CST Tax = $283.65</td>
</tr>
<tr>
<td></td>
<td>$300.00 + $40.38 CST Tax = $340.38</td>
</tr>
<tr>
<td>Analog Telephone Line Only</td>
<td>$200.00 + $26.92 CST Tax = $226.92</td>
</tr>
<tr>
<td></td>
<td>$250.00 + $33.65 CST Tax = $283.65</td>
</tr>
<tr>
<td>Labor: IT Techs are available for Customer Support at $80.00 per hour, 1/2 hour min.</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

**Special Instructions:**

**Prices listed are for the entire show.**

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

---

**Signature:** __________________________  **Date:** __________________________

**Authorized Signature:**

**Cardholder Name (Please Print):** __________________________

**Credit Card Billing Address:**

**City/State/Zip:** __________________________

---

* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS.
EXHIBITOR HOSPITALITY MENU

SPECTRA FOOD SERVICES AND HOSPITALITY IS THE EXCLUSIVE PROVIDER OF FOOD AND BEVERAGE SERVICES AT THE PALM BEACH COUNTY CONVENTION CENTER. EXHIBITORS ARE PROHIBITED FROM BRINGING OUTSIDE FOOD AND BEVERAGE INTO THE FACILITY UNLESS A SAMPLE DISTRIBUTION FORM IS ON FILE.

BEVERAGE SERVICE

FRESHLY BREWED PALM BEACH BLEND COFFEES $68/GAL
SELECTION OF TEAS $63/GAL

**Coffee Service includes cups, creamers, sugar, artificial sweeteners, stir sticks and napkins, 3 gallon minimum

20oz Bottled Water $4.50/EACH
ASSORTED 20oz Bottled Coca Cola Soft Drinks $4.50/EACH
SPARKLING WATER $5.50/EACH
ASSORTED BOTTLED FRUIT JUICES $5.50/EACH
FRESH BREWED ICED TEA / LEMONADE $43/GAL

BAKERY FRESH ITEMS

ASSORTED DANISH AND PASTRIES $37/DOZEN
ASSORTED OTIS SPUNKMEYER MUFFINS $56/DOZEN
ASSORTED BAGELS W/CREAM CHEESE $45/DOZEN
FRESH BAKED JUMBO COOKIES $38/DOZEN
FRESH BAKED BROWNIES $50/DOZEN

BOX LUNCHES

Choice of Turkey, Roast Beef or Vegetarian Wrap, Ms Vickie’s Chips, and a JUMBO COOKIE AND CANNED SODA OR BOTTLED WATER $29.00/LUNCH
**FROM THE KITCHEN**

**DOMESTIC CHEESE DISPLAY WITH BAGUETTES AND CRACKERS (Serves 25 ppl)**  $320

**SLICED FRESH FRUIT DISPLAY (Serves 25 ppl)**  $300

**SALTED OR UNSALTED GOURMET SOFT PRETZELS (Minimum order of 100 pretzels)**  $5.50/PRETZEL

**WHOLE FRUIT BASKET (20pcs)**  $100

**SANDWICH PLATTER**  $96/DZ

**ASSORTED HORS D’OEUVRES – HOT OR COLD**  $72/DZ

*Contact Catering Office for selection - Minimum order of 80z per item*

**2LB. BASKET OF KETTLE CHIPS, TORTILLA CHIPS OR PRETZELS**  $52

**2LB BASKET OF SNACK MIX**  $88

**FRESH GUACAMOLE AND SALSA WITH CHIPS**  $315

*Based on 25 serving platter*

**MIXED NUTS (2LBS)**  $88

**ASSORTED GRANOLA AND CANDY BARS**  $56/DOZEN

**BAR SERVICE**

**DOMESTIC AND IMPORTED BEER**  $9.50/BOTTLE

**HOUSE WINE**  $45/BOTTLE

**HOUSE CHAMPAGNE**  $55/BOTTLE

*BARTENDER REQUIRED TO SERVE ALL ALCOHOL*  $150/4 HOURS

**ADDITIONAL SERVICES:**

**WATER COOLER SERVICE**

**WATER COOLER RENTAL (Includes 5 Gallon Jug*Set up includes 10oz cups)**  $95

**WATER COOLER REFILLS (5 GALLONS)**  $35

**ICE SERVICE**

**ICE 20 POUND BAG**  $10/BAG

*Contact the Catering Office to customize a reception or catering service for your booth*
SPECTRA FOOD SERVICES IS THE EXCLUSIVE CATERER FOR THE PALM BEACH COUNTY CONVENTION CENTER. ABSOLUTELY NO FOOD OR BEVERAGE IS PERMITTED INTO THE FACILITY.

SPECTRA FOOD SERVICES DOES NOT PROVIDE TABLES OR ELECTRICITY TO EXHIBIT SPACE. THESE ITEMS MUST BE OBTAINED THROUGH EXHIBIT SERVICES.

ALL CHANGES OR CANCELLATIONS MUST BE SUBMITTED IN WRITING. CHANGES OR CANCELLATIONS MUST BE RECEIVED (3) BUSINESS DAYS PRIOR TO DATE OF SERVICE.

**NO CANCELLATION WILL BE PERMITTED ON SITE.**

<table>
<thead>
<tr>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
<th>QUANTITY</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM PRICE</th>
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_____ VISA  _____ MASTERCARD  _____ AMERICAN EXPRESS

CARD #___________________________  Exp Date: ________  V code ________

CARDHOLDER’S NAME________________________

CARDHOLDER’S SIGNATURE________________________

2020
AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

SPECTRA FOOD SERVICES HAS EXCLUSIVE FOOD AND BEVERAGE DISTRIBUTION RIGHTS WITHIN THE PALM BEACH COUNTY CONVENTION CENTER. EVENT SPONSORING ORGANIZATIONS AND/OR THEIR EXHIBITORS MAY DISTRIBUTE SAMPLE FOOD AND/OR BEVERAGE PRODUCTS ONLY UPON WRITTEN AUTHORIZATION.

PALM BEACH COUNTY CONVENTION CENTER EXHIBITORS MAY DISTRIBUTE FOOD & BEVERAGE SAMPLES IN AUTHORIZED SPACE AND MUST NOT BE IN COMPETITION WITH PRODUCTS OR SERVICES OFFERED BY OVATIONS FOOD SERVICES. SAMPLES MUST BE REPRESENTATIVE OF PRODUCTS MANUFACTURED OR SOLD BY THE COMPANY EXHIBITING. FREE SAMPLES ARE LIMITED TO 2 OUNCES OF NON-ALCOHOLIC BEVERAGES AND 2 OUNCES OF FOOD. EXACT DESCRIPTIONS OF SAMPLE AND PORTION SIZE MUST BE SUBMITTED TO THE FOOD AND BEVERAGE OFFICE FOR WRITTEN APPROVAL 14 DAYS PRIOR TO THE OPENING OF THE EVENT. ANY EXHIBITOR PROVIDING SAMPLES OF FOOD AND NON-ALCOHOLIC BEVERAGE SAMPLES MUST OPERATE WITHIN THE LOCAL HEALTH DEPARTMENT GUIDELINES.

ANY EXHIBITOR REQUESTING TO GIVE AWAY SAMPLES OF ALCOHOLIC BEVERAGES MUST OBTAIN A SPECIAL EVENT LIQUOR PERMIT FROM THE LIQUOR CONTROL BOARD FOR THE STATE OF FLORIDA. SAMPLES DISPENSED ARE LIMITED TO THOSE PRODUCTS THAT ARE MANUFACTURED, PROCESSED OR DISTRIBUTED BY THE ENTITY REQUESTING PERMISSION. PLEASE REFER TO THE EXHIBITORS AGREEMENT FOR FURTHER SPECIFICATIONS.

SPECTRA MUST PROVIDE AN ATTENDANT AT ANY SUCH BOOTH DISPENSING ALCOHOLIC BEVERAGES AT THE CUSTOMER’S EXPENSE OF $150.00 FOR A 4 HOUR PERIOD AND $35.00 EACH ADDITIONAL HOUR. SAMPLES ARE LIMITED TO 1 OUNCE OF BEER OR WINE AND 1/2 OUNCE OF SPIRITUOUS LIQUORS.

SAMPLES ARE TO ONLY BE SERVED TO PERSONS 21 YEARS OF AGE OR OLDER. EACH BOOTH MUST PROVIDE A VISIBLE SIGN, STATING: “GUESTS MUST BE 21 YEARS OF AGE TO PARTICIPATE IN SAMPLING OF ALCOHOLIC BEVERAGES. PICTURE I.D IS REQUIRED”

GENERAL DESCRIPTION

PRODUCT(s) YOU WISH TO DISPENSE __________________________________________________________

SIZE OF PORTION TO BE DISPENSED __________________________________________________________

PROPOSED METHOD OF DISPENSING __________________________________________________________

PLEASE EXPLAIN PURPOSE OF OFFERING SAMPLES _____________________________________________

SERVICE REQUESTED

_____Freezer ($200.00 each per day)  _____Refrigerator ($200.00 each per day)  _____20 lb. bag of ice ($10.00 per bag)

_____Server/Bartender ($150 four hours with $35 per additional hour)


NAME OF EVENT: ___________________________ DATE OF EVENT: ___________ BOOTH NO. __________

FIRM NAME: _______________________________ PHONE NO. ________________________________

ADDRESS: ________________________________

STREET __________________________________ CITY __________________________________ STATE/ZIP ____________

BY: _______________________________ SIGNATURE: _______________________________ DATE: __________

PLEASE PRINT NAME

APPROVED _______________________________ SIGNATURE: _______________________________ DATE: __________

OVATIONS FOOD SERVICES

PLEASE EMAIL COMPLETED FORM TO CATERING@PBCONVENTIONCENTER.COM

2020
Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.

- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.

- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.

- Our full range of freight and package services includes ground or air service, as well as guaranteed and time-definite urgent services.

- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.
UPS Freight™ Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent
- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard
- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package
- On-site coordination of package and freight shipping

Tips for smoother trade show shipping
- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advanced warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight’s Tariff and Terms and Conditions at http://upsfreight.com and any applicable contract, as other restrictions may apply.

Online resources
- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
or call 800.988.9889

Multimodal capabilities
Please complete the information requested 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 authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional charges incurred as a result of showsite orders placed by your representative for this event.

**ORDER RECAP**

<table>
<thead>
<tr>
<th>Order Form</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Standard Booth Furnishings &amp; Carpet Order Form</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Plush Booth Carpet Order Form</em></td>
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<tr>
<td><em>Perfboard Order Form</em></td>
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<td><em>Grid Walls Order Form</em></td>
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<td><em>VCS Modular Rental Unit Order Form</em></td>
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<td><em>Slat Wall Order Form</em></td>
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<td><em>Special Signs Order Form</em></td>
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<td><em>Showcase Order Form</em></td>
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<tr>
<td>Booth Cleaning Order Form</td>
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<tr>
<td>Suspended Sign Hanging Order Form</td>
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<tr>
<td>Estimated Labor Order Form</td>
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<td>Estimated Rigging Labor Order Form</td>
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<td>Vehicle Spottin Order Form</td>
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<td>POV Order Form</td>
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<td>Priority Empty Container Return Order Form</td>
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<tr>
<td>Estimated Material Handling Order Form</td>
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Subtotal $ ____________________

*Add 7% Sales Tax $ ____________________

Net Amount due Vista $ ____________________

*Note: Services taxable in the state of FL.

**Indicate Payment Method**

Check # ____________________ Dated ____________________ Amount $ ____________________

Charge to: □ MasterCard □ VISA □ American Express

Indicate: □ Personal Credit Card □ Company Credit Card

Account # ____________________ Expiration Date ____________________

**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER:** ____________________

Cardholder’s Name ____________________ (Print or Type)

Cardholder’s Address ____________________ City ____________________ State ________ Zip ________

Signature ____________________

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE**

Company Name ____________________ Booth # ____________________

Street Address ____________________ Phone # ____________________

City ____________________ State ________ Zip ________ Fax # ____________________

Ordered by (Print or Type) ____________________ E-Mail ____________________

Signature ____________________ Title ____________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE Monday, February 3, 2020
Limits of Liability and Responsibility

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services South 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 or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
Payment Options
We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

1. All checks must be in U.S. funds drawn on a U.S. bank

2. Advance Payment by Company Check
   Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

3. Wire Transfer in U.S. Funds
   Bank information call Vista Convention Services South (305) 673-1123 or e-mail: vistasouth@vistacs.com
   Wire transfers must be initiated and confirmed at least two weeks before move-in.
   Wire transfers must include the show name, company name and booth number.
   Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:
   Domestic incoming wire transfer fee: $25.00
   International incoming wire transfer fee: $35.00

4. Credit Card
   Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by Monday, February 3, 2020.

Showsite Orders
To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order. Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the “standard” prices listed on the various forms.

Payment Terms
To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor’s credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. Telephone orders are not accepted.

Cancellation Policy: Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.

Please Note: All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.
STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

7045 NW 26TH AVE.
MIAMI, FL 33147
PHONE: (305) 673-1123 FAX: (305) 673-8713
E-MAIL: VISTASOUTH@VISTACS.COM

DEADLINE DATE:
Monday, February 3, 2020

Rental price includes delivery to and removal from your booth.

QTY. DISCOUNT RATES STANDARD RATES AMT.

SEATING

Side Chair $55.10 $71.70

Padded Stool $105.40 $137.30

ACCESSORIES

Round Pedestal Table (30" x 30")...$91.80 $116.60

Round Pedestal Table (42" x 30")...$116.60 $151.00

Wastebasket...$27.10 $35.00

Easel...$30.60 $39.70

Chrome Sign Frame (22" x 28")...$80.50 $91.50

Bag Holder...$109.20 $143.30

Crossbar...$30.60 $39.70

Garment Rack...$109.20 $143.30

Literature Rack...$109.20 $143.30

STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

10’ x 10’...$135.35 $176.15

10’ x 20’...$271.80 $352.05

10’ x 30’...$405.20 $529.70

10’ x 40’...$514.80 $703.40

10’ x 50’...$675.30 $879.30

Circle color: Burgundy Gray Teal Red Black Hunter Green

CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

QTY. DISCOUNT RATES STANDARD RATES AMT.

DRAPED DISPLAY TABLES - 30” HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Teal White Hunter Green

2’ x 4’ x 30”...$113.00 $143.30

2’ x 6’ x 30”...$127.60 $163.20

2’ x 8’ x 30”...$153.30 $199.30

4th Side Drape 6’ & 8’ Only...$40.30 $86.00

DRAPED DISPLAY TABLES - 42” COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Teal White Hunter Green

2’ x 4’ x 42”...$161.80 $210.30

2’ x 6’ x 42”...$177.00 $230.20

2’ x 8’ x 42”...$205.00 $264.90

4th Side Drape 6’ & 8’ Only...$40.30 $86.00

UNDRAPED DISPLAY TABLES - 30” HIGH

2’ x 4’ x 30”...$56.80 $89.60

2’ x 6’ x 30”...$69.80 $105.60

2’ x 8’ x 30”...$83.50 $108.90

UNDRAPED DISPLAY TABLES - 42” HIGH

2’ x 4’ x 42”...$70.00 $105.60

2’ x 6’ x 42”...$81.32 $105.60

2’ x 8’ x 42”...$95.10 $123.20

DRAPE RISERS

White Vinyl

4’ One Step $54.90 $70.90

6’ One Step...$71.10 $92.10

Raise & Drape Package

Table to 42” high...$72.50 $86.00

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.

ALL CHARGES SUBJECT TO SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM
ENTER TOTAL

Company Name

Booth #

Street Address

Phone #

City State Zip Fax#

Ordered by (Print or Type)

E-Mail

Signature

Title

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE
### PLUSH BOOTH CARPET ORDER FORM

**INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.**

**PLUSH BOOTH CARPET - 28 OZ.**

Please Note: Hall is Already Carpeted!

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size ___________ x ___________ = ________ (calculate to the next full foot, 200 square feet minimum)

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<th>QTY</th>
<th>TOTAL</th>
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<tr>
<td></td>
<td>Square feet (200 square feet minimum)</td>
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</tbody>
</table>

Please circle your selection:

- FRENCH BEIGE
- COLONY BLUE
- BLACK
- CHARCOAL GRAY
- WHITE

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%.

**NO REFUND AFTER DEADLINE DATE.**

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

**SUBJECT TO SALES TAX (7%)**

FULL PAYMENT MUST ACCOMPANY ORDER

ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

ENTER TOTALS

---

Company Name________________________________________________________

Booth #_____________________

Street Address________________________________________________________

Phone #_____________________  

City_________________________ State_________ Zip_________ Fax #_________________

Ordered by (Print or Type)_________________________ E-Mail_____________________

Signature_____________________________________________________________ Title________________

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE

DEADLINE DATE: Monday, February 3, 2020
BOOTH CLEANING RATES

Please indicate your requirements:

☐ Daily - Vacuuming .......................................................... $0.42 per sq. ft.
☐ Once - Vacuuming before initial opening .......................................................... $0.47 per sq. ft.

Calculate total:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. Of Days: _____ = $ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

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

PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a $1.15 per square foot per day after a minimum charge of 100 square feet.

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: $1.15 x Number Of Days: _____ = $ _____

(Minimum charge: 100 Sq. Ft. Per Day - $110.25)

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.
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 one 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 Vista Convention Services South no later than the Deadline Date shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the Deadline Date shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an “Exhibit Crew” badge at Vista Convention Services South Labor Desk.

Exhibiting Firm:_________________________________________Booth #:___________________________
Authorized Name & Title:____________________________________________________________________________________
Authorized Signature:_______________________________________________________________________________________
Full Name of Non-Official Contractor:_________________________________________________________________________
Complete Address:__________________________________________________________________________________________
City, State:__________________________________________________________________Zip Code:______________________
Phone Number:_________________________________________Fax Number:______________________________________
Certificate of Insurance Included:     Yes            No
Non-Official Contractor “Show Site” Representative:_____________________________________________________________
Type of Service to Be Performed:___________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

Retain one copy for your files.
Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.

2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor’s material after same has been delivered to exhibitor’s booth.

3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors’ booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Vista Convention Services South 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 or damage to an exhibitor’s materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
Display Labor for Installation and Dismantling of Exhibits

Display Labor Rates:

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$73.30 per hour</td>
<td>$110.00 per hour</td>
</tr>
<tr>
<td></td>
<td>One hour minimum per worker</td>
<td>One hour minimum per worker</td>
</tr>
<tr>
<td></td>
<td>Thereafter 1/2 hr. increments</td>
<td>Thereafter 1/2 hr. increments</td>
</tr>
</tbody>
</table>

ST: 8:00AM to 3:30PM
OT: Before 8:00AM and after 3:30PM

Monday through Friday and all hours on Saturday and Sunday

ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%

PLEASE NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

_____PLAN A - EXHIBITOR’S SUPERVISION - All work performed must be under the supervision of the Exhibitor.

Set-up

<table>
<thead>
<tr>
<th>No. Men</th>
<th>Date</th>
<th>Time</th>
<th>Approx. Hours</th>
</tr>
</thead>
</table>

Dismantle

<table>
<thead>
<tr>
<th>No. Men</th>
<th>Date</th>
<th>Time</th>
<th>Approx. Hours</th>
</tr>
</thead>
</table>

_____PLAN B - VISTA CONVENTION SERVICES SUPERVISION - Hourly rate plus 35% Supervision Charge/Minimum $44.10

Name of Carrier_________________________ # Crates____ Cartons____ Skids____

Shipped to: _____Warehouse _____Showsite _____Display Includes Carpet _____Vista’s Rental Carpet

SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION

After Dismantle Return Display To (Shipping Address):

VIA:

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor’s booths for reloading after the show.

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Company Name__________________________Booth________
Street Address_________________________Phone #________
City________________State________Zip________Fax#_____
Ordered by (Print or Type)________________E-Mail________
Signature________________Title________________

CREDIT CARD: □ M/C □ VISA □ AMEX ACCOUNT NUMBER: _____________________________
CARDHOLDERS SIGNATURE: ____________________________ CARDHOLDERS NAME: _______________________

E-MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH
Personally Owned Vehicles
Vista Convention Services South will provide labor to unload Personally Owned vehicles (station wagons, mini vans, SUV’s, etc.) at Showsite only on the following days and times:

**Tuesday, February 18, 2020  9:00am-5:00pm**

The rate for this service is **$120.50 per vehicle, one way, 500 lbs. maximum**. Exhibitors may carry in their own freight (NO PERSONALLY OWNED FLAT CARTS, PALLET JACKS, etc. - **HAND CARRY ONLY**) and will not be subject to Material Handling charges unless exhibitor requires use of dollies, flat carts, or pallet jacks.

Unloading of Pallets
Pallet rate for trucks on-site from the dock to the booth is $102.40 up to 1000 lbs. One way dock height. (must be able to unload at the dock)

_____ POV– 500LBS MAX AT $120.50 EACH WAY

_____ NUMBER OF PALLETs TO BE UNLOADED AT $102.40 EACH PALLET EACH WAY WEIGHING 1000LBS MAX

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES SOUTH BEFORE POV SHIPMENTS CAN BE HANDLED.

Company Name__________________________________________Booth ______________________
Street Address_____________________________________________Phone #__________________
City________________________State_________Zip_________Fax#____________________
Ordered by (Print or Type)____________________________________E-Mail____________________
Signature_________________________________________________Title________________________

CREDIT CARD: ☐ M/C ☐ VISA ☐ AMEX
ACCOUNT NUMBER:__________________________________________
EXPIRATION DATE:__________________________________________

CARDHOLDERS SIGNATURE:____________________________________CARDHOLDERS NAME:_________
**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE**

This service provides for the priority return of your empties to your booth after the close of the show. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return…………………………………$114.60 per container

Estimated Number of Pieces………………………………………

**PLEASE NOTE: Special empty container labels are required for this service. Labels will be available at Vista’s Service Desk.**

Company Name________________________________________________Booth _____________________________________

Street Address_________________________________________________Phone #____________________________________

City_________________________ State__________    Zip________Fax#_______________________________________

Ordered by (Print or Type)_________________________ E-Mail__________________________________________

Signature_________________________ Title_________________________

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information

M/C     VISA   AMEX / ACCOUNT #

EXPIRATION DATE:______________    CUSTOMER CODE #:______________

CARDHOLDERS SIGNATURE:_________________ CARDHOLDERS NAME:__________________

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE
Union Jurisdictions

Exhibit Labor Jurisdictions
Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than 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.

Freight Handling Jurisdiction
Vista Convention Services South has the responsibility of receiving and handling all exhibits 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. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner’s expense.

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

Gratuites
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 union 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 Vista Convention Services South.

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 Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.
Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. **Please note: 200lbs. minimum for this service.**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Warehouse Rate</th>
<th>Showsite Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated and/or Skidded Floor Load Shipments</td>
<td>$104.50</td>
<td>$109.50</td>
</tr>
<tr>
<td>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</td>
<td>$145.30</td>
<td>$152.20</td>
</tr>
<tr>
<td>Overtime Rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliveries to Warehouse AFTER DEADLINE DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Package Shipments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Per CWT (100 lbs.)**

<table>
<thead>
<tr>
<th>Minimum charge (200 lbs.)</th>
<th>Warehouse Rate</th>
<th>Showsite Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Package</td>
<td>$44.10</td>
<td></td>
</tr>
<tr>
<td>***Each additional package $33.10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- **DEADLINE DATE:** Thursday, February 6, 2020
- A 25% surcharge for each occurrence will apply in addition to the above rates.
### Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATION, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

<table>
<thead>
<tr>
<th>Computation of Order:</th>
<th>When recording weight, round up to the next 100 pounds.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crated and/or Skidded Floor Load Shipments</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Warehouse</strong></td>
<td>We will ship ______ lbs. @ $104.50 per 100 lbs. (200 lb. minimum/$209.00)</td>
</tr>
<tr>
<td><strong>Showsite</strong></td>
<td>We will ship ______ lbs. @ $109.50 per 100 lbs. (200 lb. minimum/$219.00)</td>
</tr>
</tbody>
</table>

| **Uncrated, Unskidded Wrapped Shipments and Crated Shipments requiring Special Handling** | |
| **Warehouse** | We will ship ______ lbs. @ $145.30 per 100 lbs. (200 lb. minimum/$290.60) | $ ______ |
| **Showsite** | We will ship ______ lbs. @ $152.20 per 100 lbs. (200 lb. minimum/$304.40) | $ ______ |

| **Overtime Rates** | All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 25% surcharge for each occurrence in addition to the above rates. |

| **Deliveries to Warehouse AFTER Deadline Date** | Shipments received at the warehouse after 3:30PM or after the deadline date of Thursday, February 6, 2020 will be charged 25% surcharge, for each occurrence, in addition to the above rates. |

| **Payment Enclosed** | $ ______ |

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. Adjustments must be paid at showsite. If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.
Shipping Information

What you should know:

* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.

* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.

* Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill of Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.

* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered “special handling” and are charged at higher rates.

* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the Material Handling Service and Rates Form.

* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the Material Handling Service and Rates Form.

* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

Material Handling includes:

* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
* Delivering materials to your booth at showsite.
* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

Material Handling does not include:

* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, recreating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).
Inbound Shipping Instructions

Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.

Shipping in Advance to the Warehouse:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: IAQA 2020 Annual Meeting & Expo  
(Exhibiting Company’s Name & Booth Number)  
C/O VISTA CONVENTION SERVICES SOUTH  
7045 NW 26th AVENUE  
MIAMI, FL 33147

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning Monday, January 20, 2020.
- Shipments received after the deadline of February 6th, 2020 will be charged an additional 25% surcharge.
- Shipments received after 3:30PM will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, 8:00AM to 3:30PM
- Carriers checking in after 3:30PM Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

Shipping Directly to Showsite:

All direct shipments to showsite should be addressed/labeled as follows:

TO: IAQA 2020 Annual Meeting & Expo  
(Exhibiting Company’s Name & Booth Number)  
C/O VISTA CONVENTION SERVICES SOUTH  
PALM BEACH COUNTY CONVENTION CENTER  
650 OKEECHOBEE BLVD.  
WEST PALM BEACH, FL 33401

Show site shipments will be received beginning on Monday, February 17, 2020 at 9:00am.  
SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.
Outbound Shipping Instructions

Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

```
FROM:               (Your Company Name)
BOOTH #:            
SHOW NAME:          IAQA 2020 Annual Meeting & Expo
LOCATION:           PALM BEACH COUNTY CONVENTION CENTER
TO:                 (Shipping Address)
```

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than 1:00pm on Friday, February 21, 2020.

**DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!**

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtimes charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than UPS Tradeshow Freight Services) must be checked in no later than 1:00pm on Friday, February 21, 2020.
Limits of Liability for Material Handling

* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

* Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

* Vista Convention Services South’s liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

* Vista Convention Services South 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 or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

* The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.
Important Freight Information

Definition of Special Handling:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver.”

Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:

⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.

⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.

⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.

⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.
Material Handling Special Services

**Empty Storage**
Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: $23.00 per carton and $34.50 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

**Mobile Unit Spotting**
Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of $315.40 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

**Shipments Returned to Warehouse**
At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is $57.30 up to the first 100 lbs. For shipments over 100 lbs, a fee of $34.50 per cwt. on straight time and $40.20 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

**Special Rates and Services**
- Steel banding is available at $3.20 per linear foot, plus one-half hour minimum labor.
- Shrink Wrap Skid: $40.20 per skid, labor included
- Clear Tape: $14.90 per roll
- Double Face Tape: $24.00 per roll

**UPS & FEDEX Shipments**
A fee of $86.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.
FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN THURSDAY, FEBRUARY 6, 2020
RECEIVING 8:00AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM
ON-SITE DIRECT SHIPMENTS ONLY

FROM:______________________________________________
_______________________________________
_______________________________________

TO:______________________________________________
_______________________________________
_______________________________________

IAQA 2020
C/O VISTA CONVENTION SERVICES SOUTH
PALM BEACH COUNTY CONVENTION CENTER
650 OKEECHOBEE BLVD.
WEST PALM BEACH, FL 33401

FOR ON-SITE DIRECT SHIPMENTS ONLY
Show site shipments will be received beginning Tuesday, February 18 2020 at 9:00am

ON-SITE DIRECT SHIPMENTS ONLY

FROM:______________________________________________
_______________________________________
_______________________________________

TO:______________________________________________
_______________________________________
_______________________________________

IAQA 2020
C/O VISTA CONVENTION SERVICES SOUTH
PALM BEACH COUNTY CONVENTION CENTER
650 OKEECHOBEE BLVD.
WEST PALM BEACH, FL 33401